­­­­­­­**LEVEL 3 ASSESSOR IN CARPENTRY AND JOINERY**

**Service Area/Centre: Apprenticeships**

**Hours: 37 per week / 52 Weeks Per Year**

**Salary: Point 28-29 plus £3k market premium dependent on experience, skills and qualifications**

**Reference Number: 6292**

**Responsible to: Apprenticeship Programme Area Manager**

The Position

Working as part of the apprenticeship team you will be responsible for a case load of learners. You will liaise with learners and employers to plan and undertake assessments in the workplace, deliver high quality training and support and monitor them through all aspects of their apprenticeship journey to ensure timely completion of the Apprenticeship framework/qualification. You will also be responsible for leading on standardisation and co-ordinating the Internal Verification process in the role of Lead Internal Verification.

Main Duties and Responsibilities

1. Plan, prepare and deliver high quality training to groups and individuals both in College and in the workplace in accordance with qualification/apprenticeship guidelines and the College’s quality systems
2. Liaise with the Programme Area Manager to co-ordinate the internal verification process, plan and undertake internal verification
3. Liaise with the Programme Area Manager to ensure that quality is standardised and that the systems comply with external awarding body requirements
4. Plan, co-ordinate and lead on External Verification visits alongside the Programme Area Manager
5. Carry out marketing and promotional activities for the department
6. Visit employers to discuss initial training needs and establish suitability for the apprenticeship programme
7. Work with the team to support the recruitment, assessment and placement of learners with employers
8. Carry out health and safety appraisals
9. Carry out inductions in the workplace for learners
10. Timely completion of progress reviews and monitoring of all elements of the programme of study
11. Monitor learners’ attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of learners progress and achievements
12. Be responsible for the direct assessment of learners in the work place
13. Create assessment plans with learners and assess supporting evidence, providing feedback for individual learners
14. Complete appropriate paperwork to ensure timely completion of the apprenticeship standard/qualification
15. Manage an electronic diary, scheduling workplace visits
16. Timely production of reports and data
17. To be actively involved in the work of the Centre including attendance at team meetings, open evenings and employer events
18. To be involved in curriculum and course development relating to the professional development of learners
19. Flexible approach to work across the department
20. Adhere to college policies and procedures and take responsibility for your own continuing professional development
21. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and Procedure
22. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance learners’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
23. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

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Author: Apprenticeship Programme Area Manager

Date: May 2023