

Assessor/Internal Quality Assurer in Business



Department: Business, Hospitality, Care & Lifestyle

Reports to: Academy Manager for Business

Job Purpose:

To provide support, guidance and assessment to learners on NVQ / Apprenticeship programmes and to deliver and support practical instruction and assessment to the requisite level in the required area of work. To manage sign up and monitor paperwork in accordance with Awarding and Funding Body requirements and manage additional paperwork in accordance with the scheme.

Key Responsibilities:

1. Establish and maintain contact with employers to recruit, support and assess successful achievement of learners plus recruitment of additional learners as appropriate.
2. Implement individual training plans in conjunction with the learner, employer, tutor and funding agencies.
3. Ensure the timely completion of necessary administration to ensure compliance with contractual and awarding body requirements. In addition, contribute to the administration of financial claims and audits.
4. Undertake and complete monitoring of learner progress in accordance with college and funding body requirements.
5. Ensure up to date knowledge of NVQ/Apprenticeship framework developments, contractual requirements and quality issues.
6. Work in partnership with central administrative functions to ensure the timely delivery of all outcomes relating to learner success – including administrative, monitoring and delivery timescales and monitoring arrangements.
7. Ensure accurate planning, recruitment, delivery and assessment of learners in accordance with time frames for achievement established by funding bodies.
8. Deliver underpinning knowledge on a range of vocational programmes within the faculty.

9. Prepare essential teaching materials and assessment tests in accordance with the national standards and quality specified by the appropriate Award Bodies and the Industrial Lead Bodies of the National Council for Vocational Qualifications.
10. Set up practical work areas where necessary and ensure that safe systems of work are implemented and maintained and administer first aid if necessary.
11. Attend and contribute to team meetings as required – both departmental and cross college meetings.
12. Carry out health and safety checks of potential work places or subcontractor's premises.
13. To maintain health and safety, either as part of the review process or in response to accidents or incidents.
14. Give guidance and counselling to students on matters relating to their study programmes.
15. Carry out basic maintenance of training equipment in your area of responsibility. Report major defects, ensuring that maintenance is carried out to approved safety standards.
16. Maintain up to date knowledge of trade practices and equipment.
17. Comply with departmental and College administration procedures.
18. Administer first aid to students, staff and visitors if required.
19. Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid, if necessary.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Assessor		Essential	Desirable
1	One or more of the following: Assessor Awards D32, D33, D34, D36, A1, V1	✓	
2	Recognised qualification in one or more of the following: Occupational areas of: Administration/ Customer Service/ Information Technology		✓
3	Proven track record of an understanding of and working within Government Funded Schemes	✓	
4	Ability to motivate young people and adults to obtain their learning goals	✓	
5	Ability to create and keep effective records and systems	✓	
6	To be self-motivated	✓	
7	In view of the nature of the work, applicants should hold a current driving licence, have access to their own vehicle, and be willing to use it for College business	✓	
8	A proven track record in assessing individuals to timely completion of NVQ/Functional Skills/Apprenticeship framework/standards.		✓
9	Understanding of NVQ Assessment/Verification processes	✓	
10	Level 2/3 in Advice & Guidance (or working towards)		✓
11	Ability to plan, organise and work under pressure		✓
12	A commitment to monitoring of Quality Standards and systems		✓
13	The ability to communicate effectively with staff at all levels		✓
14	Ability to 'sell' scheme concepts to initiate employer placements at all levels		✓

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Part-time, 15 hours per week. Permanent.**

Salary Range : **£8,423 - £10,054 P/A (pro rata of £20,776 - £24,801)**

Closing Date : **Midnight on Wednesday 28 July 2021**