

## **FARNBOROUGH COLLEGE OF TECHNOLOGY**

### **JOB DESCRIPTION**

- 1. JOB TITLE:** Engineering Caseloaded Assessor
- RESPONSIBLE TO:** Head of Apprenticeships
- SCHOOL/SECTION:** Business Services
- LOCATION:** Boundary Road, Farnborough
- HOURS OF WORK:** Caseloaded

**2. OBJECT OF JOB**

To support, monitor and visit apprentices and other work-based candidates, train and assess in the workplace and effectively participate in and comply with all aspects of Awarding Organisation and College Quality Assurance processes.

The role involves working with apprentices to identify their strengths and weaknesses, setting & monitoring targets and developing candidates to their full potential. This requires planning and scheduling visits to employers to maximise candidate assessment opportunities and to provide ongoing support and feedback to employers and Business Services team.

**3. DESCRIPTION OF MAIN RESPONSIBILITIES:**

- Provide advice and guidance to candidates and employers
- Plan, prepare and assess apprentices to enable them to complete their frameworks or standards (when introduced).
- Deliver training workshops to support apprenticeship as required
- Assess skills and make judgements about competence in the workplace
- Deliver high quality training and assessment in a way that supports effective learning and high levels of retention and achievement
- Liaise with employers to develop and expand the College's work based learning offer
- Respond to enquiries and referrals
- Meet new starts targets, including repeat business
- Carry out interviews with learners, identify relevant prior learning and achievement
- Produce assessment and learning plans with SMART targets

- Carry out regular learner progress reviews against individual learning plans and provide constructive feedback on assessment outcomes, review and set new targets with candidates
- Ensure Health & Safety standards are met at all times
- Complete relevant documentation in an accurate and organised manner, ensuring candidates are monitored and assessed against Awarding Organisation standards and funding requirements
- Use diverse methods of assessment as required, enabling candidates to achieve within their planned timeframe
- Liaise professionally with employers and or supervisors who provide work experience, training or employment
- Meet monthly with your Line Manager to review candidate progress
- Attend regular standardisation/team meetings as required.
- Complete all documentation as required by the assessment process for quality and funding purposes
- Keep abreast of Quality Assurance developments in apprenticeship delivery and own area of expertise
- Undertake and keep records of regular CPD activities to retain current competency and update knowledge and skills
- Provide monthly reports to an agreed format
- Carry out any other activities as may be reasonably required by your Line Manager

**4. NUMBER OF STAFF SUPERVISED AND GRADES:**

Nil

**5. MAIN TYPES OF DECISIONS TAKEN:**

Those related to the progression and success of learners' programmes and employer support and relationship issues.

**6. MAIN CONTACTS:**

- Construction Staff
- Business Services team.
- Other NVQ Assessors
- Candidates
- Other College staff

**7. PERSON SPECIFICATION:**

EDUCATIONAL ATTAINMENTS OR ACADEMIC/ PROFESSIONAL QUALIFICATIONS:

- NVQ Level 3 or equivalent in specialist sector subject
- Current Assessor award and Internal Verifier awards (A1/V1 or equivalents)

- A relevant teaching qualification
- An understanding of Health & Safety and/or a willingness to undertake basic training in this area

**ESSENTIAL WORK EXPERIENCE:**

- Delivery of NVQs in the workplace
- Relevant recent vocational experience/ with regular industry updates.
- Experience of producing documentation to a high standard and in a timely manner

**ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:**

- Excellent organisational and planning skills
- Effective communication skills
- Attention to detail
- Good use of basic IT user-based programs

**PERSONALITY/BEHAVIOURAL CHARACTERISTICS:**

- Flexible approach to work
- Ability to prioritise and work to tight deadlines
- Ability to work on own initiative as well as part of a team
- Customer focussed

**SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure & Barring Service check.

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**SIGNED:**

**DATE: June 2019**

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**NAME:** Karen Morris

Head of Apprenticeships