



JOB DESCRIPTION

Job Title:	Assessor / Trainer
Reports To:	Lead IV
Rate of Pay:	£27,500
Benefits:	Annual Performance Related Bonus
Hours:	40 hours per week
Location:	Home / On the road
Primary Purpose:	To train and assess learners to defined quality standards across all programmes within the range of own occupational competence

Principal Duties Include:

1. Contributing to the achievement of the Company's strategy by carrying out all duties and responsibilities with due regard for Health & Safety, Equal Opportunities, confidentiality, cost effectiveness and the highest standards of customer care.
2. Achieving completed NVQ awards within agreed timescales and quality standards.
3. Preparing / delivering learner sign up, initial training and NVQ induction across all areas of own occupational competence
4. Providing advice and guidance to learners in relation to all aspects of their learning, award, identified needs, learning styles and progression
5. Carrying out training / assessments and maintaining records in line with regulatory body and organisational requirements through the use of SMART practice
6. Developing and using resources to support and deliver training and learning as required.
7. Ensuring learner contact is maintained and timely reporting of non-attendance and learner disengagement in accordance with agreed organisational procedures
8. Contribute to the preparation of EV visits and attend as required
9. Attendance at standardisation meetings in accordance with Company procedures
10. Ensuring health, safety, environmental protection, equal opportunity and dignity and respect at work procedures are applied within training and assessment arrangements.
11. Monitoring and reporting to NVQ Training & Consultancy Services Ltd any aspects of candidate dissatisfaction and / or feedback given in connection with the service
12. Developing self in line with occupational standards, maintaining knowledge in relevant fields and recording all development in line with the Company's CPD procedures
13. Any other duties which are consistent with the grade and purpose of the job role.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show
All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

PERSON SPECIFICATION

Job Title: Assessor / Trainer	
Qualifications & Training	<ul style="list-style-type: none"> • Relevant qualification (s) in own vocational area • A1 or D32 / 33 • Learning & Development Level 3 / Cert Ed or equivalent (desirable) • CTLLS (desirable) • Health & Safety • Equal Opportunities • Evidence of Continuous Professional Development
Experience	<ul style="list-style-type: none"> • Significant experience of working in own occupational area • Experience in providing high quality training and assessment with a proven record of timely achievements • Experience of working with a diverse group of learners and meeting individual needs through effective use of resources and differing assessment methods • Experience in using the Microsoft Office Suite to word process documents, input data, edit, sort, save and print • Experience in managing own workload, prioritising tasks and meeting deadlines
Skills and Abilities	<ul style="list-style-type: none"> • Ability to efficiently plan and co-ordinate own diary and tasks to meet agreed deadlines • Excellent oral and written communication skills that demonstrate high standards of literacy and numeracy • Ability to make sound assessment decisions based on a thorough understanding of the occupational standards • Proficient in the use of IT to meet requirements of the post • Ability to solve problems and support learners to achieve • Ability to create and maintain professional and productive relationships with learners, employers and colleagues • Ability to work alone and as part of a team
General	<ul style="list-style-type: none"> • Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work • Willingness to be flexible • Commitment to continuous professional development • Full driving licence • Post is subject to enhanced disclosure