

# Job Description

**Job Title:** AM2 Assessor

**Location:** SETA, Second Avenue, Millbrook, Southampton, SO15 0LP

**Reporting to:** AM2 Team Leader & Assessor / Finance & Commercial Manager

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## 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.

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## **JOB PURPOSE:**

The AM2 Assessor is responsible for the delivery of high-quality assessments in accordance with NET compliance and assisting in the day-to-day operation of SETA's AM2 End Point Assessment Centre.

The Post Holder will ensure the centre operates efficiently, remains fully compliant with the National Electrotechnical Training (NET) Standards, and delivers high quality, professional service. The role includes assessing candidates, managing resources, supporting quality assurance process, and contributing to SETA's wider operational objectives.

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## **Key Responsibilities:**

### **1. Centre Operations**

- To aid in the planning and daily operations of the AM2 Assessment Centre in conjunction with the AM2 Team Leader & Assessor / Finance & Commercial Manager.
- Manage stock levels, materials, and equipment and ensure all items are stored correctly.
- Prepare and maintain assessment areas before, during, and after use.

## **2. Assessment and quality Assurance**

- Deliver AM2 assessments in accordance with NET compliance standards.
- Complete all required SETA and NET documentation to agreed standards.
- Track and record candidates' progress, maintaining accurate assessment files and records.
- Liaise with NET verifier, moderators, and any other external bodies to support quality assurance and contractual compliance.
- Contribute to performance monitoring and quality improvement of the AM2 centre.

## **3. Development & Promotion**

- Support the ongoing development and promotion of the AM2 centre to ensure it remains vibrant, fully utilised, and aligned with industry needs.
- Work collaboratively with employers, apprentices and industry stakeholders.
- Contribute to SETA's promotional activities, including open events, taster days, and award ceremonies.

## **4. Health, Safety & Safeguarding**

- Maintain a safe and organised working environment, ensuring full compliance with SETA's Health & Safety policies and statutory regulations.
- Report any hazards, unsafe practices, or incidents promptly.
- Take responsibility for ensuring all learners are safe and feel safe in SETA's environment, following safeguarding and Prevent policies.
- Hold, or complete within two months of appointment, a valid first aid qualification.

## **5. Professional Development & wider SETA support**

- Maintain up-to-date CPD, qualifications, and industry knowledge to meet NET and awarding body requirements.
- Identify and address personal training needs to support SETA's objectives.
- Support curriculum development, and student support as required.
- Assist with wider organisational duties where appropriate and where this does not conflict with NET requirement.

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## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>			
NVQ Level 3 Installing and Commissioning Electrical Systems & Equipment or equivalent (e.g. City & Guilds 2360 Part 2)	✓		App Form / Cert
JIB ECS Gold Card	✓		App Form / Cert
C&G2391 Initial and Periodic Inspection and Testing or equivalent	✓		App Form / Cert
BS7671 18 <sup>th</sup> Edition Requirements for Electrical Installation	✓		App Form / Cert
Assessor's qualifications – (CAVA, A1 or D32/33 or equivalent).	✓		App Form / Cert
First Aid qualification (or willing to complete within 2 months of appointment).	✓		App Form / Cert
<b>Experience</b>			
Minimum of 5 years' relevant vocational experience in the electrical industry	✓		App Form / Ref
Experience of teaching or assessing in a further education or a similar environment.		✓	App Form / Ref
<b>Skills and Abilities</b>			
Strong verbal and written communication skills.	✓		App Form / Int
Good presentation and organisation skills.	✓		App Form / Int
Proficient IT Skills.	✓		App Form / Int

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Training &amp; CPD</b>			
Evidence of Continuous Professional Development.	<input checked="" type="checkbox"/>		<b>App Form / Int</b>
Internal Verifiers Qualification		<input checked="" type="checkbox"/>	<b>App Form / Int</b>
<b>Safeguarding</b>			
Must be suitable to work with young people and vulnerable adults (subject to DBS clearance).	<input checked="" type="checkbox"/>		<b>App Form / Int / Checks</b>

**App Form = Application Form**  
**Required**

**Int = Interview**

**Cert = Copy of Certification**

**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.