

Job Description

1. JOB IDENTIFICATION

Post Title:	VQ Assessor
Responsible to (Post Title):	Work Based Assessment Team Leader - STEM
Last update:	October 2024

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.

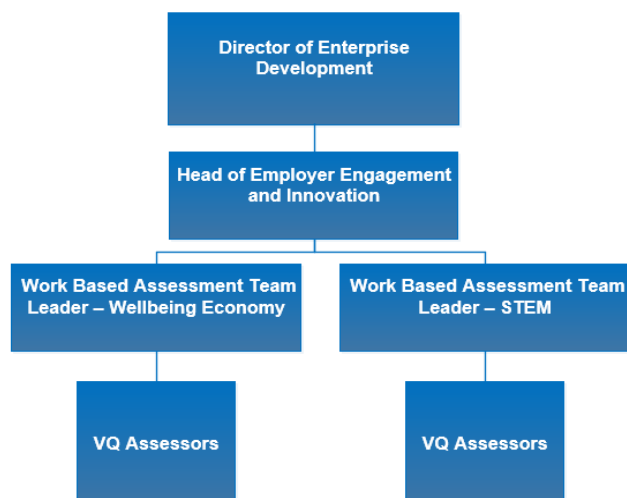
Develop effective partnerships and relationships with external commercial organisations to support the delivery of their workforce training requirements and develop new opportunities for the College as provider of choice for business customers.

3. JOB DIMENSIONS & CONTROL OF RESOURCES

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

The post-holder supports the Work Based Assessment Team Leader in securing and delivering learning contracts, contributing to College income targets of approximately £0.5 million 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 Work Based Assessment Team Leader, 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 Work Based Assessment Team Leader 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 HNC/SVQ Level 3/SCQF level 7 or equivalent.
- Evidence of Continuing Professional Development.
- Current assessment and verification qualifications are desirable.

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.