

Learning & Development Assessor/Tutor

Contract term: Temporary, full-time (approx. 18 months, until September 2023)

Hours: 37 hours

Location: Homebased

Salary: £23,800 rising to £25,300 per annum pro rata

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about 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 an experienced Assessor/Tutor who is able to manage a mixed caseload of Learning & Development Apprenticeship learners and private/internal candidates undertaking professional qualifications including Assessors and teaching awards. The successful candidate should be professional, passionate and knowledgeable and be able to deliver group training

sessions bilingually within a classroom as well as assessments in a work-based environment. Classroom sessions are currently remote due to social distancing restrictions.

The role is currently based at home however the office base is Ocean Park House, Cardiff. The role fits within the Learning & Development Apprenticeship Route reporting to the Route Manager.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

Private/Internal delivery of Assessors and teaching awards

- To deliver Assessors and teaching qualifications (e.g. AVA, and AET) to internal and private candidates through workshops and assessment visits in the workplace to include observations and marking of assessments and evidence.
- To build and maintain learner relationships to ensure progression on qualification and timely achievement.
- To assess Assessors and teaching qualifications (e.g. AVA and AET).
- To develop and support the introduction of new qualifications linked to assessment, education and delivery.
- To evaluate training delivered and ensure continuous improvement.
- Develop curriculum and course resources to support the delivery of specified courses
- To track progress of courses delivered.
- To keep up to date with all related administration for the qualifications being delivered
- To liaise and support the Awarding Body in quality assurance visits.
- To deliver any other staff training sessions as required.

Learning & Development Apprenticeship Assessment

- To deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on their individual learning plans (including Essential Skills Wales) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**.

- To use the internal systems to manage your own caseload effectively ensuring accuracy of all data and all **ACT** and Welsh Government requirements are being met.
- To assess, support and develop learner's literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- To deliver, record and continually update the learning journey paperwork (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience in line with **ACT** and Welsh Government requirements.
- To follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- To ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly.
- To maintain own CPD by attending sector, awarding body and internal training.
- To communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. To develop links with employers to promote new business as appropriate. To act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee.
- To recruit new learners as agreed with Line Manager.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.

- 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.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.

General Duties

- To ensure learner's wellbeing by carrying out health and safety monitoring and following safeguarding procedures.
- To communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- To take part in, support and carry out actions from quality processes e.g. quality observation, audit, and learner feedback.
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery.
- To adhere to and promote ACT environmental practices.
- Any other duties as requested by your manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.

- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area 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.

Person Specification

What we are looking for:

| | Assessment Method | | Essential | Assessment Method | | Desirable |
|----------------------------|-------------------|---|--|-------------------|---|---|
| Experience | A | Application | Minimum of 2 years teaching experience | | | |
| | B | Application | Minimum of 3 years' experience as an Assessor | | | |
| | C | Application | Experience of working within the training sector | | | |
| Qualifications & Knowledge | A | Application/ Certificate verification | Assessor Award (TAQA, AVA, A1, D32 or equivalent) | A | Application/ Interview | Knowledge of Work Based Learning Sector |
| | | | | B | Application/ Certificate Verification | IQA (Internal Quality Assurance) Award (TAQA, V1, D34 or equivalent). |
| | | | | C | Application/ Certificate Verification | PGCE, PCET, AET, PTLLS or equivalent teaching qualifications |
| Skills & Attributes | A | Interview | Creative and passionate for training/learning | A | Application/ Interview | Ability to speak Welsh |
| | B | Interview | Ability to 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 | | | |

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| Other | A | Interview | Hold a full U.K. driving licence and access to vehicle | | | |
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Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=20400-0A463CC3-A716-42AE-B5B0-BACB0CFDDA62>

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We invest in people Platinum
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