

## Assessor – Process / Manufacturing Vacancy

Cogent have an exciting opportunity for a Process/Manufacturing Assessor 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 high timely progression, achievement, and success rates. To implement quality policies and practices ensuring fair and consistent assessment.

### Package

- Competitive salary
- Full time permanent role
- Pension – employee contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Day off for your birthday
- Optional Private Health Care package
- National role
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

### Key Accountabilities:

- Ensure consistency and compliance to internal and external policy, procedure, guidelines, and requirements.
- Carry out effective induction and initial assessments / diagnostics to ensure learners are on the right programme and receiving the right level of support in line with policies and processes accounting for any recognisable prior learning
- 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 management and e-portfolio system to ensure learner progress and employer / learner reviews are undertaken to show impact and quality of learning monthly & quarterly as per Cogent policy.
- Provide timely compliant documentation to meet Department for Education requirements and regularly audit / supervise off-the-job recording logs to ensure they are fit for purpose and tracking in-line with planned progress.
- Work closely with employers and management to plan, design and deliver training which comprises knowledge, skills and behaviours including maths and English development.

We Care



We Speak Out



We Welcome



We are Enterprising



- Adopt and implement effective use of new technologies including development of learning materials and use of webinars/remote learning software 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 to maintain strong knowledge retention for apprentices.
- Record assessment decisions fully and contemporaneously and ensure the prompt and managed completion of IQA and quality 1:1 actions.
- Prepare learners for end point assessment in line with policies and procedures.
- Participate and implement moderation and standardisation activities with internal and external moderators and IQAs.
- Implement feedback and developmental action points resulting from IQA sampling, observation of practice, quality 1:1's 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.

### Key Performance Indicators

- To evaluate teaching, learning and assessment and respond to learner and employer feedback to continuously improve the learning experience for individuals and groups.
- Mark/assess learners' work, provide structured feedback and set developmental objectives to improve work submissions and timeliness.
- To regularly participate in standardising assessment practices to ensure fair and consistent practice in line with guidance and code of conduct.
- To ensure formal assessment is conducted in-line with end-point-assessment guidance and all evidence is compliant with Cogent's Quality and Compliance policies
- To regularly review off-the-job activity and ensure learners are progressing according to their delivery plan, with interventions as required to keep them on-track.

### 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.
- Significant experience in a manufacturing, process or an engineering related role.
- Experience of assessing others work to a measured standard.

We Care



We Speak Out



We Welcome



We are Enterprising



- Recent Continuous Professional Development.
- Health & Safety, Safeguarding and E&D practices.

### ***Desired***

- Internal Quality Assurance qualification.
- Understanding of Ofsted's Inspection Framework.
- Experience working with apprenticeships.
- Understanding of Quality Standards i.e., Matrix, ISO9001.
- Experience of electronic learner tracking and monitoring systems e.g., Smart-assessor, OneFile, BUD.

This role is subject to a full enhanced DBS check.

Will require regular travel across parts of England.

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>

Please complete the Application Form and send together with a letter of application and your CV to [human.resources@cogentskills.com](mailto:human.resources@cogentskills.com) by 14th June 2025 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion. Websites: [www.cogentskills.com](http://www.cogentskills.com)

We Care



We Speak Out



We Welcome



We are Enterprising

