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**Job Description**

**Electrical Apprenticeship Assessor** |CATCH

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| **Perm/Contract:** | Permanent |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Hours:** | Monday – Friday, 08:00 – 16:00 |
| **Reports to:** | Centre Coordinator |
| **Team:** | Apprenticeships |
| **Ref:** | 76a |

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

**About the role**

To work on the assessment of the CATCH apprenticeship programmes within a specific trade area and experience of Maintenance operations. To assess NVQ Level 3 and knowledge, skills and behaviours within the Maintenance Operations Engineering Technician apprenticeship standards delivered by CATCH. Responsible for working with the lead assessor to ensure assessment is of the highest quality, exceeding customer expectations.

**Responsibilities**

* To be the assessor for the CATCH Apprenticeship programme in the Humber region and nationally.
* To assess specific elements of the Level 3 NVQ and the knowledge, skills and behaviours as part of the CATCH apprenticeship standards.
* To develop learners in preparation for their End Point Assessment.
* To communicate with learners and employers as they progress through their work-based qualifications.
* To motivate and support learners where required to meet the standards of a CATCH apprentice.
* To facilitate and assist with other training programmes and accredited courses to approved training standards if required.
* To attend regular departmental meetings to report on key activities and performance against set objectives.
* 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.
* To attend all standardisation and assessor meetings
  + Any other duties as appropriate in line with the post.
  + Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

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.

**Candidate requirements**

**Essential**

* STEM background through industry experience and relevant qualifications
* Qualified Assessor
* Knowledge and experience of trade specific specialism eg. Electrical, Mechanical or Instrumentation
* Good planning and organisational abilities
* IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
* Understanding of training and development and relevant qualification systems
* Excellent interpersonal, presentation and communication skills, both verbal and written

**Desirable**

* Assessing experience, preferably of apprenticeship programmes including apprenticeship standards and NVQ Level 3.
* IQA Qualification

**Work Environment**

* Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
* 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”.

**General**

* **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.
* **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
* HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
* HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
* HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
* **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
* The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** J Greenhalgh

**Job Description evaluated by**: D Talbot

**Received by Postholder:**