



Management Higher Apprenticeship Assessor

Contract: Permanent

Hours: 37 hours per week

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and Schools across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for a passionate individual who will support learners within the workplace in achieving relevant Frameworks. The role involves assessing learners around the higher apprenticeship level 4 & 5 QCF & VRQ qualifications in Management and Essential Skills. You will be responsible for a caseload of learners ensuring timely achievement of Apprenticeship qualifications.

The role is field based covering the South Wales area and fits within the Management Apprenticeship Team reporting to the Management Route Manager.

What we offer

- Salary: £26,300 rising to £27,800 per annum
- Generous Holiday Package
- Contributory Pension Scheme
- Excellent employee benefits
- Total Reward Package up to £29,000 per annum

What you are responsible for

- Organise and Deliver training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on the IALP (including Essential Skills whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and ACT. This includes, QCF, VRQ and all relevant Essential Skills.
- To demonstrate and maintain own understanding and competence against the national standards up to and including the highest level of delivery.

- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all ACT and Welsh Government requirements are being met.
- Assess, support and develop learner's literacy, numeracy, digital literacy and employability skills; knowledge of sustainable development, global citizenship and British Values, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- Deliver, record and continually update the digital learning journey (initial assessments, IALPs, induction and reviews) to ensure a meaningful learner experience in line with ACT and Welsh Government requirements.
- Meet the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Ensure all relevant Welsh Government and ACT administrative paperwork is completed accurately and promptly.
- Maintain and record own CPD and occupational competence by attending sector, awarding body and internal training.
- Contribute towards development of curriculum and strategic plans.
- Use evidence and research to improve practice.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and ACT ensuring that all business leads are referred to the appropriate ACT nominee. Recruit new learners as agreed with Line Manager.
- Engage with employers/mentors to ensure effective progression, whilst meeting the business needs.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Ensure learners wellbeing by carrying out health and safety monitoring and following safeguarding procedures.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training & standardisation events.
- Take part in, support and carry out actions from quality processes e.g. Teaching & Learning observation, standardisation activities, audits, learner feedback, monthly data days.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

What we are looking for

		Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Application/ Interview	Minimum of 5 years' experience within a managerial position			
Qualifications & Knowledge	A	Application/ Certificate verification	Assessors qualification - Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent (or working towards)	A	Application/ Certificate verification	Knowledge of Work Based Learning Sector
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to support and develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
	B	Interview	Maintains CPD			
Other	A	Interview	Hold a full U.K. driving licence			

Have you got what it takes? Apply via this link: <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=18656-ACEA080D-55CF-4C87-A635-9ECC6AB2B1E3>

