

Recruitment Information Pack

VQ Assessor – Business and Computing (Bank Register)



Welcome from the Principal

The vision of Ayrshire College is to raise aspirations, inspire achievement, and increase opportunities and our aim is to create a dynamic and innovative College to serve the communities and businesses in Ayrshire. We work in partnership with businesses and key stakeholders to ensure we are focused on providing opportunities which meet demand in key industry sectors in Ayrshire and beyond.

Ayrshire College has a key role in helping to develop the economy in Ayrshire and beyond, by ensuring that students develop the right skills and positive attitudes to support the local, regional and national workforce needs.

The College offers a broad and balanced curriculum across Ayrshire, offering hope, inspiration and opportunity to the communities we serve. By harnessing the strengths and talent of staff from across all of our campuses, and with an ethos of continuous improvement, we provide the highest quality learning experience for our students.

I am delighted that you are considering joining our successful team at this exciting stage of our development. Following review of the vacancy information, if you feel that your knowledge, skills and experience are suited to this role, and you are enthusiastic with drive and ambition, we would be very pleased to receive your application.

Thank you for taking the time to consider this career opportunity with us..

Heather Dunk
Principal and Chief Executive



Introducing Ayrshire College

Aims, Mission and Objectives

The vision of Ayrshire College is to raise aspirations, inspire achievement and increase opportunities. Raising the aspirations of our students and staff to set ambitious goals for their learning and future careers, complemented with the right support to enable them to achieve these, is a key aspect of our vision. The College also seeks to contribute to raising the aspirations of the people, communities and employers across Ayrshire, helping all to achieve the goals important for their success. As well as increasing opportunities for our students and staff, we will work with partners and employers to increase opportunities which will benefit the wealth of the regional economy and the wellbeing of local communities.



We have aligned the mission and vision of Ayrshire College with the strategic priorities of our partners, in particular to support the overarching ambitions of the three Community Planning Partnerships in Ayrshire.

Fundamental to achieving our ambitions is a culture which supports this and our values will underpin everything that we do.

Seven Star Ambition



In aiming to be a world-leading College, we have developed a simple approach of delivering a seven star service. Supported by staff and students, this concept reflects our stretching ambitions for the College:

1. To deliver excellence in learning and teaching
2. To have an excellent reputation locally, regionally and nationally
3. To nurture new and further develop excellent partnership working with employers and Community Planning Partners
4. To recruit and retain highly skilled staff and enable students to flourish in excellent learning environments
5. To be the college of first choice for students
6. To be the training partner of choice for employers
7. To demonstrate excellence in financial sustainability

Curriculum Portfolio



The curriculum portfolio is demand based to meet the educational requirements of learners across Ayrshire and the business community. The curriculum currently delivered supports the Scottish Government's focus on the 16-19 year old age group, and also reflects the requirements of older students, including adult returners and those accessing training or education for the first time.

College Campuses

Ayr Campus

The Ayr Campus includes the Dam Park Building, Riverside Building, and the Aeronautical Engineering Training Centre.



The Dam Park Building comprises a range of student services as well as multi-purpose classrooms, professional training kitchens and engineering and construction workshops.

The Riverside Building hosts IT suites, custom built studios for Creative Arts, Fashion workshops and Hair and Beauty salons.

The Aeronautical Engineering Training Centre includes an aircraft hangar which is home to a "Bulldog" light aircraft, a flight deck simulator, a wind tunnel and jet engines.

The campus also provides a Nursery, which offers high quality childcare facilities to staff and students.

Cumnock Campus

Facilities at Cumnock include multi-media suites, a hair and beauty salon, craft workshops, multi-purpose classrooms and a range of student services. The campus also hosts the LearnDirect Scotland Learning Centre, which offers a drop in facility for students and the public to access training in IT using self-help material and tutor support.

Kilmarnock Campus

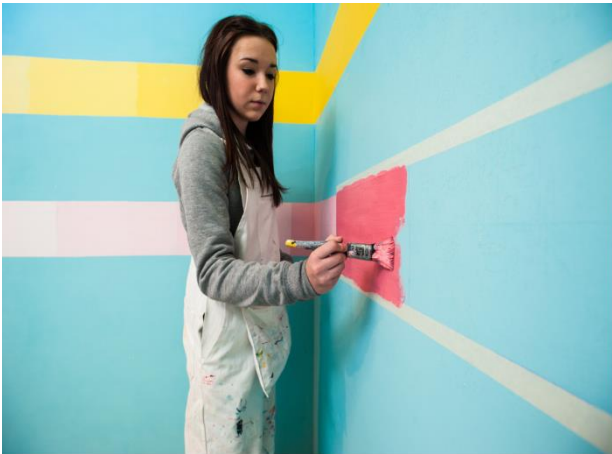
Kilmarnock Campus offers a range of curriculum programmes and also incorporates the Gallery Restaurant, The Hair Salon, Aqua Spa and Nail salons. The Campus also delivers a range of engineering and motor vehicle programmes and has developed strong partnership links with the engineering business community across Ayrshire.

The Kilmarnock Campus offers a full range of student support services to enhance learner journeys.

Kilwinning Campus

The Kilwinning Campus offers industry standard resources which include design studios, IT suites and hairdressing and beauty salons. The Campus also offers a nursery service, providing child care in a safe and stimulating environment with highly qualified and

Nethermains Campus



Nethermains supports a range of construction and motor vehicle courses and provides an industry standard environment to support student learning and teaching.

The Craig Centre

Horticulture and land management courses are based at the Craig Centre, Gatehead. Programmes delivered include tree surgery, and landscaping.

Townholm Campus (Kilmarnock)

Townholm Campus is home to our Centre of Sporting Excellence, which delivers a range of sport and fitness programmes. The Townholm campus also comprises a Trade Skills facility which supports Painting and Decorating, Bricklaying and Carpentry and Joinery.

Skills Centre of Excellence Irvine Campus (Irvine Royal Academy)

The Skills Centre of Excellence Irvine Campus is a new addition to Ayrshire College and opened in October 2014. The first part of the development of the Irvine Campus will see the delivery of Sport and Fitness and Health and Social Care courses. This campus will continue to develop over the academic term to provide other exciting opportunities in the future.

Ayrshire College Student Association Shortlisted for 2 NUS Scotland Awards



Ayrshire College Student Association (ACSA) have been shortlisted in two categories at the NUS Scotland Awards 2015 for Student Opportunities and Student Union.

The winners will be announced on Friday 20 March following the first day of the NUS Scotland conference in North Berwick.

The NUS Awards are a celebration of the work in student unions; from officers and staff to inspirational students and unsung heroes.

In the Student Opportunities category they will compete against Edinburgh Napier University, Strathclyde University and Queen Margaret University.

In the Student Union category they will go up against Glasgow Kelvin College, Glasgow Clyde College and Forth Valley College.

ACSA has been shortlisted in the Student Opportunities category for being instrumental to the organisation of many clubs within the College that have been designed to engage with the students and improve their college experience.

They have also been recognised in the Student Union category for ensuring their activities had a positive impact on students and the community, met the needs of its members and the democratic processes were used to make decisions open and inclusive.

Angela Alexander, Student President for Community Partnership at Ayrshire College said: "I am totally overwhelmed that the Student Association have been shortlisted in these two categories and believe that this is a great achievement in itself.

It's fantastic to see that the work we do alongside the student body is being recognised at a national level and is a great way to celebrate the success of our work over the last year."

All submissions will be put forward to the NUS UK Awards 2015 which take place in Liverpool on 21-23 April.

COLLEGE TO SHOW AYRSHIRE THE 'WEIGH TO GO'



Ayrshire College staff and students have teamed up with NHS Scotland to get trained up in their new 'Weigh to Go' weight management programme in order to provide quality nutritional therapy to the local community.

A dietician from the NHS, Marian McBride, has been guiding three lecturers and five HND fitness students through the training.

With the training now complete, they will be able to roll out a three month programme to all staff at the College to improve their fitness and help them to lose weight.

If that shows results, the programme will be used to help students and members of the Ayrshire community too.

As well as providing the training, the NHS has provided the College with resources worth £2,500 to help them to deliver the programme successfully.

Those eligible to undergo the programme must be aged 16 or over and have a body mass index (BMI) of 28 or above.

David Dougan is one of the Sport and Fitness lecturers who has completed the training and he said "The 'Weigh to Go' course content is excellent and Marian from the NHS has provided the staff and students with great knowledge that can be passed on to make a huge difference to so many people. It is an excellent partnership we have created with the NHS and we will continue it in the future by not only targeting staff, but we will target students and the local community in Ayrshire."

Ayrshire College encourages people to join the LGBT conversation



Ayrshire College hosted Lesbian, Gay, Bisexual and Transgender (LGBT) Conversation Cafés at its three main campuses in February to celebrate LGBT History Month.

The cafés aimed to gain a better understanding of LGBT experiences in Ayrshire through discussions with LGBT and non-LGBT people.

Our first event was at our Kilmarnock Campus on 17 February, Kilwinning's session then took place on 19 February before Ayr rounded things off on 25 February.

At the Conversation Cafés, attendees were split into five different groups and worked their way around the following different topics: friends and family, health, community, education and access and opportunities. Each discussion was facilitated by a member of the Ayrshire LGBT Development Group.

The Ayrshire LGBT Development Group is a multi-agency partnership that works together to improve the lives of LGBT individuals living, studying and working in Ayrshire. The group has representatives from the councils, police, health, education and third sector organisations as well as LGBT specific organisations such as LGBT Youth Scotland and the Terrence Higgins Trust.

It is the first time an event like this has been held in Ayrshire. One participant said afterwards "I found it both interesting and very valuable! I came away feeling quite inspired after all the thought provoking information I gained. It was a great opportunity to do some networking too and I really hope we can keep in touch."

Sara Turkington, Equality and Inclusion Officer at Ayrshire College, represents the College in the development group and helped to organise the events. She said "I took the idea to the Development Group, and knowing their mission is to improve the lives of LGBT people in Ayrshire, hosting a Conversation Café presented a real opportunity to find out what it means to be an LGBT person living in Ayrshire.

"With that understanding, the Group could then take actions to better support the experiences of LGBT people. It was decided the College would host because we have campuses in each area of Ayrshire."

Tree-mendous effort from Craig Centre students

Green-fingered students at Ayrshire College's Craig Centre have been helping a not-for-profit social enterprise in their quest to plant 14,000 trees.

Eadha Enterprises are creating the new Wardlaw Community Woodland near Dalry and have been appealing for volunteers to help them on their ambitious mission.

A group of Horticulture students were keen to get involved and went along to the site - owned by Community Windpower – where they planted over one thousand willows and aspens in challenging conditions.

The project proved to be the ultimate work experience for the College's students, who normally work within five acres of land at the rural Craig Centre campus.

Ayrshire College lecturer Francis McCaughey said "It was a great experience for the students and they thoroughly enjoyed going out and taking part in such a major project. Giving these students real life situations to work on is an integral part of their course and they have taken great pleasure in planting the trees – even in blizzard-like conditions!"



Peter Livingstone from Eadha Enterprises said “The woodland will provide a new attractive landscape feature and wildlife habitat and will also be designed to have the potential to deliver local wood fuel, creating local economic benefits. The guys did a great job and we’re thankful for their efforts.”

Ayrshire College is holding an Open Door event at the Craig Centre on 28 March between 11am-1pm. Members of the public are welcome to attend to receive course information and go on a tour of the facilities.

Governance and Management Structure

Board of Management

The Ayrshire College Board of Management was created on 1st August 2014. The Board provides strong and effective governance and strategic leadership for Ayrshire College. The current members of the Board include:

- Willie Mackie, Chair of the Board of Management
- Wai-yin Hatton, Vice Chair of the Board of Management, Chair - Estates and New Campus Development Committee
- Heather Dunk, Principal and Chief Executive
- Barbara Graham, Chair - Learning and Teaching Committee
- Nicki Beveridge, Chair - Human Resources and Organisational Wellbeing Committee
- Tom Wallace, Chair - Finance Committee
- Alan Walker, Chair - Audit Committee
- Gordon James, Board Member
- Stephen Greenwood, Service/Support Staff Board Member
- Julie Bradley, Curriculum/Teaching Staff Board Member
- Angela Alexander, Student President – Community Partnership
- Emma Hall, Student President – Positive Wellbeing
- Sharon Graham, Student President – Learning and Teaching (Observer)
- Marie Macklin, Board Member
- Bill Costley, Board Member
- Dr. Robin J Northcote, Board Member
- Professor Alan McGregor, Board Member
- James English, Board Member
- Fiona Skilling, Board Member

Executive Management Team

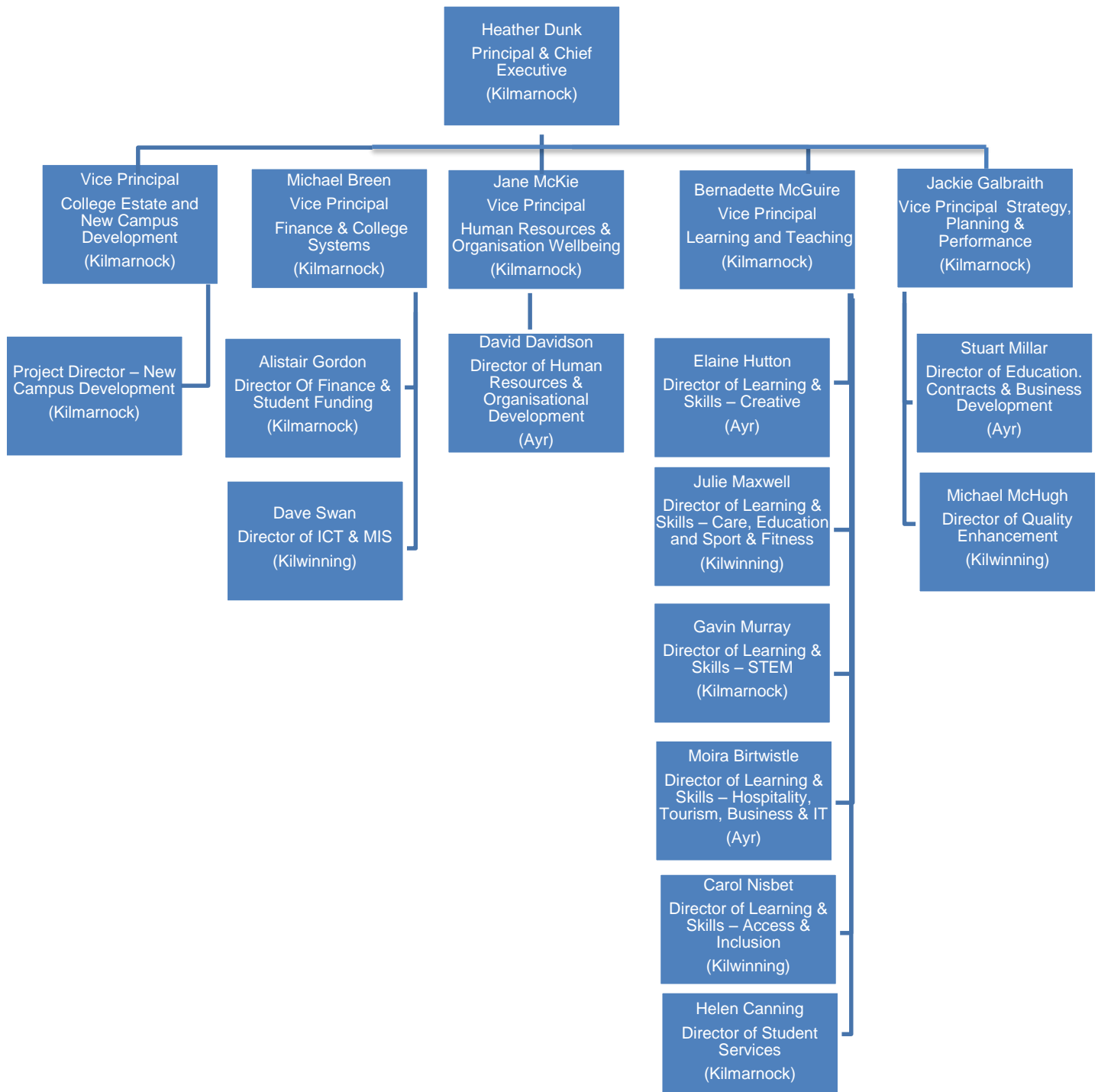
- Jane McKie, Vice Principal, Human Resources and Organisational Wellbeing
- Bernadette McGuire, Vice Principal, Learning and Teaching
- Michael Breen, Vice Principal, Finance and College Systems
- Jackie Galbraith, Vice Principal, Strategy, Planning and Performance
- Vacant, Vice Principal, New Campus Development and Estates Services

Senior Management Team

- Elaine Hutton, Director of Learning and Skills (Creative)
- Julie Maxwell, Director of Learning and Skills (Care, Education, Sport and Fitness)
- Gavin Murray, Director of Learning and Skills (STEM)
- Moira Birtwistle, Director of Learning and Skills (Hospitality, Tourism, Business and IT)
- Carol Nisbet, Director of Learning and Skills (Access and Inclusion)
- Helen Canning, Director of Student Services
- David Davidson, Director of Human Resources and Organisational Development
- Alistair Gordon, Director of Finance and Student Funding
- Dave Swan, Director of ICT and MIS

- Stuart Millar, Director of Education Contracts and Business Development
- Michael McHugh, Director of Quality Enhancement

Executive and Senior Management Structure



Recruitment Advertisement

Career Opportunity

VQ Assessor – Business and Computing (BANK)

£13.98 per hour

You will support the delivery of work based and vocational qualifications through assessing, verifying and monitoring Scottish and National Vocational Qualification (S/NVQ) students in achieving awards and relevant qualifications.

This will involve developing effective partnerships with external employers and commercial organisations, providing mentoring support and guidance to inspire learners and preparing regular progress reports for the education contracts and curriculum team.

You will be educated to HNC/SVQ level 3/SCQF level 7 or equivalent, with current assessment qualifications required, while it is desirable that you have a verification qualification. Comprehensive experience within the industry sector, together with experience of assessing and verifying vocational and work based qualifications are also essential.

Informal enquiries to Moira Birtwistle, Director of Learning and Skills on 01292 265184 ext 7647 email moira.birtwistle@ayrshire.ac.uk

Job Description

1. JOB IDENTIFICATION

Post Title:	VQ Assessor
Responsible to (Post Title):	Curriculum Manager
Last update:	March 2014

2. PRINCIPAL JOB PURPOSE

Support the delivery of work based and vocational qualifications through assessing, verifying and monitoring Scottish and National Vocational Qualification (S/NVQ) students in achieving relevant qualifications.

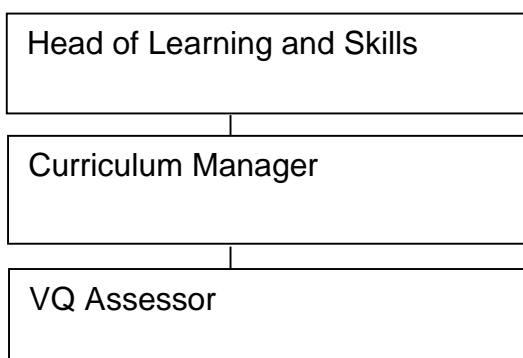
Develop effective partnerships and relationships with external commercial organisations to support the delivery of their workforce training requirements and develop new opportunities for the College as provider of choice for business customers.

3. JOB DIMENSIONS & CONTROL OF RESOURCES

The post-holder has no responsibility for staff or budgetary management.

The post-holder support the Curriculum Manager in securing and delivering learning contracts, contributing to College income targets of approximately £x per annum.

4. ORGANISATIONAL RELATIONSHIP



5. MAIN DUTIES & RESPONSIBILITIES

1. Support the work-based learning of candidates undertaking S/NVQs in accordance with awarding body assessment strategies.
2. Provide mentoring support and guidance to inspire and motivate learners to enable them to successfully achieve a vocational qualification.
3. Support the assessment of core skills within vocational programmes in order to contextualise learning experiences.
4. Provide regular reports on students' progress, both to employers and when contributing to staff team discussions in relation to planning, review and evaluation to ensure that all milestones are achieved effectively.
5. Maintain effective administration procedures and systems to underpin the efficient performance of the full range of vocational assessment activities in line with funding and awarding body regulations.
6. Provide regular progress reports to the education contracts/curriculum team to support contract monitoring arrangements.
7. Liaise closely with employers, obtaining feedback on assessment processes to inform and support the on-going development of the service.
8. Support the development of new opportunities for the College to explore in conjunction with commercial customers and partners in order to support the delivery of the College's continual commitments.
9. Participate fully as a member of the vocational assessment team, providing cross-cover and support as required to ensure a seamless service is delivered to students.
10. Participate in appropriate development activities to ensure that knowledge of all aspects of vocational assessment and verification is up to date.
11. Ensure implementation of all College policies, procedures and regulations generally and with specific reference to quality enhancement and improvement, health and safety, management of risk, equality and diversity and sustain an inclusive and supportive environment in accordance with College policy.

6. COMMUNICATIONS (Internal & External)

The post-holder will have key internal working relationships with curriculum staff and external organisations.

Excellent communication and interpersonal skills, both oral and written, are required to achieve successful working relationships with students, College staff and external agencies.

The ability to engage with and motivate students from a diverse range of backgrounds and with differing needs.

The post-holder may become involved in the resolution of customer complaints, as required.

7. ASSIGNMENT AND REVIEW OF WORK

The post-holder functions with a degree of independence and autonomy, within parameters agreed in conjunction with the Curriculum Manager, and has some discretion to priorities and determine workload. Work is demand driven and generated through the service area and customer activity,

Work activity will be delegated by the Curriculum Manager and the post-holder will also be responsible for assisting with specific objectives arising through the curriculum area.

Review of work will be in accordance with existing performance management arrangements.

8. ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

Education:

- Educated to a minimum of HNC/SVQ Level 3/SCQF level 7 or equivalent
- Current assessment qualifications
- Current verification qualifications (desirable)
- Evidence of Continuing Professional Development

Knowledge:

Demonstrable knowledge of:

- The services of the College
- Current government policy in relation to the Further Education (FE) sector
- The requirements of internal and external customers within FE
- Assessment practice and procedures
- A comprehensive knowledge of the Microsoft Office suite

Skills and Competencies:

- The ability to organise and prioritise workload in order to meet targets and deadlines
- The ability to work on own initiative, demonstrating enthusiasm and motivation
- The ability to assist with the educational needs and development of students
- The ability to communicate with confidence and persuasively at all levels, understanding the need to maintain confidentiality at all times
- A full driving licence or the ability to travel between campuses and employer sites as appropriate

Experience:

- Comprehensive and relevant work experience within the industry sector

- Experience of assessing and verifying vocational and work based qualifications

9. MAIN JOB CHALLENGES

Supporting the development of a high quality Vocational Assessment service function, adding value for both students and the College.

Working closely, and developing effective relationships with students, curriculum staff and employers.

10. WORKING ENVIRONMENT

Physical

- The post will involve travel to other College campuses and a variety of business settings.
- Keyboard skills for the production of paperwork and reports.
- Operation of a wide range of equipment including:
 - Personal computer for the production of relevant documentation and use of e-mail.
 - Photocopier

Mental

- Frequent concentration, e.g. assessing candidate evidence, proof-reading, checking and amending documentation, requiring a high level of accuracy.

Emotional

- Dealing with people from a wide variety of backgrounds with varied and complex learning needs and styles.
- The ability to maintain professionalism and deal with conflicting views and be able to communicate with learners and employers to reach resolutions.

Working Environment

- The post will involve working in employers premises with other time spent in an office based environment.
- Travel between regional campuses and employer sites as required.

Person Specification

Post Title: VQ Assessor

Responsible to: Curriculum Manager

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to a minimum of HNC/SVQ Level 3/SCQF level 7 or equivalent • Current assessment qualifications • Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> • Current verification qualifications
Knowledge	<p>Demonstrable knowledge of:</p> <ul style="list-style-type: none"> • The services of the College • Current government policy in relation to the Further Education (FE) sector • The requirements of internal and external customers within FE • Assessment practice and procedures • A comprehensive knowledge of the Microsoft Office suite 	
Skills and Competencies	<ul style="list-style-type: none"> • The ability to organise and prioritise workload in order to meet targets and deadlines • The ability to work on own initiative, demonstrating enthusiasm and motivation 	

	<ul style="list-style-type: none"> • The ability to assist with the educational needs and development of students • The ability to communicate with confidence and persuasively at all levels, understanding the need to maintain confidentiality at all times • A full driving licence or the ability to travel between campuses and employer sites as appropriate 	
Experience	<ul style="list-style-type: none"> • Comprehensive and relevant work experience within the industry sector • Experience of assessing and verifying vocational and work based qualifications 	

Application Procedure

Please return your completed application form by **12 noon on Friday 3 April 2015** via email to ayrshirecollegecareers@ayrshire.ac.uk or alternatively to Human Resources, Ayrshire College, Ayr Campus, Dam Park, Ayr, KA8 0EU.

The College is an Equal Opportunities employer and in this respect it would be most helpful if you could complete and return with your application form the appropriate questionnaire. This questionnaire will be retained by Human Resources and will not be used in the selection process. Similarly, you are asked to complete the Criminal Conviction Declaration and return. The information given on this form will be treated in the strictest confidence. Both forms are incorporated within the College's application form.

We look forward to receiving your completed application form.

Please note that we do not accept CVs.

Please note that if you are shortlisted you will be advised within 4 weeks of the closing date.

If you have not heard from us by then you must assume that you have been unsuccessful on this occasion. If you would like to receive confirmation of this, then please do not hesitate to contact us.

We look forward to receiving your completed application form and thank you for the interest you have shown in the College.