**JOB SPECIFICATION**

**JOB TITLE:** **WORK BASED ASSESSOR**

**ACCOUNTABLE TO:** **HEAD OF DEPARTMENT**

**LINE MANAGED BY:** **ACADEMIC LEADER**

## 1 JOB PURPOSE

To assess candidates to relevant standards and carry out internal and external verification.

## 2 KEY TASK SUMMARY

2.1 Assessment and Verification

2.2 Quality and Administration

2.3 Target Achievement

2.4 General

## 3.0 KEY TASKS

3.1 Assessment and Verification

- use a range of assessment techniques to assess to relevant standard;
- monitor candidate progress, conduct and facilitate remediation and reassessment procedures,
- carry out internal verification procedures;
- liaise with external assessment agencies as appropriate.

3.2 Quality and Administration

- maintain candidate attendance and assessment records as per College procedures;
- ensure the appropriate administrative and quality assurance systems are followed;
- contribute to the course and learning programme review process;
- ensure effective communication with the candidate's line manager to support progress and achievement of candidate.

3.3 Target Achievement

- use time management in order to meet required deadlines;
- produce training and assessment plans designed to maximise financial potential of commercial contracts;
- process all documentation leading to certification of candidates as per set procedures in accordance with the College's Curriculum and Quality Framework: Policies and Procedure;
- advise candidates on portfolio management as appropriate;
- direct candidates towards suitable sources of resource materials.

3.4 General

- contribute to student induction and first-line guidance;
- act in accordance with College health and safety requirements;
- liaise with individual and organisations as delegated;
- undertake risk assessments and liaise with the Health and Safety Manager as appropriate.

**4 OBJECTIVES**

- Maintain up to date knowledge in the vocational discipline through CPD activities.

The key tasks are not intended to be exhaustive but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

- every job description will be subject to review on an annual basis, or
- as a result of a change on strategic management, or
- as a result of team/operational requirements, or
- as a result of agreed staff development and career review needs and objectives, or
- within six months of appointment.

**PERSON SPECIFICATION**

**JOB TITLE: WORK BASED ASSESSOR**

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|---|
| **1. EXPERIENCE** | 5 year post qualification experience in Carpentry & Joinery Modern Apprenticeship. -SVQ Level 3<br><br>Knowledge of the SVQ system<br><br>Clean Driving Licence | Commercial awareness<br><br>Experience working with Modern Apprentices |
| **2. EDUCATION & QUALIFICATIONS** | In receipt of a SVQ Level 3 /or substantial work experience in Carpentry & Joinery Industry | Computer literate with an ability to utilise software programmes.<br><br>IOSH or comparable Health & Safety Certificate<br><br>A and V Units or be willing to work towards. (Previously known as TDLB D Units, D32 & D33) |
| **3. SKILLS & APTITUDE** | Excellent interpersonal skills<br><br>Proven ability to work to deadlines<br><br>Good working knowledge of Windows software<br><br>Highly motivated<br><br>Ability to work in team or on own initiative<br><br>Flexibility | |