

Job Description

Job Title: Workplace Assessor/IQA – Machining/Mechanical

Location: Home Worker

Reporting to: Work Based Learning Manager (WBLM)

Employment Type: Full-time, Permanent (37.5 hours per week)

Working Hours: Monday-Thursday 08:00 – 16:15 | Friday 08:00 – 15:05

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/IQA - Machining/Mechanical will 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 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 developing candidates to achieve end point assessment.

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. The role is a home worker.

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/DWP 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
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