



Health & Social Care Assessor

Contract term: Permanent

Location: South and Mid Wales (through remote delivery)

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships and Higher Apprenticeships 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 individual who will support learners within the workplace in achieving relevant Frameworks. The role involves assessing learners and delivering workshops based around Level 2 & Level 3 in Health and Social Care and Essential Skills. You will be responsible for a caseload of learners ensuring timely achievement of Apprenticeship qualifications.

We are looking for a qualified Assessor i.e. Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent with a minimum of 2 years' occupational experience along with a minimum of Level 3 occupational based qualification or equivalent in Health and Social Care.

The role is field based covering the South and Mid Wales area and fits within the Health and Social Care Apprenticeship Route reporting to the Health and Social Care Route Manager.

What we offer

- Salary up to £25,300 per annum (grade 5)
- Generous holiday package (over 40 days per year)
- Contributory pension scheme
- Healthcare scheme
- Excellent employee benefits
- Starting Total Reward Package, up to, £28,000 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 qualification) 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 learner's 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 wellbeing 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
- Design and deliver training solutions to ACT learners, as required
- Build and maintain learner relationships
- Respond to enquiries
- Produce training materials
- Build and maintain course resources including distance learning materials
- Work with and support other team members
- Ensure training content and delivery styles are current
- Evaluate training delivered
- Design and deliver bespoke development programmes as required
- Manage learner cohorts
- Mark and assess various course work including assignments, distance learning materials and projects to ensure the minimum standards set by Awarding Bodies in the qualification specifications have been met
- To ensure quality, consistency, accuracy and fairness for all learners
- To ensure that best practice is identified and shared
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery

- 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.

Person Specification	Assessment Method		Essential	Assessment Method		Desirable
Experience	A	Application	Minimum of 2 years' occupational experience of working in a senior role within a Health and Social Care setting	A	Application/ Interview	Working within the training/education sector
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (Health & Social Care) Assessors qualification - Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent	A	Application/ Certificate verification	Teaching qualification
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 and access to vehicle			

Have you got what it takes? Apply via this link: <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=17522-45E38050-66DF-42E4-A1FB-DF3385433494>

