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### **Job Description**

###### Engineering Apprenticeship Standards Assessor – Mechanical Engineering

###### Technical Apprenticeship School

Title of Post: Engineering Apprenticeship Standards Assessor : Mechanical Engineering

School: Technical Apprenticeship School

Reporting to: Engineering Apprenticeship Standards Manager

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 23 – 31

Base: Uxbridge College/Off site

# MAIN PURPOSE:

The post holder is responsible for the assessment of trainees working towards their Technical Apprenticeship. Most of the work of the Assessor will take place off-site at employers’ premises.

**DUTIES SPECIFIC TO THE POST:**

1. Assess apprentices following Apprenticeship programs in engineering programmes in their workplaces and in College.
2. Monitor and review progress of apprentices in College and in the workplace
3. Liaise closely with workplace supervisors/mentors and college staff to support the apprentices with their achievements.
4. Maintain monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
5. Develop apprenticeship assessment plans to observe the apprentice in the workplace.
6. Keep records of appentices’ progress and ensure that all necessary documents are recorded on OneFile.
7. Comply with all administrative requirements in documentation, registration with awarding bodies and completion of information for internal verification.
8. Attend team meetings as required.
9. Promote information and participate in the processes for internal verification.
10. Actively develop links with potential employers to increase opportunities for student employment/placements.
11. Track trainees’ achievement and keep a record of this.
12. Attend College theory/practical/ Off the Job lessons for assessing and supporting the use of OneFile and the learner journal.

**OTHER DUTIES:**

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of the College’s Health & Safety Policy.
* Take an active part in the College’s appraisal and mentoring processes.
* Complete all documents necessary to comply with College HR policies,
* To work weekends and evenings as required.
* Carry out any other duties commensurate with the scale and grade of the post or directed by your line manager.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**Mechanical Engineering Assessor**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed?\*** |
| Qualifications |  |  |  |
| Minimum level 3 qualification in Mechanical Engineering | **** |  | Cert/AF |
| Assessor award (e.g. A1 or equivalent) or willing to undertake training, supported by the College | **** |  | Cert/AF |
| Internal verifier award (e.g. V1 or equivalent) or willingness to work towards one |  | **** | Cert/AF |
| Current clean driving licence and personal transport | **** |  | AF |
| Skills and Experience |  |  |  |
| Experience in using OneFile or Smart assessor |  | **✓** | AF/IV |
| Up to date experience of assessing and/or recent experience within the Mechanical Engineering industry | **✓** |  | AF/IV |
| Experience of mechanical maintenance and machining including lathe, milling and CNC | **✓** |  | AF/IV |
| Ability to build effective working relationships with students/apprentices and employers | **✓** |  | AF/IV |
| Strong organisation and administration skills, and ability to track and monitor students’ progress | **✓** |  | AF/IV |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Flexibility and willingness to work outside of normal office hours | **✓** |  | AF/IV |
| Self-motivation | **✓** |  | AF/IV |
| Knowledge of working with awarding bodies |  | **✓** | AF |
| Understanding of Apprenticeships Standards and Frameworks |  | **✓** | AF |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Commitment to own Continuing Professional Development | **✓** |  | AF/IV |
| Ability and willingness to travel to employers’ premises in West London and surrounding areas | **✓** |  | AF/IV |
| Understanding of, and commitment to, Safeguarding and Equality and Diversity | **✓** |  | IV |
| Good understanding of Health and Safety | **✓** |  | IV |
| Able to provide employer(s) work references to cover a minimum of 12 months | **✓** |  | AF |
| Competencies Academic staff should be able to demonstrate competency in the following areas:  Communication  Planning and Organising  Interpersonal Sensitivity  Adaptability/Flexibility  Results Focus | **** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test (Micro-teach/Skills test) Cert = Certificates checked on induction