

# JOB

# DESCRIPTION

**Post Title: Trainer Assessor**

**Responsible to: Head of Apprenticeships**

## **Purpose of the Role**

- Deliver high quality training to individuals and groups ensuring that learners progress and achieve their qualifications or programme in timely manner
- Provide excellent pastoral support through individual reviews and 1:1s to ensure that barriers to learning are minimised and learners are supported to complete their programme of study
- Understand the requirements of frameworks/ standards. Plan an effective training and assessment model and review and track learners against the relevant.
- To ensure that the achievement rates on apprenticeship and NVQ programmes meet college target and exceed national standards
- Work with learners to ensure timely achievement of Apprenticeship and avoid them becoming out of funding.
- Contribute effectively to the meeting of college funding targets, maximising progression and timely achievement ensuring that students do not become 'out of funding'
- Work with employer engagement team to establish and maintain strong employer relationships through the delivery of outstanding customer service and secure new business and new existing employers

## **Duties**

- To undertake training, assessment and delivery of all aspects of the apprenticeships including functional skills, and portfolio building in the workplace and, where required in college premises to support the learners' progress and achievement.
- To provide initial advice and guidance, initial assessment, enrolment and induction for apprentices and work based learners.
- To prepare appropriate training assessment and action plans to support learners in their acquisition of skills and knowledge and monitor their progress.
- To provide 1-2-1 support for learners apprenticeships as appropriate and carry out reviews on a timely basis
- To track and monitor learners/apprentices throughout the apprenticeship, provide feedback to learners as appropriate and to keep tracking systems up to date. To ensure learners/apprenticeships files, attendance records and other paperwork is accurate and kept up to date.
- To keep learners, employer and other staff informed of learners progress and ensure all contribute to the plan of action which ensure learners timely success.
- To ensure relevant learner/apprentices' data is accurate complete and passed to MIS in a timely way and in accordance with the college quality system. This to include withdrawals: transfers: assessments and examination results: ALS returns updating of information held in the college information system to enable the tracking of learner progress on a real time basis.

- To provide summary reports of learners'/apprentices' progress to Quality Assurance Leaders as required. To ensure adherence to both college and awarding bodies' policies and quality processes.
- To prepare and organise arrangements and documentation including learners' portfolios for IV and EV Moderator visits. To carry out IQA duties where appropriate and to attend IV and EV visits as required
- To form relationships with employers to ensure employer fully understands the training programme and any involvement expected from the employer and to generate new business.
- To undertake health and safety appraisals of workplaces and to ensure learners are aware of health and safety policies and regulations related to the workplace facilities, machinery and other physical resources and know how to keep themselves safe.
- To be involved in the development of new programmes in response to employer demand and sector changes
- Undertake such other duties as may be reasonably required of the post holder. This may include teaching, practical instruction and student assessment and other related activities

### **Qualifications**

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- A Award
- Recognise Learning and Development qualification at Level 3
- V Award

### **Required Knowledge**

- Understanding of quality in training and assessment
- Good understanding of the needs of employers
- Knowledge of apprenticeship training programme in relevant sector  
Relevant industry knowledge

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at [www.gov.uk](http://www.gov.uk).