

Health & Social Care Higher Apprenticeship Assessor – Level 4/5

Contract term: Permanent, full-time

Hours: 37 hours

Location: Field-based

Salary: £27,500 (£26,500 – Unqualified) rising to £30,500 per annum

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight 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 passionate individual who will support learners within the workplace in achieving relevant Frameworks. The role involves assessing learners and delivering workshops based around Level 4 in Health and Social Care. You will be responsible for a caseload of learners ensuring timely achievement of their qualifications.

The role will be mainly part of the CAVC contract, however the candidate may be asked to support the Level4/5 Apprenticeship contract from time to time.

We are looking for an Assessor with a minimum of 2 years' occupational experience along with a minimum of Level 5 occupational based qualification or equivalent in Health and Social Care.

The role is field based covering the South and Mid Wales area and fits within the Health and Social Care Apprenticeship Route reporting to the Health and Social Care Route Manager.

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
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- 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 to enable learners to achieve all learning outcomes on the ILP (including Essential Skills qualification) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**
- 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, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities
- 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
- Follow 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 own CPD by attending sector, awarding body and internal training
- Contribute towards development of curriculum and strategic plans
- 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 effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also to promote the whole range of **ACT** services to facilitate cross selling
- Ensure learners wellbeing by carrying out health and safety monitoring and following safeguarding procedures

- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback
- Design and deliver training solutions to ACT learners, as required
- Respond to enquiries
- Produce training materials
- Build and maintain course resources including distance learning materials
- Work with and support other team members
- Ensure training content and delivery styles are current
- Evaluate training delivered
- Design and deliver bespoke development programmes as required
- Manage learner cohorts
- Mark and assess various course work including assignments, distance learning materials and projects to ensure the minimum standards set by Awarding Bodies in the qualification specifications have been met
- To ensure quality, consistency, accuracy and fairness for all learners
- To ensure that best practice is identified and shared
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery
- 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.

INVESTORS IN PEOPLE™
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication 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' occupational experience of working in a senior role within a Health and Social Care setting	A	Application/ Interview	Working within the training/education sector
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (Health & Social Care)	A	Application/ Certificate verification	Teaching qualification
				B	Application/ Certificate verification	Assessors qualification - Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent
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			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=25138-E9B423B4-E1CC-44FC-B604-6DB6F8EAB323>

INVESTORS IN PEOPLE™
We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm

