

Post Title: VQ Assessor

Responsible to: Work Based Assessment Team Leader

Education and Professional Qualifications

Essential:

- Educated to HNC/ SVQ Level 3/ SCQF Level 7 or equivalent
- Evidence of Continuing Professional Development

Desirable:

- Current assessment and verification qualifications

Knowledge

Essential:

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

Skills and Competencies

Essential:

- 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

Professional Experience

Essential:

- Comprehensive and relevant work experience within the industry sector

Desirable:

- Experience of assessing and verifying vocational and work based qualifications