

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Work Based Learning Assessor

### Reports to: Work Based Learning Manager

### Salary range: Business Support 28-33

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**Main Purpose of Job:**

* To provide a range of services in support of assessment on NVQ or similar programmes.

**Responsible for:-**

* Work Based Learning Apprenticeship Learners

**Responsibilities and Accountabilities:**

* To assess the full range of Health and Social Care (Adults) qualifications up to Level 5
* To conduct Training Needs Analysis for candidates, enrol them on appropriate courses and provide coaching, mentoring and learning opportunities.
* To carry out initial assessments using WEST as part of the induction process
* To monitor candidates’ progress towards qualifications, give them constructive feedback and help them prepare a portfolio of evidence.
* To assess candidate portfolios and present completed portfolios for internal verification.
* To address underpinning knowledge requirements as appropriate.
* To support and prepare learners for Essential Skills Wales.
* To design suitable learning opportunities for individuals and groups of staff.
* To develop assessment methodology and documentation including learning materials and workbooks.
* To use the College tracking systems to monitor and log candidate progress and attainment.
* To liaise with Awarding Bodies regarding standards, learning materials, candidate registration and certification, etc.
* To liaise with employers regarding candidate performance and progress and to participate in the continuous development of employer liaison and communication mechanisms.
* To carry out preparation work in anticipation of External Verifier visits.
* To take part in Internal Verification activities as required.
* To work within the College Quality Management System and adhere to quality procedures and correct documentation.
* To help with marketing and promotion of relevant College courses.
* maintain confidentiality and security of portfolios, documentation and other information linked to candidates, employers and the College.
* take part in staff development activities and be proactive in his/her own Continuous Professional Development (CPD).

**Special Features:**

Ability to work flexible working hours as well as a flexible approach in order to ensure cover for absent colleagues due to illness etc.

**Miscellaneous:**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Director**

**Person Specification**

| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Skills & Abilities | 1.1  1.2  1.3 | Strong team working skills  Able to demonstrate a commitment to the maintenance and development of quality standards  An outgoing and positive personality | | | A/I  A/I  A/I | E  E  E |
| 2 | General & Special Knowledge | 2.1  2.2  2.3 | Computer literacy – proficient in the use of MS Office to create and edit documents and presentations, and in the use of MS Outlook and the Internet  Have acceptable levels of Essential Skills, especially Verbal and Numerical reasoning (as determined by relevant psychometric tests selected by College)  Have excellent personal organisational skills | | | A/I  A/I  A/I | E  E  E |
| 3 | Education & Training | 3.1  3.2  3.3  3.4  3.5 | Possess an assessors qualification (TAQA)  Possess or be working towards a Verifiers Award  A professionally relevant qualification at minimum Level 3, or as otherwise stipulated within job advertisement  Further coaching or teaching qualification.  Valid driving licence and possession of own transport.\* | | | A/C  A/C  A/C  A/C  A/C | E  D  E  D  E |
| 4 | Relevant Experience | 4.1  4.2 | Experience of working directly with External Verifiers and Awarding Bodies  Experience of liaising with managers in industry and commerce. | | | A/I  A/I | D  D |
| 5 | Special Requirements | 5.1  5.2  5.3 | Able to communicate through the medium of Welsh  Demonstrates an empathy with the Welsh culture  Demonstrates a commitment to Equality and Diversity | | | A/I  A/I  A/I | E  E  E |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |