



Job Description

Department:	Care, Health and Sport Faculty
Post:	Work Based Assessor
Responsible To:	Faculty Director

Purpose of Job:

To promote, develop, deliver underpinning knowledge, assess and internally verify Vocational Qualifications in one or more vocational area.

Major Tasks/ Job Activities:

- Actively promote vocational qualifications to outside organisations and individuals.
- To plan, organise and deliver underpinning knowledge workshops.
- To provide guidance and vocational induction to individuals and organisations.
- Develop guidance, underpinning knowledge and vocational assessments as appropriate.
- To plan assessment of candidates and modify assessment plans where necessary.
- To agree training and assessment plans with candidates and employers.
- To negotiate and carry out assessments of candidates in clients place of work.
- To work within contract targets.
- Undertake internal verification of Vocational Qualification Units.
- To provide training and instruction relative to the Vocational Qualification
- To communicate candidate progress and achievement on an ongoing basis to the candidate's line manager.
- To work at all times to promote West Lothian College Equal Opportunities Policies.
- Undertake administrative/recording duties as asked for by West Lothian College and required within the remit of the post.
- Participate (either full or part time) in specific lifelong projects financed by European Social Funding, European Regional Development Funding or European Partnership Projects.
- Any other duties within reason arising and pertaining to the post.

The list of duties is not exhaustive but serves merely as a guide. Post-holders may be required to undertake other duties at the request of the Faculty Director.

Responsible For:

Delegated candidates achievement of specified SVQ Awards. Internal verification and quality standardisation process being maintained. Providing access and guidance to suitable underpinning knowledge materials.

Decisions Made in Course of Job:

Planning of assessment of candidates, modification of assessment plans where necessary. Evaluating suitability of opportunities for assessment. Evaluating the suitability of opportunities for assessment. Organising work and travel to ensure an effective and efficient service is provided.

Supervision Received:

The postholder should be able to work on their own initiative and will have regular contact with the Faculty Director and Learning and Skills Manager.

Contacts:

Examples include:

INTERNAL:

Faculty Director

Learning and Skills Manager

EXTERNAL:

Candidate's line manager and supervisors and employers, external verifiers
QS Award candidates.

Educational/ Vocational Qualifications Required:

Either QS Unit D32 and D33, A1 Assessor qualification or L&D9DI is required.
QS D34, V1 award Internal Verification or L&D11

Experience Required:

Experience of working in the specific area of assessment is essential, and a sound working knowledge of more than one vocational qualification is desirable. Candidates must meet SSSC registration requirements. Candidates will have or will achieve within 6 months of commencing employment the L&D11 Internal Verifiers award.

Complexity:

Assessment of candidates to be completed within identified timescales. Working to achieve college and contract performance indicators.

Creativity:

Providing workshops and researching of information to support underpinning knowledge and portfolio development.

Special Conditions:

A current driving license and the use of a car will be necessary to meet the requirements of this post.