

Job Description

Job Title:	Workplace Assessor - Electrical
Hours per week:	Full-time, 37.5 (Mon –Thurs 0800-1615, Fri 0800-1505)
Location:	Home Worker
Responsible to:	Work Based Learning Manager (WBLM)

The role

To support, monitor and visit apprentices and commercial customers, train and assess in the workplace and effectively participate in, and comply with all aspects of both Awarding Organisation and SETA Quality Assurance processes. The role is full time and involves travelling to employer premises, working with apprentices to identify strengths and weaknesses, setting & monitoring targets and developing candidates to achieve end point assessment.

This requires planning and scheduling visits to employers to maximise candidate assessment opportunities and to provide ongoing support and feedback to employers. The role will involve managing a caseload of both apprentice learners and commercial candidates which will be completing an NVQ and/or an Apprenticeship Standard.

Key responsibilities

- Service SETA business needs by proving high quality work-based assessment of Standards and NVQ qualifications in areas where your own professional engineering skill competences enable this to be achieved
- Assess Skills, Knowledge and Behaviours, to make judgements about competence in the workplace
- Hold regular progress review with learners, as per the EFSA funding rules
- Provide clear, accurate and transparent advice and guidance to candidates and employers
- Plan, prepare and assess apprentices to enable them to complete their Standards and/or NVQ's
- Produce assessment and learning plans with SMART targets
- Carry out regular learner progress reviews against individual learning plans and provide constructive feedback on assessment outcomes, review and set new targets with candidates
- Ensure Health & Safety standards are met at all times
- Complete relevant documentation in an accurate and organised manner, ensuring candidates are monitored and assessed against Awarding Organisations standards and funding requirements
- Use diverse methods of assessment as required, enabling candidates to achieve within their planned timeframe
- Liaise professionally with employers and/or supervisors who provide work experience, training or employment
- Raise completion concerns directly to the WBLM
- Work with the WBLM to ensure compliance of reviews and tracking
- Carry out monthly 1-2-1 meetings with the WBLM to discuss candidates' progression
- Take part in quarterly WBL Team meetings and Standardisation events, with the WBLM & EAL Centre Co-ordinator

- Organise visits to the workplace or arrange additional monitoring visits where necessary, to support apprentice timely completion and overall achievement
- Cascade potential safeguarding concerns and issues arising in the workplace through the safeguarding team
- Support SETA during Governance/Inspection of our services (e.g. OFSTED, Matrix Accreditation, Award Organisation Engagement visits)
- Ensure that the principles of equity, diversity and inclusion are applied in all aspects of the role
- At all times, be mindful of using organisational resources prudently
- Ensure that SETA's values, mission, policies and standards are adhered to at all times, both internally and externally
- Adhere to all data protection legislation as required by UK law
- Undertake and record relevant training and CPD activities
- Contribute to staff training events, such as INSET days and staff briefings as required
- Participate actively and flexibly in a range of SETA wide activities required for the wider promotion of SETA such as marketing, open evenings, taster days and Awards Ceremonies
- Participate in SETA's staff appraisal scheme
- Participate in the self-assessment process and seek to improve provision where possible
- To undertake any other such duties and responsibilities for the wider work of SETA

Requirements

- You must have completed a Level 3 Electrotechnical qualification
- You must hold a Gold Card (JIB)
- You must hold an Assessors qualification; Level 3 Award in Assessing Competence in the Work Environment