|  |
| --- |
| **IQA Plant Sciences Apprenticeships**  ***Reporting To: Team Manager*** |
| **Hours**7.4 hours per week  **Contract Type**                Support/Delivery  **Holidays**                         20 per year, pro rata, subject to service increases  **Salary                             £25,782 per annum (actual salary is £2,578 per annum)** |
| **Job Purpose**  To build the offer through the ability to market, co-ordinate and meet employer needs, ensuring achievement of agreed performance and quality targets. |
| **Key Responsibilities**   * Perform the role of internal verifier in accordance with V1 standards and occupational assessment strategy.  This will include co-ordinating a team of assessors, assessment plans and relevant IQA documentation for EQA/EV Visits * To perform role of internal verifier in accordance with awarding body guidelines and occupational assessment strategy, and compliance with quality standards and procedures and relevant funding organisation guidance in line with DCG procedures and policies * To carry out internal verification on recruitment activities, including information/advice/guidance (IAG), enrolment, induction, initial assessment (to include skills scans, basic skills initial assessment, health and safety pre-vet checks and diagnostic testing for functional skills (when required) and individual learning plans (ILP) in negotiation with learners (groups/1-1) for Plant Sciences Work based learning programmes * To deliver training (1-1/group) as and when required and evaluate the effectiveness of all training in line with academic standards. * To motivate learners and provide regular support and guidance to learners and record as appropriate in line with DCG policies and procedures and awarding body guidelines * To carry out regular progress reviews with employer/learner in line with funding guidelines. * To ensure contact for each learner is recorded and evidenced on one file/portfolios including full contact log audits are available for moderation visits and external EQA’s * To manage retention and achievement of learners allocated to your caseload.  Ensure that individual targets are achieved * Support and promote the 20% off the job training compliance * To efficiently and effectively co-ordinate appointments * To work flexibly to meet the DCG business needs and requirements for IQA and EQA practices * To support learners during external and internal competitions where applicable and appropriate to the learner’s learning opportunities. * To support potential commercial business opportunities. * To provide a professional customer service to both internal and external customers. * To take responsibility for ones own professional development and continually update as necessary in line with the CPD requirement by DCG * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post. * To 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.  You are also required to co-operate with the College to enable it to fulfil its legal obligations.  Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health. * To comply with all aspects of the Data Protection Act (GDPR). * To adhere to the College’s Computer Network Acceptable Use Policy. * To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity. To abide by risk assessments in place when on IQA external employer visits * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |
| **Competencies**   * Must have IT user/computer skills * Ability to communicate effectively at all levels * Excellent organisational skills * Ability to manage time effectively * Able to work as an effective team member * To prioritise and make decisions * To use initiative and be highly flexible/adaptable * Highly self motivated and able to motivate/inspire confidence in others * Ability to meet important deadlines * Must be able to work weekends and evenings * To be able to liaise effectively with employers and Awarding Bodies |
| **Knowledge**   * Plant Sciences Apprenticeship standards * Recent experience/occupational competence in area * Health and safety * Equal opportunities * Safeguarding * Knowledge of awarding body specifications and requirements * Functional Skills * Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector |
| **Qualifications**   * V1 award (D34) * A1 award (or TDLB units D32 and D33) * Level 3 qualification in a relevant plant science landbased subject * Full driving licence and transport * Level 2 English or equivalent * Level 2 Maths or equivalent * Level 2 IT or equivalent |

PRINT NAME: STACEY HIGGS

SIGNATURE: S. HIGGS DATE: 19.10.21