

Real Time Training Group

Unit 2, Redwing Court, Willow Farm Business Park, Castle Donington, Leicestershire, DE74 2NN

Job Title:	Apprenticeship Assessor – WAS/BA/CS	Hours of work:	Mon – Fri 9 am – 5.30 pm
Salary Package:	£21-24k	Location:	Midlands/ North West
Responsible to:	Head of Apprenticeships	Responsible for:	No staff responsibilities

Purpose of the role:

When appointed you will be responsible, in the first instance, to the Head of Apprenticeships. Apprenticeship Assessors are expected to seek out new business opportunities for 16-24 year olds, and to facilitate the effective and efficient assessment of the courses and subjects under their guidance. The holder of this post should be prepared to work within the terms of employment which will include extensive travel to and from client training and assessment sites across the Midlands and North West areas. Hours of work are flexible, may include overnight stays plus any overtime reasonably expected by the employer and may include weekend work and after normal working hours as required to satisfy client expectations. You are expected to be at the client's site or in the offices (as directed) during these periods and remain contactable during these periods at all times.

Person specification, qualifications and experience (including details on final page):

The post holder will hold a recognised Assessor Award (D32, D33, A1) and hold appropriate experience and/or qualifications or be willing to work towards. A minimum of 2 years recent experience within the service sector along with the relevant experience in WAS/BA and Customer Services is essential, in addition to a good understanding of administrative work related to awarding bodies such as C&G, EDI or EAL. It is essential that the holder of this post has good IT skills, in particular they must be proficient in using MS Office.

Main purpose and responsibilities:

- Assist with the assessment and monitoring of candidates on Intermediate and Advanced Apprenticeship programmes, inclusive of framework components outside of NVQs.
- Complete all administrative work concerned with the assessments to required standards including updating the company MIS system.
- Keep and maintain accurate records of assessments in candidate's logbooks as well as in Company documents and retrieval systems according to the Company and awarding body requirements.
- Provide prompt and constructive feedback to learners as soon as possible after any assessment.
- Make sure that assessment strategies used are inclusive (regardless of gender, age, origin, etc.) and are fair, reliable, current, valid maintaining consistency in assessment decisions.

- Generate new business leads and source vacancies for apprentices.
- Co-operate with the Internal Verifier to carry out Verification as required.

Other duties:

- Develop and manage own caseload size to 40 apprentices by engaging new employers and young people
- Be fair, reliable and consistent in assessment decisions.
- Maintain high standards of work at all times, keeping accurate records manually and electronically on the company MIS system and maintain excellent relations with new and existing clients.
- Ensure that all learners comply with Health and Safety standards.
- Participate fully in company Professional Development Programmes according to the Company and lead body requirements and undertake training as required by the company.
- Co-operate with internal and external verifiers during all verification and quality visits.
- Keep up-to-date with quality improvement initiatives and to be aware of, and meet, service standards for the company.
- Propose any ideas that may help to promote and extend the Company's reputation and efficient running of the company programmes of education.
- Work safely, consider the safety of others and work within the guidelines stated in the company Health and Safety Policy.
- Be available to conduct in enrolment and I.A.G. procedures
- Work flexibly, which may include evenings possibly weekends and attend seminars and other professional events as required by the company.
- Undertake any other duties as may be required by the Senior Management Team, Directors and Heads of Departments, in order to ensure the efficient functioning of the Company and its educational programmes
- Work within the company Safeguarding procedures, providing support to Apprentices where appropriate.
- Reasonably directed by their manager
- Promote equality and diversity at all times.
- Maintain good working relationships with other colleagues and the directors
- Maintain safe working practices and ensuring proper use of equipment.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications		
D32/D33 or A1 Assessor Award or be working towards	✓	
PTTLS	✓	
QTTLs		✓
Health and Safety		✓
First Aid		✓
Qualities and Attributes		
Good communications skills	✓	
Ability to generate new business opportunities	✓	
Attention to detail	✓	
Excellent written & verbal communication skills	✓	
Ability to work both independently and as part of a team	✓	
Knowledge of curriculum areas		✓
Target driven sales and operations attitude	✓	
Produce realistic and achievable Individual Learning Plans	✓	
UK driving licence with use of own car	✓	

This is a description of the job as it exists at present as a list of general duties. The above is not exhaustive and is subject to variation.

All post holders are expected to comply with the organisation policies, procedures and codes of practice in relation to Equality & Diversity, Inclusive Learning, Health & Safety and Quality Assurance.

Employee Signature:		Dated:	
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