

Job Description

Job Title: Workplace Assessor – Electrical

Location: Home Worker

Reporting to: Work Based Learning Manager (WBLM)

About SETA

Southampton Engineering Training Association LTD (SETA) was established in 1969 as a company Limited by Guarantee and is a charity. SETA is governed by a board of trustees consisting of non-executive Director from local industry and executive Directors from SETA.

We deliver accredited, industry-recognised training to advanced level across engineering and electrical disciplines. Our training is delivered by experienced staff with extensive industry knowledge.

SETA offers a wide range of commercial and apprenticeship programmes, including City & Guilds electrical courses, CCNSG, CompEx, Welding, Machining, Safe Use of Equipment and Forklift training. We are a recognised AM2 Assessment Centre and EAL approved NVQ Centre.

JOB PURPOSE:

The workplace Assessor- Electrical will support, monitor and visit apprentices and commercial customers, to assess competency in the workplace and effectively participate in and comply with all aspects of Awarding Organisation and SETA Quality Assurance processes. The is a full-time permanent role and involves travelling to employer premises, working with apprentices to identify strengths and weaknesses, setting & monitoring targets that align to the knowledge, skills, and behaviours per apprentice standard and supporting candidates to achieve their End-Point Assessments.


This requires planning and scheduling visits to employers to maximise candidate assessment opportunities and to provide ongoing support and feedback to employers. The role will involve managing a caseload of both apprentice learners and commercial candidates which will be completing an NVQ and/or an Apprenticeship Standard.

Key Responsibilities:

- Service SETA business needs by proving high quality work-based assessment of Standards and NVQ qualifications in areas where your own professional engineering skill competences enable this to be achieved
- Assess Skills, Knowledge and Behaviours, to make judgements about competence in the workplace
- Hold regular progress review with learners, as per the DFE funding rules

- Provide clear, accurate and transparent advice and guidance to candidates and employers
- Plan, prepare and assess apprentices to enable them to complete their Standards and/or NVQ's
- 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 always met
- Complete relevant documentation in an accurate and organised manner, ensuring candidates are monitored and assessed against Awarding Organisations 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
- Raise completion concerns directly to the WBLM
- Work with the WBLM to ensure compliance of reviews and tracking
- Attend monthly 1-2-1 meetings with the WBLM to discuss candidates' progression
- Take part in quarterly WBL Team meetings and Standardisation events, with the WBLM & EAL Centre Co-ordinator/Lead Internal Quality Assurer
- Organise visits to the workplace or arrange additional monitoring visits where necessary, to support apprentice timely completion and overall achievement
- Cascade potential safeguarding concerns and issues arising in the workplace through the safeguarding team
- Support SETA during Governance / Inspection of our services (e.g. OFSTED, Matrix Accreditation, Award Organisation Engagement visits)
- Ensure that the principles of equity, diversity and inclusion are applied in all aspects of the role
- At all times, be mindful of using organisational resources prudently
- Ensure that SETA's values, mission, policies and standards are always adhered to, both internally and externally
- Adhere to all data protection legislation as required by UK law
- Undertake and record relevant training and CPD activities
- Contribute to staff training events, such as INSET days and staff briefings as required
- Participate actively and flexibly in a range of SETA wide activities required for the wider promotion of SETA such as marketing, open evenings, taster days and Awards Ceremonies
- Participate in SETA's staff appraisal scheme
- Participate in the self-assessment process and seek to improve provision where possible
- To undertake any other such duties and responsibilities for the wider work of SETA

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications			
TAQA qualification; Level 3 Award in Assessing Competence in the Work Environment			App Form / Cert

Level 3 Electrical Maintenance qualification	✓		App Form / Cert
Experience			
Minimum of 5 years' relevant vocational experience in the electrical industry	✓		App Form / Ref
Minimum of 3 years' experience of assessing in a further education or a similar environment.		✓	App Form / Ref
Skills and Abilities			
Strong verbal and written communication skills.	✓		App Form / Int
Good presentation and organisation skills.	✓		App Form / Int
Proficient IT Skills, including MS Office and Teams.	✓		App Form / Int
Full clean UK drivers' licence	✓		App Form / Int

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Training & CPD			
Evidence of Continuous Professional Development.	✓		App Form / Int
Level 4 Internal Quality Assurer Award		✓	App Form / Int
Safeguarding			
Must be suitable to work with young people and vulnerable adults (subject to DBS clearance).	✓		App Form / Int / Checks

App Form = Application Form Required	Int = Interview	Cert = Copy of Certification
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Test = Interview Test

Pr = Presentation

MT = Micro teach

Ref = Reference

Checks = Disclosure and barring service

General Requirements

- Operate at all times within the spirit and practice of SETA's Equal Opportunities, Health & Safety, Safeguarding, and Prevent policies.
- Represent SETA professionally at all times, internally and externally.
- Undertake any other duties commensurate with the role, as required by the Management Team.