

Post Title: Electrical Installation Trainer Assessor
Responsible to: Head of Apprenticeships

The post holder will be expected to:

- Deliver high quality training to individuals and groups ensuring that learners progress and achieve their qualifications or programme in a timely manner.
- To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework.
- 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 targets and exceed national standards.
- Work with learners to ensure timely achievement of Apprenticeship and avoid them becoming out of funding.
- Work with the employer engagement team to establish and maintain strong employer relationships through the delivery of outstanding customer service and secure new business with new and existing employers.
- To internally verify students' work in accordance with the College and departmental assessment policies and awarding body requirements.
- To assess and record internal verification outcomes systematically using the recognised College systems and to follow up any actions in a timely manner.
- To internally verify marked work/observations in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
- To liaise with the Awarding Body external verifier visits in the role as internal verifier for the counselling courses

Duties

- To undertake training, assessment and delivery of all aspects of the Apprenticeship including functional skills, and portfolio building in the workplace
- 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/apprentices as appropriate and carry out reviews on a timely basis.
- To track and monitor learners/apprentices' progress throughout the Apprenticeship, provide feedback to learners as appropriate and to keep tracking systems up to date. To ensure learners'/apprentices' files, attendance records and other paperwork is accurate and kept up to date.
- To keep learner, employer and other staff informed of learner progress and ensure all contribute to the plan of action which ensure learners timely success.
- To internally verify students' work in accordance with the College and departmental assessment policies and awarding body requirements
- To assess and record internal verification outcomes systematically using the recognised College systems and to follow up any actions in a timely manner
- To internally verify marked work/observations in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
- To prepare and organise arrangements and documentation, including learners' portfolios for IV and EV moderator visits. To carry out Lead IQA duties where appropriate and to attend IV and EV visits as required.
- To form positive relationships with employers to ensure employer fully understands the training programme and any involvement expected from the employer.
- To be involved in the development of new programmes in response to employer demands and sector changes.
- To be responsible for own continuous professional development by keeping up to date with current development relating to vocational qualifications, internal and external verification requirements, participating in College staff development events as appropriate and maintaining up to date vocational skills.
- 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.

Required Qualifications

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Relevant vocational qualification at Level 3 or above
- A Award
- Recognised 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.