



ICT and Digital Apprenticeship Assessor

Are you passionate about learning? Would you like to use your skills to support the next generation of Digital learners?

If so, we are looking for a creative and dynamic individual who has a digital vocational background in Microsoft Office 365, Google Suite, cloud-based systems and digital content development.

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and schools across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for a passionate, creative, highly organised individual who will support and empower learners within their workplace to achieve relevant Frameworks. The role involves assessing and training learners in ICT and Digital Qualifications/Apprenticeships and Essential Skills, whilst ensuring an excellent learner journey experience.

With vocational experience using Google Suite, Microsoft Office 365, cloud-based systems, online collaboration tools, digital communications and project management you will be responsible for a caseload of learners ensuring timely achievement of qualifications.

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The role is field based covering the South Wales area and fits within the Business and Digital Services team reporting to the Route Manager.

What we offer

- Salary: £22,000 rising to £23,500 per annum
- Generous Holiday Package
- Contributory Pension Scheme
- Excellent employee benefits

- Car uplift of £1800 per annum with option to exchange this for a company car after successful completion of 6 month probationary period
- Total Reward Package starting at £26,500 per annum.

What you are responsible for

- Deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on the ILP (including Essential Skills Wales) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**.
- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all **ACT** and Welsh Government requirements are being met.
- Assess, support and develop learners literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- Deliver, record and continually update the learning journey paperwork (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience in line with **ACT** and Welsh Government requirements.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly.
- Maintain own CPD by attending sector, awarding body and internal training.
- Contribute towards development of curriculum and strategic plans.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager.
- Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also to promote the whole range of **ACT** services to facilitate cross selling.
- Ensure learners well-being by carrying out health and safety monitoring and following safeguarding procedures.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback.
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.

- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

What we are looking for

		Assessment Method	Essential		Assessment Method	Desirable
Experience	A	Application/ Interview	Minimum of 3 years' occupational experience within the IT/Digital sector			
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (in IT/Digital)	A	Application/ Certificate Verification	Teaching qualification such as PGCE or equivalent
				B	Application/ Certification Verification	Assessor qualification such as D32/33 etc. or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence			

Have you got what it takes: [Click here to apply](#)