

Job Title:	Apprenticeship Assessor
Reports to (job title):	Apprenticeship Programme Lead
Line Manager to:	<ul style="list-style-type: none">N/A

Job purpose

The Learning Enterprise (TLE) is a government approved apprenticeship training provider and therefore is the lead provider for HCRG Care Group, partners, and other organisations.

This post requires an occupationally competent individual who has a passion for delivering work-based training and apprenticeships to manage a caseload of up to 45 learners across a range of Leadership, Coaching & Business Support apprenticeship standards within healthcare settings.

The post holder will work in partnership with employers, line managers, workplace facilitators, and the quality assurance team, to provide innovative and dynamic apprenticeship learning experiences for our learners of which we are proud.

The post holder will be responsible for inducting, coaching, training, offering pastoral support, and undertaking blended assessments based on the delivery model and needs of the apprentice throughout their learning journey. This includes any mandatory qualifications such as a Diploma, or Functional Skills in Maths and English.

Base

Runcorn or aligned to a service but will be expected to travel across to national services when necessary.

Key responsibilities

- Assess and support learners working towards full Apprenticeship standards at levels 2 to 5 within Leadership, Coaching and Business Support. (Customer Service, Business Admin, Coaching Professional, Team Leading, Operational Management)
- Maintain and deliver high standards of learning and assessment through continuous personal and professional development
- Engage and motivate learners / managers/workplace facilitators in building robust individual learning plans which meet the learner and service needs

- Provide learning and pastoral support to individual learners taking into consideration their health and wellbeing
- Prepare, agree, and review assessment plans with each learner, ensuring that all activities and results are in line with the learning aims and outcomes within standards/framework or other programme of learning being assessed
- Provide support, action plans, and feedback on performance
- Complete the required number of visits and reviews for each learner
- Complete the individualised learning record in an accurate and timely way
- Support learners to achieve functional skills in a timely manner
- Maintain documentation on the learner's progress and compliance
- Ensure learners are safeguarded
- Attend standardisation meetings with other assessors and meet with the internal quality assurer monthly
- Report any concerns identified which impact on the safety or effectiveness of the learning environment

Personal Specification

Essential

- Minimum of 2 years experience delivering apprenticeship standards across the leadership, coaching, and business sectors up to and including Level 5
- Recognised assessor qualification - CAVA, TAQA equivalent
- Recognised teaching qualification – Minimum Level 3
- Achieved Functional Skills in Maths/English Level 2 or equivalent
- Leadership and Management qualification at Level 5 or equivalent
- Excellent verbal, written, and digital communication skills
- Strong ability to deliver high-quality learning in a virtual setting both 1:1 and in group sessions
- Able to build collaborative relationships and negotiate effectively in all environments
- The ability to manage a caseload ensuring effective learner progression engagement, funding compliance, and timely completions against set KPIs
- Computer literate in all Microsoft applications
- Quick learner who can solve problems autonomously
- Self-starter
- Able to travel to national meetings, events and learner sites if required.

Desirable

- Experience of virtual Learning Management Systems (BUD)
- Experience working with a Healthcare provider
- Knowledge and experience of the Institute of Leadership & Management (ILM) and City and Guilds as awarding organisations
- Experience in using cognitive platforms to support additional learning support