JOB DESCRIPTION

Post Title:	Vocational Learning and Assessment Officer
Post Reference:	
Department:	
Responsible to:	Vocational Learning and Assessment Manager

Overall Purpose of the Role:
(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

The Vocational Learning and Assessment Officer leads on the delivery and enhancement of regulated vocational qualifications at SCQF Levels 5 to 9 for a set of work based candidates.

This comprehensive role involves:

Conducting Assessments: Assessing internal candidates at SCQF Levels 5 to 9, ensuring assessments are fair, safe, and reliable. The assessor is responsible for evaluating the skills and knowledge of candidates through practical assessments and evidence collection.

Support and Advice: Providing crucial support and advice to candidates to help them gather and present a portfolio that meets the performance criteria and evidence requirements of their vocational qualifications. This includes promoting and developing underpinning knowledge essential for vocational success.

Quality Improvement: Actively contributing to the maintenance and enhancement of the training quality including internal review and verification. The assessor plays a key role in the continuous development and improvement of the vocational learning programmes, ensuring they align with industry best practice and standards.

Stakeholder Communication Effectively communicating with all stakeholders involved, including candidates, delivery staff, employers, MA delivery team colleagues, business development colleagues and external partners. This ensures a cohesive and supportive environment that aids in the professional growth and development of candidates.

Industry Expertise: Emphasising industry expertise, the role demands up-to-date knowledge of vocational areas, enabling the assessor to provide relevant training and assessments that reflect current industry standards and practices.

This role not only supports the professional development of candidates but also significantly contributes to the growth and development of the College's curriculum portfolio by aligning educational outcomes with industry needs and best practices.

Key Responsibilities
(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

Induction and Training:

- Induct candidates into appropriate vocational or industry qualifications, ensuring alignment with the standards of relevant awarding bodies.
- Prepare and deliver vocational learning activities using various methods including blended learning, which are contextualised to real-world environments and aligned to the candidates' work place.
- Deliver meta skills unit in line with qualification requirements.
- Support the development of candidates' knowledge and skills pertinent to their vocational fields.
- Conduct regular timely visits with candidates in their work place as per College policy and candidate assessment plan.

Assessment Design and Execution

- Design bespoke assessment plans for each candidate, relevant to their vocational or industry qualifications and workplace environments.
- Conduct assessments in the workplace or related environments, observing and assessing candidates against occupational standards.
- Conduct assessments in the workplace or related environments, observing and assessing candidates against requirements for work based core skills or meta skills
- Ensure assessments are fair, safe, and reliably measure the candidate's own skills and knowledge.

Mentorship and Support

- Act as a mentor to candidates, providing ongoing guidance and support throughout their educational journey.
- Assist candidates in developing and presenting portfolios or folders of evidence that meet the vocational qualification requirements.

Record Keeping & Reporting

- Ensure completion of all required enrolment, progress reporting and completion paperwork and processes for candidate group as per College policy within appropriate timescales.
- Make use of specified e-portfolio systems or equivalent to communicate with candidates, review evidence and provide feedback as per College policy within appropriate timescales.
- Understand be able to evaluate progress of candidates against agreed KPIs.

Quality Assurance and Compliance

- Act as an internal verifier to ensure the quality and consistency of assessments and training.
- Maintain and update all necessary contractual and qualitative paperwork in coordination with the MA Development Partner.
- Ensure compliance with college internal and awarding body external verification requirements.
- Actively participate in College quality assurance and review processes including self evaluation.

Industry Engagement and Partnership

- Establish and maintain effective partnerships with employers to ensure training programmes are aligned with industry requirements.
- Promote training opportunities to new and existing employers and identify potential placements and employment opportunities for students.
- Support MA Engagement Partner to develop effective employer relationships and address concerns to ensure smooth cooperation between the college and businesses.
- Refer additional training and commercial income opportunities to the Business Development team.

Professional Development and Networking

- Attend industry networking meetings to stay updated on current developments and maintain occupational competence.
- Keep a detailed record of ongoing professional development activities in line with Continuing Professional Development (CPD) and awarding body requirements.

Contribution to Curriculum Teams

- Collaborate with Curriculum teams to ensure the curriculum is responsive to industry trends and workforce needs.
- Work with Curriculum Teams to ensure a smooth transition from college based learning to work based learning for candidate group
- Participate in relevant committees and meetings to contribute to the planning and development of vocational programmes.

Key Contacts/ Relationships **(Detail the internal and external contacts and relationships**
External contacts include: Work Placement providers, employers, businesses, relevant professional and awarding bodies Internal contacts include: Curriculum Manager, Lecturers, Business Development colleagues

PERSON SPECIFICATION

POST : Vocational Learning and Assessment Officer

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	• SVQ Level 4 in the relevant vocational area OR • Appropriate qualifications as laid down by the relevant awarding bodies and requirements of the industry AND • Be prepared to work towards possession of Assessor and Verifier awards	Application form	• Assessor / Verifier awards	Application form
Experience	• Proven relevant up to date industry / work based experience • Experience in delivering vocational training and education within a relevant industry sector. • Clear understanding of vocational qualifications and quality frameworks	Application form / Interview	• Demonstrable experience in conducting assessments and evaluations within a vocational or educational setting • Experience in mentoring or coaching individuals,	Application form / Interview

	• Proven ability to develop and adapt learning materials to meet the needs of candidates and industry standards • Familiarity with the standards and requirements of relevant awarding bodies and experience in applying these standards in assessments. • Familiarity with quality assurance proesses for maintaining compliance with educational standards and external verification requirements. • Experience in liaising and building relationships with industry stakeholders, employers, and external partners. • Experience working within multidisciplinary teams, contributing to learning development and planning.		particularly in educational or workplace settings. • Proven track record of supporting candidates through the completion of qualifications or training programmes. • Experience in acting as an internal verifier or similar role to ensure the quality and integrity of educational assessments and outcomes.	
Skills/ Attributes	• Ability to clearly articulate instructions, feedback, and concepts to candidates, employers, and colleagues. • Proficiency in both written and oral English	Interview	• Evidence of active participation in professional development activities relevant to vocational education and training. • Evidence of regular engagement with industry networks and professional	

	• Proficient in the use of digital communications methods including email and teams. • Capability to analyse candidate performance and skill gaps effectively. • Strong organisational skills to manage candidate caseload and maintain detailed records. • Excellent interpersonal skills to build rapport with candidates and understand their educational and personal needs. • Flexibility to adapt teaching and assessment methods to different candidates and environments. • Ability to proactively identify and solve problems using own initative. • Ability to work collaboratively within a team, contributing positively to team dynamics and shared goals. • A commitment to continuous professional learning and staying updated with industry standards and educational practices. • Willingness to engage in professional development opportunities to enhance		groups to stay updated on sector developments and best practices. • Experience in mentoring or coaching, providing supportive and constructive feedback to foster candidate development. • Leadership skills to guide and motivate candidates and to take initiative in curriculum development.	

	personal skills and educational methods. • Empathy to understand the diverse backgrounds and challenges faced by candidates. • Cultural sensitivity to inclusively address the needs of a diverse candidate population.			
Any Other Relevant Criteria	• The role necessitates frequent and extensive travel therefore a valid driving license is required. • The role is expected to require between 3 and 4 days per week working within the workplace of candidates	Interview		

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a business need.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.