

## DESCRIPTION OF POST

<b>Job Title:</b>	<b>Workplace assessor</b>
<b>Size of Post:</b>	Additional hours depending on 'caseload' of learners
<b>Conditions of Service:</b>	LBR Adult Ed Teaching & Educational Management Staff
<b>Grade &amp; Scale Points:</b>	Workplace assessor rate scale point 2-5
<b>Directly responsible to:</b>	Curriculum Manager Adult Skills (vocational)

### A. Overall Purpose of Job

1. To assess candidates in the workplace against the unit standard requirements of the qualification
2. To provide timely feedback and advise candidate as appropriate
3. To maintain accurate records of assessment activities and outcomes

### B. Main duties and responsibilities

1. Develop, agree, review and update assessment plans with candidates
2. Agree fair, safe, valid and reliable assessment methods
3. Identify appropriate opportunities for assessing performance
4. Plan for using different types of evidence
5. Identify how the past experiences and achievements of candidates will contribute to the assessment process
6. Identify and agree any special arrangements needed to make sure the assessment process is fair
7. Ensure access to assessment for candidates with additional needs
8. Identify how other people will contribute to assessments and what support they may need
9. Identify how to protect confidentiality and agree arrangements to deal with sensitive issues and handle disputes
10. Agree all arrangements for the assessment with candidate and workplace
11. Use agreed assessment methods to assess competence in appropriate situations
12. Make safe, fair, valid and reliable decisions about the competence of candidates
13. Record outcomes of assessments by using the agreed recording system ensuring these are accessible for verifiers and internal audit purposes
14. Give candidates clear feedback on assessment decisions at an appropriate time and place in a constructive way
15. Give candidates advice on how to develop necessary skills
16. Identify and agree next steps in assessment process
17. Follow agreed complaints and appeals procedures if candidates disagree with your assessment decisions
18. Ensure your assessment records are accurate and up to date and can be followed by an auditor
19. Contribute to standardisation arrangements so that your assessment decisions are in line with others
20. Give accurate and timely information on assessments
21. Contribute to the agreed quality assurance process
22. Seek the advice and support of the internal verifier/internal quality assurer should clarification of evidence requirements be needed or there are areas of concern
23. Ensure equipment and accommodation for the purposes of assessment comply with the relevant health and safety acts
24. Work closely with the candidate's manager
25. Be prepared to work flexibly in order to fit in with a candidate's shifts and able to travel to different locations in the locality
26. Work within workplace safeguarding practices

### General

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures
4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times

### Person Specification: Staffing Administrator

Specification	Essential	Desirable
<b>Education and Training</b> Formal qualifications and relevant training	<ol style="list-style-type: none"> <li>Level 3 Award in Assessing Competence in the Workplace</li> <li>Qualification at level 3 (or above) in the vocational area you will be assessing</li> <li>GCSE A*-C in English and maths</li> <li>Safeguarding and Prevent Duty</li> </ol>	<ul style="list-style-type: none"> <li>Level 3 Certificate in Assessing Vocational Achievement</li> <li>IAG qualification at Level 2</li> </ul>
<b>Experience</b> Ability to undertake duties of the post	<ol style="list-style-type: none"> <li>Observing and assessing candidates in the workplace</li> <li>Assessing candidates' portfolios of evidence and signing off on awards when all requirements have been met</li> <li>Keeping accurate records of candidates progress and providing regular reports to IV and team members</li> <li>Working with employers maintaining excellent relationships with placement supervisors and managers</li> </ol>	<ul style="list-style-type: none"> <li>Planning and delivering Vocational training</li> </ul>
<b>Skills and Knowledge</b>	<ol style="list-style-type: none"> <li>Questioning candidates about how they would deal with non-standard situations</li> <li>Providing feedback and offering advice if standards are not met</li> <li>Occupationally competent with thorough understanding of the qualification evidence requirements and standardisation</li> </ol>	
<b>Personal Qualities</b>	<ol style="list-style-type: none"> <li>Careful, methodical with attention to detail</li> <li>Commitment to continuous personal and professional development</li> <li>Take responsibility for own work and maintain high professional standards</li> <li>Ability to work as part of a team and individually without supervision</li> <li>Pleasant, calm disposition with ability to deal with queries and complaints in a professional manner</li> <li>Empathy for others and ability to deal sensitively with any difficulties or personal issues learners may have</li> <li>Flexible attitude with a positive view to change</li> <li>Offer solutions and work towards resolving underlying issues</li> <li>Plan and organise work activities prioritising workload and meeting deadlines</li> </ol>	