­­­­­­­**LEVEL 2 ASSESSOR - HEALTH AND SOCIAL CARE**

**Service Area/Centre: Apprenticeships**

**Hours: 22.2 hours per week / 52 Weeks Per Year**

**Salary: 22-27**

**Reference Number: 6104**

**Responsible to: Head of Operations (Apprenticeships)**

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The Position

Working as part of the Apprenticeship team you will be responsible for a case load of learners working on courses from level 1 through to level 5. You will liaise with learners 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 Standard including successful achievement of End Point Assessment.

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 relevant apprenticeship standards and the College’s quality systems.
2. Carry out marketing and promotional activities for the department
3. Visit employers to discuss initial training needs
4. Work with the team to support the recruitment, assessment and placement of learners with employers
5. Carry out health and safety appraisals
6. Carry out inductions in the workplace for learners
7. Timely completion of progress reviews and monitoring of all elements of the apprenticeship standard
8. Using the college online platform OneFile monitor learner attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of apprentice progress and achievement
9. Responsible for assessment of learners in the work place in line with the apprenticeship standard, providing written and verbal feedback for individual learners
10. Completion of appropriate paperwork to ensure timely entry to the apprenticeship standard gateway
11. Manage an electronic diary
12. Timely production of reports and data
13. To be actively involved in the work of the Centre including attendance at team meetings, open evenings and employer events
14. Participate in standardisation activity
15. Involvement in curriculum development relating to the professional and personal development of apprentices
16. Participate in external verification visits alongside the Lead Internal Verifier.
17. Flexible approach to work across the department
18. Undertake continuous professional development to keep up to date with initiatives and workplace practice and complete mandatory training.
19. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
20. 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.

Author: Head of Operations (Apprenticeships)

Date: September 2022