

Post Title: Work Placement Assessor
Responsible to: Work Placement Team Leader

Purpose of the Role

- To undertake workplace assessment for work placement students in accordance with the requirements for T Level, Qualification Requirement and Study Programme placements.
- Delivery of training to staff and students to develop employability skills that are directly linked to engagement with employers.
- Contribute to the effective delivery of the work placement strategy with the Team Leader
- Understand and being a key part of the process in agreeing and communicating SMART targets with employers and students on work placement.
- Ensure students have successful professional skills records for Qualification Requirement qualifications.
- Support students to access quality work placement opportunities for all types of work placement.
- Provide a robust review process that monitors the students' progress against either the course unit or the agreed SMART targets.
- To deliver excellent customer care to local and regional employers providing a 'one stop shop' for all initial enquiries and ensuring that all interactions with the College are tracked and responded to through effective relationship management.
- Meet work placement targets as set by the College for work placement experience and work-related activity.

Duties

1. To support your line manager and team members in preparing suitable work placement opportunities by:
 - Undertaking Health and Safety assessments of potential employers both in person and by telephone.
 - Supporting students to engage with these opportunities through training, raising awareness of the opportunity, facilitating and coaching to make contact and by matching suitable students with equally suitable employers.
 - Undertaking T Level work-readiness, mid-point, and end-point assessments.
 - Completing all mandatory work placement qualification documentation for all types of work placements.
 - Ensuring Employer Agreements are achieved and communicating the identified SMART targets with suitable students.
 - Using the Grofar system to ensure adding and validation of students' hours whilst on placement to ensure compliance with all audit requirements.
 - Maintaining relationships with curriculum staff that are supportive and ensure all students undertake work placement activity that is appropriate to their level, relevant to the area of study and is of a high quality.
 - By delivering the DBS process for relevant college students.
 - Work effectively with your line manager and other team members to ensure students are supported and enabled to remove barriers to work placement participation through hardship support for extra travel costs, lunches, and equipment.
 - Be aware and able to meet the needs of SEN students through negotiations with employers and other college departments to ensure reasonable adjustment and equality of access to opportunity.

2. To work supportively in the development and delivery of work placements that support continual growth and the ability to meet new challenge and initiatives:
 - Contribute to a regular review of monitoring systems to ensure they are developed and maintained as fit for purpose, provide clear evidence of all aspects of activity and input the required data for reporting purposes.
 - Provide all agreed evidence and data in a timely manner for internal purposes such as quality checks, audit of evidence for completion of work activity and key performance indicators.
 - Track and monitor the progress of all students on caseload and set up action plans to improve progress when this is not being met.
 - Be proactive in alerting line management to concerns arising in a manner that ensure action to support the student to achieve can be implemented.
 - Undertake all training to operate systems and software relevant to work experience.
 - Ensure work placement records are accurately and appropriately completed, particularly Health and Safety, DBS, Employer Agreements and student reviews.
 - Working with students, curriculum, and employers to ensure the Grofar system is effectively used to track and verify work placement hours.
 - Using the Grofar system to effectively procure feedback from all stakeholders to ensure a quality improvement cycle.
3. Work with the wider FAB Futures team to ensure the effective delivery of the 3 core strategies, Careers & Employability, Work Experience and Progression & Destinations
 - Support the Work Placement team to deliver bespoke events and activity that raise awareness about the importance and benefits of work experience.
 - Participate and support all events around the core strategies e.g Careers Fairs, Employer talks, recruitment events,
 - Work with line manager to create relevant support materials for curriculum and for promotion in general to the student body e.g TV promotions, posters, presentations, social media and case studies.
4. Work on own initiative to meet challenging targets and undertake a caseload of activities to achieve set KPIs, in-line with the guidance of your manager.
5. Identify own training needs and participate in staff development activities in consultation with your manager to keep abreast of developments in the principal area of work.
6. Ensure that safeguarding learners and the Prevent agenda is at the heart of all activity undertaken by yourself and the wider work experience team.
10. To follow strictly the requirements of the College's Health, Safety & Environment Policy and Equality/Diversity Policy.
11. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required. This will include but is not exclusive to, work within the Employer Engagement and Apprenticeships teams.
12. To assist with any duties as may be reasonably required in other departments in the College in providing a corporate College service

General Responsibilities

1. To share and demonstrate the values of the College and to take responsibility for ones own continuous and professional development.
2. To adhere to all College regulations including financial regulations and to ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To be responsible for promoting and safeguarding the welfare of children and young persons that this post is responsible for, or who comes into contact with.
4. To follow the requirements of the College Health and Safety Policy and the Equality and Diversity Policy to maintain confidentiality in all aspects of College business.

Required Qualifications

- Minimum GCSE Maths and English grade C qualifications or above or equivalent.
- Level 3 vocational qualification
- Level 3 Assessor Qualification or Learning and Development Qualification
- Must hold a current driving licence and have access to a car for external meetings.

Required Knowledge and Experience

- Appropriate working knowledge of Microsoft Office.
- Knowledge of Health and Safety in the workplace and of carrying out risk assessments in the workplace.
- Knowledge and Experience of assessing young people and adults within the workplace.
- A working knowledge of Equality and Diversity issues relevant to this role.
- Experience of Customer Service.
- Knowledge and experience of maintaining records and undertaking robust reporting methods.
- Experience of using early intervention methods to improve outcomes.
- Knowledge and experience in the use of a variety of software packages.

Desirable Knowledge and Experience

- Good understanding of the needs of employers.

You will be required to travel frequently to meet with clients and partner organisations. You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & 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.