HARROGATE COLLEGE | Keighley College | LEEDS CITY COLLEGE | LEEDS CONSERVATOIRE | Leeds Sixth Form College | Pudsey Sixth Form College | University Centre Leeds

luminate EDUCATION GROUP

Job Description

Group Member:		Harrogate College	
Job Title:		Apprenticeship Assessor	
Reports to:		Deputy Head of Apprenticeships	
Job Grade	T2	**Department**	Apprenticeships

SPECIFIC ROLE RESPONSIBILITIES:

1. To plan, co-ordinate, assess and review the learning activities associated with learners in the workplace.
2. Deliver training and conduct training and assessment covering skills and competencies as appropriate on and off site as required to facilitate timely or relevant success of students and provide a wide range of training solutions based on employer needs.
3. The post holder will be allocated a caseload of students with a responsibility to ensure that contractual commitments are met.
4. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Provide training and or/assessment in appropriate disciplines (including Functional Skills) to a range of students on their selected programme or training.
2. Deliver onsite tutoring of both theoretical and practical elements of the apprenticeship.
3. Be responsible for a caseload of candidates ensuring timely completion within agreed timescales appropriate for level and individual needs.
4. Be responsible for managing the overall delivery of the Apprenticeship standard.
5. Support the Apprenticeship Leads and Recruitment team with: the recruitment, enrolment, sign up of students, completion of all contract documentation; provision of Information, Advice and Guidance (IAG) for students and where applicable, employers and health and safety checks.
6. At commencement of the programme work with the employer and learner to agree and record in each student's Individual Learning Plan, clear milestones and targets to enable all components of the training programme to be monitored and reviewed on an ongoing basis.
7. Monitor the student's progress over the duration of the programme ensuring formal reviews between the learner and employer, in line with the individual learning plan, are undertaken as a minimum every 12 weeks.

8. Track and record the vocational progress of students on a regular basis/as required using relevant systems (e.g. One File); report and take action in respect of any concerns (including the 20% of the job training).
9. Contribute to and participate in the assessment and quality assurance procedures for all programmes/ training provision, including Internal Verification to the prescribed standards. Contribute to the review and evaluation process in order to ensure year on year improvements.
10. Provide feedback on students' work and assignments, including marking assignments where relevant, liaising with venues, employers or placement supervisors and providing guidance and support to students.
11. Assess and monitor portfolio of students work and ensure completion within agreed deadlines and target date (including electronic or paper-based portfolios).
12. Complete assessment paperwork to the required audit standards.
13. Compile the required programme documentation for students.
14. Comply with internal and awarding and funding organisations quality assurance procedures and standards.
15. To agree and meet performance targets relating to business development and learner retention and achievement.
16. Any other duties that are specific to the department.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Collaborative

Fostering environments that enable staff and students to be brave, interact and have fun

Passion
Encouraging all to have aspiration and passion in everything they do.

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative
Always hungry to learn and looking ahead so we can be responsive

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Person Specification

Job Title:	Apprenticeship Assessor

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Level 2 English and Maths (or equivalent)	A / I / C
E	Q2. Hold a minimum of Level 3 qualification in specialist area	A / C
E	Q3. Assessors award	A / I / C
D	Q4. Internal Quality Assurance award	A / I / C
D	Q5. Teaching qualification or willingness to work towards within a reasonable timeframe.	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Knowledge and experience within the curriculum area industry	A / I / P
E	EK2 Knowledge and experience of on-site assessing	A / I / P
E	EK3 Experience of creating and maintaining professional relationships with employers	A / I

E	EK4. Experience of working with employers to organise work placement or training.	A / I
E	EK5. Experience of working in an educational environment.	A / I
E	EK6. Experience of working in a multidisciplined organisation	A / I
D	EK7. Experience of using and applying appropriate Apprentice Standards.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Understand and have experience in current working practices in apprenticeship area	A / I
E	SC2. Able to prepare and deliver training sessions in curriculum area	A / I
E	SC3. Able to work without close supervision and resolve own work problems using own initiative	A / I
E	SC4. Demonstrate interpersonal skills sufficient to network and develop effective links with external partners	A / I / P
E	SC5. Able to demonstrate an ability to work with a diverse range of students and manage their assessment.	A / I / P
E	SC6. Ability to enthuse students to aid retention and achievement.	A / I / P
D	SC7. Experience of giving constructive feedback for students.	A / I / P
D	SC8. Experience of keeping and using effective records of student progress against standards.	A / I / P
D	SC9. Able to work within a target driven environment e.g. focusing on learner end dates and achievement rates.	A / I / P

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I