

JOB DESCRIPTION



POST TITLE:	Assessor
REPORTS TO:	Modern Apprenticeship Manager
LOCATION:	Paisley
CONTRACT:	1 Year Fixed term - Full-time (37.5 hours per week)
SALARY:	£23,862 - £26,339

Summary of Post

The Warehousing & Storage SVQ / MA Assessor will be responsible for a caseload of candidates and will plan and carry out assessment against Scottish Qualifications Authority (SQA) assessment standards, ensuring timely achievement of Level 2 and 3 (SCQF 5 & 6) qualifications and associated milestones. You will be expected to work collaboratively with your candidates over a period, visiting them regularly within their workplace to assess their competence in Warehousing & Storage using a variety of assessment methods to assess their progress against current SQA standards. It is expected that some travel will be required this will include Scotland wide and possibly some UK travel

Main Duties and Responsibilities:

Assessment

- Working with Modern Apprenticeship candidates, assessing them as part of their SQA qualifications to ensure successful outcomes in line with contractual requirements and targets.
- Carry out initial assessment process with referred candidates
- Support candidates to overcome any barriers to learning and adapt course content and delivery style to meet these needs.
- Prepare, agree and review assessment plans with each candidate.
- Create candidate portfolios to agreed target standards and ensure they are submitted on time.
- Follow assessment guidelines, using a variety of methods; carry out assessments in accordance with assessment specifications and assessment documentation .
- One-to-one support with candidates at least once per month to provide support, prepare action plans, undertake assessments and provide feedback on performance.
- Provide feedback and advice to candidates
- Efficient and effective operation of the assessment process in line with Street League policy relating to quality and the requirements of SQA.
- Maintain candidates' individual files and tracking documents, ensuring assessments are completed to the required standard
- Carry out and document candidate reviews
- Manage and maintain candidate portfolios in line with contractual/SQA audit requirements.
- Complete all MA related administrative work in a timely and accurate manner
- Update monthly tracker showing detailed progress of candidate learning
- Contribute to the approval process for qualifications and participate in development visits.
- Co-ordinate with internal verifiers for verification purposes
- Action Internal verification feedback in a timely manner
- Take part in and contribute to standardisation
- Manage your own diary to ensure you are delivering against your KPIs, arranging and attending scheduled visits and completing both company and personal administration
- Collaborating with colleagues and stakeholders to deliver an exceptional service to candidates whilst maintaining standards and regulatory requirements
- Liaise with Apprenticeship Manager to arrange framework enhancement training

General

- Work with the Apprenticeship Manager to ensure that the candidates' needs are met.
- Work collaboratively with the Business Development Manger to market the warehousing offer to employers and secure new starts
- Uphold qualification and company standards at all times.
- Work with the Modern Apprenticeship team to develop qualification and training provision in line with contractual and awarding body requirements.
- Ensure Equal Opportunities policies and Health & Safety requirements are complied with and all candidates are given fair access to assessment.
- Attend and participate in meetings within Street League, and wider networks as required.
- Maintain an annual record of CPD and

undertake any training/development as required.

- Take responsibility for safeguarding and promoting the welfare of all candidates with whom you come into contact.
- A flexible approach to the working pattern will be required, as there may at times be a requirement to work outside the normal working week, however sufficient advance notice will given.
- To undertake other duties as required by Apprenticeship Manager



PERSON SPECIFICATION



Street League has developed the use of selection criteria to aid objective recruitment in line with the Equal Opportunities policy.

Personal Characteristics

- An individual with a clear commitment to continuous improvement in relation to the quality of learning and assessment & verification
- Self motivated, resilient and highly organised with the ability to work within strict deadlines
- Commitment to the Street League vision to end structural youth unemployment in the UK

Experience

- Experience of supporting internal verification and assessment activities across a multi-site and forward-thinking approved centre
- Experience or Occupational Competency Warehousing,
- Experience within each stage of the assessment cycle, ideally with SQA, but not essential
- Demonstrable experience of assessment at SCQF Level 3 & 4
- Experience of delivery, assessment and verification of Government Funded programmes. Specifically, this relates to Modern Apprenticeships
- Broad experience of working with Awarding Organisations
- Hold solid occupational competency within Warehouse and Storage environments
- Experience of delivering core skills to SCQF level 3, 4 & 5
- Good understanding of Scottish Qualification Authority (SQA) and Skills Development Scotland (SDS) requirements.
- Experience of supporting candidates with mixed abilities

Knowledge & Understanding

- Demonstrable knowledge and understanding of Awarding Organisation systems, processes, standards and expectations
- Demonstrable knowledge and understanding of how assessment and verification activities can

have a commercial impact within a contracting environment

- An understanding of Government funded learning programmes and Awarding Organisation systems and procedures. Specifically, for Street League this relates to Skills Development Scotland and the Scottish Qualifications Authority.

Skills & Abilities

- Highly organised with excellent time management skills and capable of working to agreed deadlines
- Good attention to detail and maintains focus during periods of challenge
- Well-developed communication and influencing skills and is capable of facilitating development and improvements for individuals/teams
- Sets high standards and embraces innovative approaches to teaching, learning and assessment that are celebrated across the organisation
- Excellent interpersonal skills and the ability to develop relationships at all levels
- To have a confident and calm approach to problems and an ability to use initiative in developing solutions
- Fully literate in all Microsoft Office applications.

Qualifications

- Relevant Assessor qualification (A1, L&D9DI etc.) – Essential
- Relevant Verifier Qualification held (V1, L&D11 etc.) – Desirable but not essential
- Relevant teaching qualification (PTLLS, CTLLS, TQFE etc.) – Desirable but not essential