

### **Job Description**

**Title:** Trainee Assessor

**Summary/Purpose:** Increase the performance of the company in the attainment of positive outcomes through the delivery of training, thereby achieving continuous improvement in company performance and quality provision.  
Occupational competence and willingness to work towards Assessor Award required

**Reporting to:** Managing Internal Quality Assurer

**Supervising:** N/A

### ***Duties and Responsibilities:***

#### **Specific Quality**

- Ensure IV system is performed and maintained as per code of practice.
- Maintain Award Body records as per code of practice.
- Ensure positive outcomes are evidenced.
- Monitor and ensure the timely completion and accuracy of all trainee documentation required to reflect a true and accurate record of the learning route and progress.

#### ***Training / Assessing***

- Deliver training programmes to assigned learners/clients ensuring the highest possible standards are achieved.
- Covering a regional area, travelling to visit learners in workplace to undertake assessments
- Complete ILP's and map out learning routes for individuals
- Reference and mark evidence collated in the workplace for Key Skill requirements.
- Completion of learner attendance records and learners guided contact hours ensuring audit requirements are met
- Contribute to the planning, monitoring and achievement of agreed performance targets.
- To arrange further training through day release and to deliver in-house training support as required.
- Develop course material to support the delivery requirements.
- Liaise with other team members in the development and delivery of courses.
- Maintain appropriate records of clients achievements and meet performance criteria as laid down by relevant awarding bodies.
- Facilitation of tests as per awarding body requirements.
- Maintain good working relationships with Employers and identify business opportunities within companies.
- Complying with and working within the companies lone working policy
- Complying with the companies policies and procedures in relation to safe driving and complying with legislation
- Complying with the companies mileage claim procedure
- Maintain knowledge and adherence to Work Based Learning Professional Standards, Education Workforce Code of Practice and company's Code of Conduct

**General**

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support organisations core values
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Qualifications</b>	Occupational experience in delivery route  Willingness to work towards Assessor Award (CAVA)  Full driving licence with use of own vehicle	Experience of delivery within the required area of training Experience of delivering apprenticeship qualifications Experience of Work Based Learning Experience of Award Body practices Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> <li>• CAVA Qualification or equivalent qualification</li> <li>• ESW Communication Level 2</li> <li>• ESW Application of Number Level 2</li> </ul> Assessor experience Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> <li>• TAQA Qualification or equivalent qualification</li> <li>• City &amp; Guilds 9300 Level 2 in supporting Adults and Young People in Essential Skills</li> </ul>
<b>Skills</b>	Excellent organisational skills Excellent communication and interpersonal skills Work effectively within a team	Fluent in Welsh
<b>Knowledge</b>	Safeguarding & Prevent Knowledge and understanding IT Literate	
<b>Characteristics</b>	Self-motivated, self starter. Flexible in approach. Ability to work under pressure Reliable Enthusiastic Team player	

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_