



Electrical Apprenticeship Assessor Up to £45,395 Full Time (Part time considered)

At Nescot, we are recruiting for a self-motivated, organised assessor with excellent communication skills for our Electrical Apprenticeships.

What we are looking for:

- Qualified Electrician to a recognised qualification at Level 3
- Relevant experience of working within the industry
- An Assessor Award qualification (A1) or equivalent

Duties/responsibilities:

- Train and assess apprentices on electrical apprenticeship programmes (Level 2 and Level 3)
- Ensure that associated tracking and monitoring activities are undertaken and meet College and Awarding Body criteria
- Complete administrative tasks associated with the role

Benefits:

- A discounted on-site gym, hair and beauty salon, Starbucks, sports hall, fitness class, osteopathy and day nursery
- 5-minute walk from Ewell East Station
- Free online qualifications
- Free parking on-site
- 27 days holiday + bank holidays

Nescot is graded 'Good' by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students "enjoy their courses and are motivated to succeed", and benefit from "highly supportive relationships" with staff. Safeguarding arrangements are "effective" with regular training for staff, and leaders have in place "an effective policy for safer recruitment."

At Nescot, we're proud of our inclusive culture and we welcome all applications.

Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).

Interviews will be held as and when candidates apply



If you have any queries please do not hesitate to contact us on jobs@nescot.ac.uk

Job Description

Position Details:

Title:	Electrical Assessor
Department:	Construction/Electrical
Fraction:	1FTE
Status:	Permanent
Salary grade:	PO4
Child/Vulnerable Adult Contact:	Yes

Reporting / Department Details:

Responsible to:	Head of Curriculum
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Job Purpose:




Supporting apprentices to gain the Knowledge, Skills and Behaviours to meet the requirements set out in the individual Apprenticeship Standards.













To assess work, track off-the-job training in line with the agreed training plan, support apprentices to develop and attend English and maths, to effectively track the apprentice journey, from start through to EPA.











To be responsible to ensure all parts of the apprenticeship are achieved, and evidenced, in line with Nescot and Awarding Body criteria.

Be accountable for adherence to all relevant quality procedures both internal and external. Ensuring the highest possible standards are maintained.



Main Duties and Tasks:




-  To support the learning outcomes of apprentices, both individually and in groups, through observation, assessment, guidance and delivery of underpinning knowledge and support to ensure all apprentices gain the Knowledge, Skills and Behaviours outlined in the Standard.
-  To assess work, track and verify off-the-job training, ensuring apprentices complete their OTJ diary and that entries are approved in line with the OTJ plan, support apprentices to develop English and maths, to effectively track the apprentice journey, from start through to EPA, and be responsible to ensure all parts of the apprenticeship are achieved, and evidenced.
-  To assess associated qualifications such as NVQs if required.

-  To ensure the Off the Job Training Hours Plan is kept current.
-  Provide advice and guidance to employers and apprentices in relation to programmes and provide guidance on progression opportunities.
-  Take part in quality assurance and internal verification processes across a range of programmes acting as Internal Quality Assurer/ Verifier where required in support of the Lead IQA.
-  To support End-point-assessment planning to ensure timely completion of all apprentices.
-  To support in the interview and initial assessment process, gathering feedback from employers and apprentice.
-  To update tracking and e portfolio systems as appropriate.
-  To monitor, track and plan actions to support apprentice progress, ensure apprentice records are accurate, current and in line with college procedures and meet Awarding Body criteria.
-  To visit apprentices in the workplace, liaising with employers, mentors and with college teaching teams to ensure timely and successful completion for all apprentices.
-  To book progress meetings on an 8-10 weekly basis, ensuring the employer attends or contributes to the review, feedback results to all parties for signature, and set targets for the next review.
-  To guide apprentices in building portfolios of evidence and to coordinate and monitor their production, and ensure they are ready for Gateway.
-  To report Change of Employers, Redundancies, Withdrawals and Breaks in Learning in a timely manner to the Apprenticeship Team, providing all documentation requested including an update on the Off the Job Hours and Training Plan completed to that point in time.
-  To prepare the apprentice for Gateway, ensuring Off The Job Hours meet the requirement from the contract and extended where the apprentice goes beyond the end date; to follow the claims procedure for technical or NVQ certificates; to collaborate with the employer and apprentice and confirm they are ready for Gateway by signing the Tri-Party Agreement along with yourself; to ensure the Portfolio is submitted in completion status for Gateway; to support the apprentice throughout the EPA process, and record achievement on college systems.



-  Develop relationships with employers and work placement providers to establish new opportunities.
-  To effectively liaise with the apprenticeship department to ensure a collaborative process exists to the benefit of the learners.
-  To effectively manage the learning process to ensure that learners are ready for EPA and complete, timely, by the agreed end date.
-  To actively promote the provision of the department and assist with marketing activities.
-  To keep up to date with current developments in own area(s) of occupational competence and information technology.
-  Keep CPD up to date by reading relevant journals, going to meetings, attending relevant courses and volunteering in industry, as appropriate.
-  To be fully flexible in order to meet employer engagement needs and market demands.
-  To attend and participate in College, department and team meetings as required and be a member of various relevant assessment, validation and examination boards.
-  This post requires full compliance with Health & Safety, Safeguarding, Equality & Diversity and policy and procedures at all times.
-  Undertake any other duties commensurate with the grade range of the post.

Personal Development:



-  Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot's aims.
-  To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.

-  To work within the security guidelines and any relevant codes of practice and rules laid down by the College.
-  To comply with the College's Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s).
-  To obtain an IQA (internal verifiers qualification) if not already achieved.


Equality and Diversity and Nescot Values:

-  It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College.
-  The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity and Nescot Values.

Safeguarding and PREVENT Responsibilities:

-  It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.
-  The postholder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.

Additional Duties:

-  To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

Health and Safety:

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding.

If you have any queries please do not hesitate to contact us on jobs@nescot.ac.uk

Annual Leave:

Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in college.

This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

UPDATED BY: HoD Date: 27/9/2023

UPDATED BY: HR Date: jan 24

Person Specification – Electrical Assessor

	Essential	How Identified*	Desirable	How Identified*
Experience	Proven relevant and recent industrial experience and competence in electrical installation	A/I	Recent and relevant experience of assessing and/or teaching Electrical Installation programmes	A/I
	Recent experience of assessing in subject area in the workplace	A/I	Experience of internal verification	A/I
	Experience of working with candidates with a wide range of abilities	A/I	Experience of working in an FE environment	A/I
Skills and Abilities	Ability to communicate clearly and concisely in both written and verbal form to a wide range of employers and staff members			
	Excellent interpersonal skills			
	Ability to take a supportive and empathetic approach to a wide range of candidates and be able to respond to differing learner needs and be proactive to enable them to succeed			

	<p>A range of relevant skills to be able to assess Electrical apprenticeships including Level 3</p> <p>Be employer and learner focussed</p> <p>Good time management skills in order to meet targets</p> <p>Ability to organise workload and undertake administrative duties</p> <p>IT literate with word processing & spreadsheet skills</p> <p>Skills to prepare the learning resources required</p> <p>Ability to teach and assess students to certificating body and Nescot standards</p> <p>Proven ability to work within a team</p> <p>Ability to motivate self and others (colleagues and students)</p> <p>Ability to respond to differing learner needs and be proactive to enable them to succeed</p> <p>Able to work well under pressure</p>			
<p>Qualifications</p>	<p>Possess an academic qualification at a minimum of NVQ level 3 or equivalent in Electrical</p> <p>Recognised industry NVQ qualification to Level 3 or Level 4</p> <p>A recognised Assessor/Verifier award-A1</p>		<p>Possess or willingness to undertake teaching qualification</p> <p>V1 Internal verifier qualification or equivalent</p>	

Personal Qualities	Commitment to continuing professional development			
	A demonstrable commitment to Equality & Diversity and Nescot Values			
	Commitment to safeguarding, PREVENT & promoting the welfare of students			
	The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010			
	Commitment to energy management and sustainability			

KEY

A = Application Form	I = Interview	O = Observed Teaching Session	T = Test	M = Medical Questionnaire
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