

JOB DESCRIPTION

Job Title	Apprenticeship Assessor
Job Holder	
Responsible to:	Head of Skills
Responsible for:	N/A

Main Duties:	To assess and guide learner's performance and knowledge against relevant framework including Functional Skills within Business Admin apprenticeships to achieve high quality qualifications within the appropriate timescale.
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Responsibilities and duties relevant to this Role:

- Manage and visit a caseload of learners in their place of work to gather evidence towards their apprenticeship qualifications
- Complete induction paperwork including Commitment Statements and Apprenticeship Agreements
- Deliver training to internal apprentices and apprentices working in external partner businesses working towards Level 2 and 3 Business and Administration
- Motivate and drive learners to achieve their work-based qualifications within agreed timescales
- Support the learning process through flexible learning units and facilitating workplace/on the job training as required
- Overcome barriers to learning and adapt delivery to meet learner's needs
- Complete, organize and maintain documentation on learners' progress from start to finish
- Plan the assessment process with learners and employers and observe, record assessment feedback and complete all documentation
- Conducting formative and summative internal verifications
- Monitoring candidate records, progress and achievements
- Manage your diary effectively to ensure timely visits and reviews are conducted
- Identify any apprentice who is at risk of leaving their training early and provide extra support
- Manage apprentice course files
- Induct all apprentices with relevant contractor paperwork
- Manage the relationship between the employer and the apprentice

Administration and M&E responsibilities and duties:

- Work alongside and share best practice with other Foundation of Light Assessors
- Where applicable, complete peer assessments on other Foundation of Light Assessors
- Collate, manage and evaluate feedback from businesses and customers
- Comply with internal and external quality standards and contribute to the Foundation's Strategic aims

- Maintain confidentiality in relation to all Foundation information and to comply with Data Protection Legislation

Development/Donor responsibilities and duties:

- Proactively identify PR opportunities and case studies
- Attend relevant centre and project meetings, record notes and complete actions
- Contribute to the sharing of practice, attendance at national networking forums and representing programmes at local and national events
- Participate in the Foundation of Light's Appraisal Scheme and undertake and training as required

Delivery responsibilities and duties:

- Deliver sessions in line with lesson plans and the requirements of the Business and Administration apprenticeships, ensuring the timetable is serviced at all times
- Provide a high-quality, excellent customer/participant experience
- Support the wider Foundation team in other activities
- Follow accreditation and progression pathways as defined

Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

FOUNDATION OF LIGHT CORE VALUES
We work as a team
We are professional
We are proud of what we do and dedicated to achieving our goals
We are progressive and forward thinking
We are fully committed to achieving the best for our customers and communities
We are passionate and enthusiastic

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.



**FOUNDATION
OF LIGHT**

Beacon of Light

Acceptance of the job description by the Employee:

Signed

Print Name

Date

PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
Skills:	
Communication including oral and written	E
Planning and organisation	E
Team work	E
Ability to work on own	E
Interpersonal	E
Ability to communicate effectively with businesses at all levels	E
Ability to write sessions that are educational, fun and relevant	E
Handling conflict	E
Development of partnerships	E
ICT/Administration	E
Qualities:	
Commitment	E
Presentation skills	E
Sense of humour	D
Flexibility	E
Motivation	E
Honesty	E
Determination	E
Enthusiasm	E
Patience	E
Commitment to equality and diversity	E
Creativity	D
Knowledge:	
Comprehensive knowledge of Apprenticeships	E
Possess a sound knowledge of assessment methods and learning styles	E
Child Protection/safeguarding	E
Local and National government agendas relating to apprenticeships	E
Understanding:	
Delivery of exceptional customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity	E
Workplace behaviours and conduct	E
Customer Service	E
Dealing with people from all levels of an organisation	E
Experience:	



Delivery apprenticeships in Business and Administration up to Level 3	E
Monitoring and evaluation mechanisms	E

Qualifications (or recognised equivalent):	
Recognised assessor award (D32/D33, A1, TAQA or CAVA.)	E
Recognised teaching qualification (PGCE, Cert Ed, PTTLs or equivalent.)	E
Level 3 qualification in relevant subject area	E
GCSE grade A-C or equivalent in Maths and English	E
Driving licence	E