



Job Description

Job Role: IQA/Assessor – Electrical Reporting to: Operations Manager Engineering and Motor Vehicle Apprenticeships Base: The Roundhouse	
Hours per week	37 hours per week, 52 weeks per year
Contract Type	Support/Delivery
Salary	up to £33,372 per annum
Job Purpose	
<ul style="list-style-type: none">• To provide a high quality learning experience, which will encourage retention and achievement, and ensure all learners are challenged, engaged and making progress every day.• To motivate, support and progress a caseload of learners to achieve identified outcomes including all component parts of the Apprenticeship Frameworks, within the agreed timeframes.• To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.• To provide an excellent service and contribution to building long-term relationships with employers. Identifying learner trends to ensure learning aims meet the demand of the market place.	
Introduction	
Apprenticeship Framework Facilitator Key Responsibilities:	
<ul style="list-style-type: none">• Perform the role of Internal Quality Assurer and Assessor in accordance with the awarding body guidelines to comply with framework requirements (as required).• Support and agree on individual learning plans (ILP) based on the individual needs of the Learner and the employer.• Ensure all learners receive visits in the workplace as per College and funding guidelines• Provide initial advice and guidance to all potential learners.• To support the Business Development Team in securing potential business opportunities to ensure profiled targets are supported to meet the business plan.• To carry out recruitment activities, including Information and guidance (IAG), enrolment, induction, initial assessment, complete skills Scans Pre Vets and identify learners standards components to formulate the ILP.• Complete or assist in Learner Initial assessments, health and safety pre-vet check and diagnostic testing for Functional skills (when required).• Evaluate and provide effective feedback, ensuring the learner is able to progress and achieve their individual learner targets and personal goals.• Carry out regular reviews with learners and employers in line with funding- requirements• To set SMART targets for all action planning with each learner; individual targets to incorporate stretch and challenging actions and encompass employer support.• Ensure that targeted success rates are achieved, learners to be completed by their end date recorded on the ILP.• Submit evidence for moderation and audit purposes within the learner file within agreed timeframe.• Ensure all evidence submitted is assessed on content against occupational standards as detailed by the awarding body, embedding English and Maths for all learners.• Effective and efficient use of e-portfolio One File to monitor learner's progression including all apprenticeship components within the learner journey.• Perform the role of internal Quality Assurer as and when required-• Monitor off the job entries to ensure funding rules are being met• Support the external verification process.• Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.• Identify progression routes for all learners and support the process to enable the continuation of the learner journey.• Follow and adhere to all operational procedures within Derby College.	



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- Carry out teaching and assessment with learners; raising their aspirations to ensure success.
- Complete all documentation to high standard meeting with compliance and quality audit requirements for all learner evidence.
- Submit all documentation with a one-week period of completion, Assessor to maintain own comprehensive record.
- To manage and monitor retention of learners assigned to your caseload, ensure that targeted success rates are achieved learners to be completed by their end date recorded on the ILP. The assessor will have responsibility to ensure timely success is achieved. (All issues affecting learner's timely achievement must be reported line manager in advance of the learner end date).
- Ensure feedback is constructive and recorded on each piece of evidence within the learners portfolio.
- Complete tracking documentation to monitor learner's progression including all framework components included within the learner journey. Tracking documentation must be kept up to date and monitor progression to ensure timely achievement of learners framework.
- Attend and make positive contributions to appraisals and monthly 1:1's, to complete all set targets by dates agreed.
- Develop proactive working relationships with employers to promote College's products and services.
- Contribute to the self-assessment process and completion of quality improvement plan/s.
- Contribute to the delivery of the business plan and budget.

Learner Progression Responsibilities

- Ensure that learners progress well from their different starting points and achieve or exceed standards .
- Help learners attain relevant qualifications so that they can and do progress to the next stage of their education into courses that lead to further and higher-level qualifications and into jobs that meet local and national needs.
- Where relevant, promote English, maths and other skills necessary to support the standard.
- Use assessment information to plan appropriate teaching and learning strategies, including identifying learners who are falling behind in their learning or who need additional support, enable learners to make good progress and achieve well.
- Ensure that learners understand how to improve as a result of useful feedback and the use of One-File.
- Engage with employers to help them understand how learners are doing in relation to the standards expected and what they need to do to improve.

Learner Personal Development, Behaviour and Welfare Responsibilities

Promote and support learners':

- Pride in achievement and commitment to learning
- Prompt and regular attendance
- Following of any guidelines for behaviour and conduct within the workplace, including management of their own feelings and behaviour, and how they relate to others
- Understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media
- Knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating
- Personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain

General Responsibilities

- Comply with administrative procedures for the effective collection, interpretation and actioning of College management information.
- Provide a professional customer service to both internal and external customers.
- Ensure that quality standards are met, monitored and reviewed within the section
- Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post.
- Demonstrate flexibility in responding to changing demands in personal, sectional or the College's workload.
- Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work.
- Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity.



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- Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Continuous Professional Development

- Develop dual professionalism: ensuring vocational/academic knowledge and skills are kept up-to-date.
- Keep abreast of local and national developments that impact on learner experiences.
- Demonstrate competencies commensurate with the position e.g. a high level of interpersonal skills, good time management skills, self-motivating, professional, proactive and creative.
- Take responsibility for one's own professional development and continually update as necessary.

Qualifications

Essential

- Qualifications relevant to the occupational area advertised (Level 3 upwards in Electrical Installations)
- Recent and relevant occupational experience in the qualifications being assessed (Electrical Installations)
- Level 3 Certificate in Assessing Vocational Achievement (A1 Award or units D32/D33)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (V1 Award) – **The College will support you to obtain this, if you do not hold and this will have to be completed in a designated timeframe**
- Level 2 English
- Level 2 Maths

Desirable

- Level 2 ICT
- Awareness and application of e-portfolios
- Teaching qualification (CTLTS / DTLLS / Certificate in Education / PGCE)

Competencies

Essential

- Working under own initiative and managing time and workload effectively
- Excellent interpersonal skills
- Managing and working with internal and external clients
- Willingness to undertake local travel in line with the needs of the role

Knowledge

Essential

- An understanding of Safeguarding of Children & Vulnerable Adults within the workplace

Commented [AT1]: If we need to keep this in, could we remove the 'substantial', or qualify what it means e.g. travel in the Derbyshire area? To be substantial travel could be 100s of miles and might be offputting for a lot of people