

## Assessor – Process / Manufacturing Job Description

Job Title:	Programme Assessor	Reporting to:	Curriculum Manager
Department:	A&G Business Unit	Direct Reports:	None
Key Contacts:	Quality Team / SMT Tutors & Assessors	Location:	Remote
Date Created:	February 2022	Date Revised:	January 2023

### Job Purpose

To undertake effective competence assessment in the workplace, supporting learners with gaps in their theoretic knowledge. To enthuse, inspire and motivate apprentices to reach their full potential and maintain timely progression, achievement, and success rates. To implement quality policies and practices ensuring fair and consistent assessment.

### Key Accountabilities:

- Ensure consistency and compliance to internal and external policy, procedure, guidelines, and requirements
- Carry out effective induction and initial assessment to ensure learners are on the right programme and receiving the right level of support in line with policies and processes
- Work with the quality team to ensure that the impact of Cogent's curriculum on apprentices is highly visible throughout the learning journey
- Ensure that all learners receive high quality IAG throughout their apprenticeship
- Actively comply and utilise the learner tracking system (OneFile) to ensure learner progress and employer / learner reviews are undertaken to show impact and quality of learning monthly & quarterly respectively
- Provide timely compliant documentation to meet Education Skills Funding Agency requirements.
- Work closely with employers and management to plan, design and deliver training which comprises knowledge, skills and behaviours including Maths and English development
- Working with the functional skills tutor, to ensure high success rates for learners studying Maths and English where applicable to the individual's needs.
- Adopt and implement effective use of new technologies including development of learning materials and use of webinars/skype etc to meet market demands and enhance the learning experience
- Ensure learners are safe and be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility for or with whom you come into contact with and adhere to Cogent's Safeguarding policy.
- Work with the programme tutors to prepare learners to successfully undertake assignments or sit tests/exams in order to maintain strong knowledge retention for apprentices
- Record assessment decisions fully and contemporaneously and ensure the prompt and managed completion of IQA actions to enable time success
- Prepare learners for end point assessment in line with policies and procedures

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- Participate and implement moderation and standardisation activities with internal and external moderators and IQAs
- Implement feedback and development action points resulting from IQA sampling, observation of practice and standardisation themes to continuously improve quality and assessment
- Adhere to KPI's including learner timely achievement and to continuously review and reflect on own practice, development needs and undertake CPD as required
- Report and provide timely updates and respond to requests for information from the quality team
- Through a mix of online sessions and site visits, support employers and apprentices to achieve objectives set out in the delivery plan

## Knowledge Skills and Qualifications

### Essential:

- Industry relevant qualification to a minimum of a level 3 (C&G / NVQ or equivalent)
- Assessor qualification (TAQA/A Units or equivalent) or commitment to work towards
- Minimum of 5 years' experience in manufacturing, process, or mechanical engineering
- Understanding of Ofsted's EIF
- Continuous Professional Development
- Health & Safety, Safeguarding and E&D practices

### Desired:

- Internal Quality Assurance qualification
- Understanding of Quality Standards i.e., Matrix, ISO9001
- Experience of electronic learner tracking and monitoring systems e.g., Smart-assessor, OneFile

This role is subject to a full enhanced DBS check

This role will require some travel across the south of England

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Organisation.

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