



## JOB DESCRIPTION

**Job Title:** Assessor

**Responsible to:** Work-Based Learning Manager

### **Main Purpose of Job:**

To provide a range of services in support of workplace assessment on NVQ or similar programmes.

### **Principal Accountabilities & Specific Duties:**

1.	To assess the full range of NVQ's at Levels 2, 3, 4 & 5.
2.	To conduct Training Needs Analysis for candidates in the workplace, enrol them on appropriate courses and provide coaching, mentoring and learning opportunities.
3.	To monitor candidates' progress towards qualifications, give them constructive feedback and help them prepare a portfolio of evidence.
4.	To assess candidate portfolios and present completed portfolios for internal verification.
5.	To address underpinning knowledge requirements as appropriate.
6.	To deliver and assess essential skills in communication, IT and application of number up to Level 2
7.	To conduct basic skills initial assessments and diagnostic testing using dedicated software
8.	To co-ordinate and review apprenticeship learning frameworks
9.	To design suitable learning opportunities for individuals and groups of staff.
10.	To develop assessment methodology and documentation including learning materials and workbooks.
11.	To use the College tracking systems to monitor and log candidate progress and attainment.
12.	To liaise with Awarding Bodies regarding standards, learning materials, candidate registration and certification, etc.
13.	To liaise with employers regarding candidate performance and progress and to participate in the continuous development of employer liaison and communication mechanisms.
14.	To carry out preparation work in anticipation of External Verifier visits.
15.	To take part in Internal Verification activities as required.
16.	To work within the College Quality Management System and adhere to quality procedures and correct documentation.
17.	To help with marketing and promotion of relevant work-based courses.

The Assessor is required to:
<ul style="list-style-type: none"> <li>maintain confidentiality and security of portfolios, documentation and other information linked to candidates, employers and the College.</li> </ul>
<ul style="list-style-type: none"> <li>have a flexible approach to hours worked as he/she is expected to visit candidates at a time convenient to the candidate and employer, including during shifts and weekends.</li> </ul>
<ul style="list-style-type: none"> <li>visit workplaces as demanded by the client base and must therefore hold a full valid driving licence and possess own transport.</li> </ul>
<ul style="list-style-type: none"> <li>to demonstrate a flexible approach in order to ensure cover for absent colleagues due to illness or other operational factors.</li> </ul>
<ul style="list-style-type: none"> <li>take part in staff development activities and be proactive in his/her own Continuous Professional Development (CPD).</li> </ul>

Hours of work for the above post will be in accordance with the contract of employment and will include the post holder performing evening and occasional week-end working. Coleg Cambria conditions of service for Business Support Staff will apply.

**Key Relationships:**

The post holder will need to form effective and co-operative working relationships with:

1. Line Management
2. Other college managers and their teams
3. Curriculum Quality Manager
4. Employers and other college clients
5. External agencies, including EV, Awarding Bodies, other training providers, etc.

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.*

Signed:

.....  
POSTHOLDER

Date:

.....

Signed:

.....  
HUMAN RESOURCES ADVISOR

Date: .....

**PERSON SPECIFICATION FOR POST OF: Assessor**

**Code:**            **WA**    =    **Written Application**                    **GD**    =    **Group Discussion**                    **WE**    =    **Written Exercise**  
                          **I**        =    **Interview(s)**                                    **P**       =    **Presentation**                                    **T**       =    **Tests**

- Notes:** 1. Not all of the above means of assessment will be used for every post; those that will be used for this post are marked with an \*.  
 2. The College will wish to see the originals of, and take copies of, Qualifications marked as 'Essential'.

Criterion	Importance		Will Be Assessed by Reference To:					
	Essential	Desirable	WA*	I*	GD*	P*	WE*	T*
<b>Qualifications:</b>								
Possess or be willing to work towards an assessor qualification	✓		✓					
Possess or be working towards a Verifiers Award		✓	✓					
A professionally relevant qualification at minimum Level 4, or as otherwise stipulated within job advertisement.	✓		✓					
Further coaching or teaching qualification.		✓	✓					
Valid driving licence and possession of own transport.*	✓		✓					
<b>Experience</b>								
Experience of working directly with External Verifiers and Awarding Bodies		✓	✓	✓				
Experience of liaising with managers in industry and commerce.		✓	✓	✓				
<b>Knowledge &amp; Skills</b>								
	<i>Essential</i>	<i>Desirable</i>	<i>WA*</i>	<i>I*</i>	<i>GD*</i>	<i>P*</i>	<i>WE*</i>	<i>T*</i>

Criterion	Importance		Will Be Assessed by Reference To:					
Computer literacy – proficient in the use of MS Office to create and edit documents and presentations, and in the use of MS Outlook and the Internet.	✓		✓				✓	✓
Have acceptable levels of Essential Skills, especially Verbal and Numerical reasoning (as determined by relevant psychometric tests selected by College)	✓			✓		✓	✓	✓
Have excellent personal organisational skills	✓		✓	✓				
<b>Personal Characteristics</b>								
Strong team working skills	✓			✓				
Able to demonstrate a commitment to the maintenance and development of quality standards	✓			✓				
An outgoing and positive personality	✓			✓				
Able to communicate through the medium of Welsh		✓	✓	✓				
Demonstrates an empathy with the Welsh culture	✓		✓	✓				
Demonstrates a commitment to Equality and Diversity	✓		✓	✓				

\* NB Coleg Cambria employees are responsible for ensuring their own motor vehicle insurance for business purposes