



Assessor

Job Title:	Assessor
Reference No:	0534-18
Reports to:	Commercial Manager
Responsible For:	NA
Grade:	Grade D
Working Hours:	37 hours per week
Faculty/Service:	Enterprise & Innovation
Location:	MTC Training – The Industry Centre
Main Purpose of Role:	To train and assess learners on the Intermediate, Advanced and Higher Apprenticeships in Management, Business Administration, Customer Service and IT , supporting and motivating learners to achieve the relevant qualifications and develop new business to grow the provision to meet contractual targets
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• Conduct meaningful, measurable training needs analysis (TNA) with individual learners through effective information advice and guidance on commencement of programme.• Make effective use of learners' initial assessment to plan and execute training.• Train, assess, motivate and support learners on programme to achieve qualifications / Apprenticeship frameworks, within a variety of employer locations throughout the North East• Support, develop, implement and evaluate approved training materials, promoting standardisation. Use approved training methods to develop the learner utilising every opportunity to support learners to achieve their qualification in a timely manner.• Maximise the use of e-learning and use a variety of assessment methods to ensure learners have the chance to evidence their knowledge in a variety of ways.• Complete all funding and assessment documentation accurately and timely, ensuring all materials are available on request for audit purposes.• Maintain health & Safety good practices. Monitor records in respect of employer's practices & premises.• Maintain employer involvement throughout the programme and encourage all parties to be actively involved in the programme review process.• Develop new business through actively promoting MTC and the University of Sunderland to ensure a full workload is maintained.• Maximise business opportunities by supporting networking events and jobs fairs.• To undertake other duties, commensurate with the grade of role, as required by the MTC Commercial Manager• Ensure the safety and well-being of all learners in your remit with

	particular reference to those under 18 years and to vulnerable adults
Special Circumstances:	<p>Flexibility in relation to working arrangements is essential. Occasional out of hours working may be required as the role holder may be expected to work additional hours at peak times of the year.</p> <p>Annual leave may be restricted to certain times of the year.</p> <p>The role holder may be required to travel outside of the region. The role holder must be independently mobile.</p>



Part 2A: Essential and Desirable Criteria

	Essential Qualifications and Professional Memberships: <ul style="list-style-type: none">• Assessor qualified (D32/33/36 or A1/2)• Relevant teaching qualification e.g. Cert Ed, PTTLs, CTTLs, DTTLs or equivalent• Educated to GCSE level, including English Language and Mathematics grade C or above or equivalent (incl Functional Skills English, Maths and ICT)
	Knowledge and Experience: <ul style="list-style-type: none">• Minimum of 1-year experience in a related occupational area, within the last 3 years• Previous experience of delivering Apprenticeship and work-based learning programmes within the specific occupational sector• Understanding of the programmes and related paperwork• Current working knowledge of QCF standards and Apprenticeship Frameworks• Excellent communication skills, both verbal and written• Ability to work on own initiative and to meet deadlines• Shares learning and experience with others• Engages in updating of knowledge and training activities• Customer focused• Positive and dynamic with the ability to solve problems• Strong organisational skills and the ability to carry out administrative duties accurately and efficiently.
	Desirable Qualifications and Professional Memberships: <ul style="list-style-type: none">• Internal Quality Assurance Award (D34 / V1)
	Knowledge and Experience: <ul style="list-style-type: none">• Health & Safety in the workplace• Experience of OFSTED inspections• Apprenticeship Funding requirements• Understanding of Apprenticeship standards and the transition from framework delivery

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	Analysis and Research <ul style="list-style-type: none">• Establishes basic facts by carrying out appropriate enquiries• Produces full and accurate reports• Establishes basic facts by carrying out appropriate enquiries• Produces full and accurate reports• Identifies and uses a range of sources and types of data
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- Produces reports that combine different types of data
- Designs and uses data gathering and analytical methods appropriate for each investigation
- Recognises and accurately interprets patterns and trends
- Recognises when additional data is required and identifies appropriate sources
- Produces reports that identify key issues and findings

Communication

Oral Communication

- Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs
- Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes
- Monitors understanding of others, develops approach and takes corrective action if required

Written Communication

- Anticipates the others' needs for information
- Adjusts the level of content to suit audiences with varying levels of understanding and ability
- Provides information in a suitable format so that the others' needs are met
- Uses a range of different formats, chosen to the diverse needs and ensure understanding

Decision Making

Independent Decisions

- Considers wider impact of decisions, assesses possible outcomes and their likelihood
- Uses judgement to make decisions with limited or ambiguous data and takes account of multiple factors
- Distinguishes between the need to make a decision, when to defer and when not to take a decision

Collaborative Decisions

- Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed
- Enables others to contribute to decisions
- Ensures that options are weighed, outcomes identified and chances of success considered
- Challenges decisions, appropriately to ensure consideration and processes are robust

Provision of Advice

- Anticipates and highlights issues that need to be taken into account
- Outlines possible impacting factors, assessing their degree of influence on the choice of options
- Ensures previous learning is included

Initiative & Problem Solving

- Solves standard, predictable problems in accordance with procedures and precedent
- Adapts approaches to produce suitable and acceptable solutions

- Analyses problems to identify their cause
- Takes action to prevent recurrence of problems
- Considers possible solutions to identify those which offer wider benefit
- Obtains evidence to support intuition
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Liaison and Networking

Liaison

- Ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices
- Co-ordinates own effort with that of others so the work is completed effectively in line with team objectives
- Promotes a positive image of the Institution

Participation in networks

- Works across team boundaries to build and strengthen working relationships
- Shares information and ideas to help others develop their practice
- Is involved in networks to pursue a shared interest as a requirement of the role

Building Internal networks

- Actively seeks to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration
- Leads and develops internal networks to pursue a shared interest and influence events or decisions

Building External networks

- Leads and builds role related external networks to enhance the work of the Institution
- Actively seeks to build productive relationships between external bodies to benefit the Institution

Planning and Organising Resources

- Suggests ways of improving working practice and use of resources
- Creates realistic plans to achieve own deadlines and objectives
- Monitors progress of self and or others so that corrective action can be taken if needed
- Actively seeks information to support planning and prioritisation of work
- Ensures that time and resources are used effectively to their maximum efficiency
- Checks and reports on progress and achievement against plans to key parties
- Develops plans to take account of problems, delays and new priorities

Service Delivery

- Has accurate and up to date knowledge of services available in own and related areas of work
- Correctly refers customers elsewhere where appropriate

- Ensures that the experience of each customer is positive and satisfactory
- Adapts services and systems to meet customers' needs and identifies ways of improving standards
- Learns from complaints and takes action to resolve them, and prevent future occurrences.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes
- Actively promotes services

Date Completed:

December 2018