

## WORK BASED MENTOR/ASSESSOR VACANCY

<b>Job Title</b>	<b>Work Based Mentor/Assessor</b> Electrical Engineering
<b>Job Description</b>	To support, monitor and visit apprentices and commercial customers, train and assess in the workplace and effectively participate in and comply with all aspects of Awarding Organisation and SETA Quality Assurance processes. The role is full time and involves travelling to employer premises, working with apprentices to identify strengths and weaknesses, setting & monitoring targets and developing candidates to achieve end assessment. This requires planning and scheduling visits to employers to maximise candidate assessment opportunities and to provide ongoing support and feedback to employers.

### Responsibilities: -

- Provide clear, accurate and transparent advice and guidance to candidates and employers
- Plan, prepare and assess apprentices to enable them to complete their frameworks or standards
- Deliver training workshops to support apprenticeship as required
- Assess skills and make judgements about competence in the workplace
- Deliver high quality training and assessment in a way that supports effective learning and high levels of retention and achievement
- Liaise with employers to develop and expand SETA's work based learning offer
- Respond to enquiries and referrals
- Meet new starts targets, including repeat business
- Carry out interviews with learners, identify relevant prior learning and achievement
- Produce assessment and learning plans with SMART targets
- Carry out regular learner progress reviews against individual learning plans and provide constructive feedback on assessment outcomes, review and set new targets with candidates
- Ensure Health & Safety standards are met at all times
- Complete relevant documentation in an accurate and organised manner, ensuring candidates are monitored and assessed against Awarding Organisation standards and funding requirements
- Use diverse methods of assessment as required, enabling candidates to achieve within their planned timeframe
- Liaise professionally with employers and or supervisors who provide work experience, training or employment
- Meet regularly with your Line Manager to review candidate progress
- Attend regular standardisation/team meetings as required.
- Complete all documentation as required by the assessment process for quality and funding purposes
- Keep abreast of Quality Assurance developments in apprenticeship delivery and own area of expertise
- Undertake and keep records of regular CPD activities to retain current competency and update knowledge and skills
- Provide monthly reports to an agreed format
- Carry out any other activities as may be reasonably required by your Line Manager