



Digital Business Assessor

Contract term: Permanent, full-time

Hours: 37 hours

Location: Field-based

Salary: £27,500 rising to £30,500 per annum

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 a creative and passionate individual who will support and empower learners within the workplace to achieve qualifications that make up an apprenticeship.



The role involves assessing, training and supporting learners in achieving a range of Digital work-based learning apprenticeships and Essential Skills, whilst ensuring an excellent learner journey experience. Our learners are digital end users, working in a variety of sectors. They may be an administrator in a health board, a teaching assistant in a school, an apprentice hired to support a system development team.

With vocational experience in using multiple digital software at advanced level such as Office 365 and Google Workspace, you will be responsible for a caseload of learners across Wales ensuring timely achievement of qualifications. You will be helping apprentices to learn about and demonstrate their competence in word processing, digital collaboration, spreadsheet software, data visualisation, databases, website design, user experience design and much more.

The role fits within Digital Services Team reporting to the Route Manager.

Travel will be required to attend meetings with learners at their workplaces across Wales delivering innovative training, therefore having access to a vehicle for transport is essential.

For more information regarding some of the Apprenticeships you will be responsible for delivering, please see the links below...

[Digital Skills for Business Level 2](#)

[Digital Skills for Business Level 3](#)

[User Centred Design Level 2](#)

[User Centred Design Level 3](#)

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases

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- 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:

- Deliver and organise training, assessments, workshops and centre based activities using a range of digital tools to enable learners to achieve all learning outcomes on the ILP, including Essential Skills Wales.
- Meet all requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework, the Professional Standards and ACT.
- Use systems in place to effectively manage caseload.
- Assess, support and develop learner's literacy, numeracy, ICT, digital and employability skills; knowledge of sustainable development and global citizenship, Equality and Diversity, Welsh Language & Culture and Well-being through delivery of qualifications and enrichment activities.
- To develop and deliver relevant workshops that contribute to the NVQ/QCF and Essential Skill Wales standards.*

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- Supporting in the delivery and development of learning design for new qualifications
- Ensure learners well-being by carrying our health and safety monitoring and following safeguarding procedures.
- Deliver, record and continually update the learning journey (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience and engagement with employer.
- 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, ACT ensuring that all business leads are referred to the appropriate ACT nominee. Recruit new learners as agreed with Line Manager.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Contribute towards development of curriculum, insight days and strategic plans.
- Maintain own CPD and skills by attending sector, awarding body and internal training.
- Communicate effectively and work with the team and management.
- Take part in, support and carry out actions from quality processes
- To adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.
- 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.
- Any other duties as requested by your Coordinator or 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	Proven occupational experience within the IT/Digital sector	A	Application/ Interview	Experience of Project Management tools and techniques Experience of Power Bi
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L4 occupational based qualification or equivalent (in IT/digital/education)	A	Application/ Certificate verification	Teaching qualification such as PGCE or equivalent
	B	Application/ Certificate verification	Assessor qualification such as TAQA, D32/33, A1 etc. or equivalent (or willingness to complete an accredited qualification)	B	Application/ Certificate verification	Internal Verifier qualification such as V1 or equivalent.
Other		Application	Hold a full U.K. driving licence and access to vehicle			
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	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			
	J	Interview	Excellent presentation skills			
Personal Qualities	A	Interview	To uphold ACT Values			

<https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=26190-56C03582-F809-42CE-A1E5-C11F78BA6DD3>

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