



## **JOB DESCRIPTION**

**POST TITLE: Apprenticeship Assessor**

**Ref: HCFCATCH/76**

**HCF CATCH Ltd  
CATCH Facility  
Redwood Park Estate  
Stallingborough  
NE Lincolnshire**

**REPORTS TO: Apprenticeship Delivery Manager**

### **1. PURPOSE OF JOB**

To lead on the assessment of the CATCH apprenticeship programmes within a specific trade area and experience of either Mechanical or Process Operations. To assess NVQ Level 3 and knowledge, skills and behaviours within the Science Manufacturing Technician and Maintenance Operations Engineering Technician apprenticeship standards delivered by CATCH. Responsible for working with the Apprenticeship Delivery Manager to ensure assessment is of the highest quality, exceeding customer expectations.

### **2. MAIN RESPONSIBILITIES**

- i. To be the main assessor for the CATCH Apprenticeship programme in the Humber region and nationally.
- ii. To assess specific elements of the Level 3 NVQ and the knowledge, skills and behaviours as part of the CATCH apprenticeship standards.
- iii. To develop learners in preparation for their End Point Assessment.
- iv. To communicate with learners and employers as they progress through their work-based qualifications.
- v. To motivate and support learners where required to meet the standards of a CATCH apprentice.
- vi. To facilitate and assist with other training programmes and accredited courses to approved training standards if required.
- vii. To attend regular departmental meetings to report on key activities and performance against set objectives.
- viii. To ensure that the assessment, the resources used, the management of sessions and documentation are OFSTED and awarding body compliant, and to assist in any inspections.
- ix. Any other duties as appropriate in line with the post.

### 3. CONTACTS AND RELATIONSHIPS

**INTERNAL** – Apprentices, CATCH team members mainly Apprenticeship Delivery Manager, Chief Operating Officer, other CATCH trainers/Associates and Business Support Manager.

**EXTERNAL** Member companies and their employees responsible for their apprentices.

### 4. DECISIONS

Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

### 5. WORK ENVIRONMENT

- i. Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis, reports to the Apprenticeship Delivery Manager. This role involves travel to clients site in the Humber region, West Yorkshire and wider national sites.
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.
- iv. Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

### 6. KNOWLEDGE & SKILLS

- i. STEM background through industry experience and relevant qualifications
- ii. Qualified Assessor and IQA
- iii. Assessing experience, preferably of apprenticeship programmes including apprenticeship standards and NVQ Level 3.
- iv. Knowledge and experience of trade specific specialism eg. Mechanical or Process Operations
- v. Good planning and organisational abilities
- vi. IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- vii. Understanding of training and development and relevant qualification systems
- viii. Excellent interpersonal, presentation and communication skills, both verbal and written

### 7. GENERAL

- i. **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.
- ii. **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- iii. **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- iv. **Training** –CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.

- v. **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: