##

## HEREFORDSHIRE, LUDLOW & NORTH SHROPSHIRE COLLEGE

### Job Description

## TRAINER / ASSESSOR for ELECTRICAL INSTALLATION

**FACULTY TECHNOLOGY STUDIES**

**RESPONSIBLE TO Curriculum Team Leader for Construction & Building Services**

**JOB SCOPE AND PURPOSE**

To teach a range of theory and practical units to electrical installation students and electrical installation apprentices up to Level 3. This may include the delivery of bespoke solar PV and other relevant environmental technologies training to students, apprentices and the industry workforce.

In addition, progress reviews and workplace competency assessments will be carried out, via site visits, for Level 3 Electrical Installation apprentice cohorts working for a range of public and private sector employers across Herefordshire and neighbouring counties.

The split between teaching and assessing roles will be approximately 50/50% and the post-holder will be based at our campus in Hereford, with some delivery also taking place at our new Low Carbon Technology Training Centre at Holme Lacy.

As part of the role you will also be expected to manage the wider quality assurance and associated organisational / administrative processes, including apprentice recruitment and placement, quality monitoring and reporting, preparation of apprentices for End Point Assessment, IQA and achievement claims. You will also support and participate fully in the ongoing Faculty and College activities to achieve the College’s key mission and objectives.

HLNSC is committed to safeguarding and promotes the welfare of all learners and expects all staff to share this commitment.

# **MAIN DUTIES AND RESPONSIBILITIES**

Teaching and Learning

* To deliver high quality teaching, learning and assessment to apprenticeship and pre-apprenticeship cohorts, as specified and defined by the relevant specifications and the relevant Apprenticeship Standards and Assessment Plans
* To deliver high quality teaching, learning and assessment to electrical installation apprentices, employees and employers in relation to professional CPD requirements and in response to demand, to include solar PV training and assessments
* To produce and provide resources for students and trainees to facilitate effective learning
* To use and apply modern technology to enhance the learning experience for students and trainees (eg ILT, VLE, specialist software / resources)
* To set, mark, record and feed back on student and trainee work / assessment in college, evidencing their progress and achievement
* To embed and support students and trainees literacy and numeracy skills as part of your lesson planning and delivery
* To maintain accurate registers and to track and report back on individual student and trainee progress
* To supervise student and trainees conduct and comply with health and safety and safeguarding procedures, ensuring the welfare of the students and apprentices under your care

Apprenticeship Placement, Assessment & Achievement

* To carry out initial assessments on potential trainees in order to identify suitability, eligibility and prior skills and knowledge, and to follow the College’s selection and enrolment procedures
* To negotiate realistic and deliverable training plans with trainees and employers, identifying work-based training and off-the-job activities that support the achievement of the relevant Apprenticeship Standards
* To carry out workplace Health & Safety Checks on employers, in line with College policies and procedures (training provided)
* To advise and support employers in the use of the government’s Digital Apprenticeship Service
* To be proactively familiar with the delivery and assessment requirements of the relevant sector Apprenticeship Standards, and to assess the competence of apprentices in the workplace via a portfolio of evidence, in accordance with recognised industry standards and quality procedures
* The ability, expertise, and experience to carry out work-based assessments of professional competence in line with recognised industry standards
* To carry out regular progress and target setting reviews for trainees
* To support apprentices in the successful completion and submission of evidence for their Gateway assessment, as defined by the Apprenticeship Standard, and to support and prepare Apprentices for successful completion of their independent End Point Assessment. This to include liaison with the employer, apprentice and End Point Assessment Organisation in agreeing the arrangements for the independent End Point Assessment.
* To maintain at all times close liaison with the employer to ensure that they are aware of the progress of the trainees and in order to discuss and address any issues relating to the training
* To ensure high rates of retention and timely achievements for your caseload of trainees
* To offer support, guidance and advice to trainees whilst on programme and to signpost and facilitate appropriate progression routes for further learning
* To undertake all required administrative practices and procedures in respect to tracking, recording and reporting on the progress of each apprentice, in line with the college’s quality systems and procedures including the use of E-portfolio systems where applicable

Marketing & Stakeholder Engagement

* Through ongoing Business Development activities, to pro-actively market and recruit to the apprenticeship and renewable energy CPD programmes and to seek to match and facilitate employer workforce demand with supply
* To meet and maintain agreed apprentice recruitment and caseload targets
* As part of the wider team, to represent the College at relevant internal and external marketing and promotional events, such as school and college career events, local government events, employer or sector events, jobs fairs etc.
* As part of the wider team, to pro-actively work with local feeder schools and internal college departments to raise awareness of and promote apprenticeships and other work-based learning programmes as a post 16 progression route
* To ensure that apprenticeship vacancies, where appropriate, are advertised via the appropriate internal and external platforms and to monitor and report on potential apprenticeship vacancy and other new business leads

Other Duties

* To act as the nominated IQA and to manage and oversee the wider quality assurance processes (e.g. learner tracking, internal verification, assessment moderation, etc.) for electrical installation apprentices and students (training will be provided)
* To follow and monitor Health and Safety procedures in line with contractual requirements to ensure maximum safety for all trainees
* To comply with the college’s safeguarding, health & safety, equality & diversity and data protection procedures and policies with respect to all trainees
* To undertake staff development or CPD activities as identified by the College
* Participation in the College’s staff appraisal scheme
* To attend and contribute to course team meetings and departmental team meetings where applicable
* Any other duties as reasonably requested by the College

**PERSON SPECIFICATION**

**Essential**

Qualifications

* Recognised trade qualification at Level 3 or above in electrical installation
* Relevant Assessing Qualification (to include assessment of candidate competency)

Experience, skills and attributes

* Background and relevant work experience in the electrical installation trade / industry
* The ability, expertise, and experience to carry out work-based assessments of professional competence in line with recognised industry standards
* Relevant Assessing experience relating to electro-technical qualifications, up to an including Level 3
* Ability to become quickly conversant with the delivery and assessment requirements of the relevant Apprenticeship Standards
* Good interpersonal and customer service skills
* Excellent organisational skills, good attention to detail and an ability to work on own initiative and under pressure
* Own transport (travel expenses paid)
* Good core IT skills including the ability to work with E-portfolios, email systems, internet and Microsoft Office packages including Excel and Word
* Experience completing work-based industry competence assessments

**Desirable**

* Relevant teaching qualification
* Relevant teaching experience in the post-16 sector
* Relevant Internal Verification / IQA qualification
* Demonstration of continuous professional development and up to date trade qualifications
* Ability to deliver bespoke Solar PV and other relevant environmental technologies training to students, apprentices and the industry workforce (training/CPD provided where required)