

Job Description for Post of **Internal Assessor**

Job Description

Job Title: Apprentice Assessor (Internal Verifier)

Career Level: 4

Department or Business Sector: AMTC (Delivery)

Location: UK Wide

Reporting to (manager's job title): Senior Trainer

Heading:	Description
1. Job Purpose	<p>To provide training and assessment of Engineering apprentices in the workplace (nationwide).</p> <p>The Assessor role is required to support the progression of the development competence qualification and provide guidance for EPA. Managing a case load of apprentices in their work placements.</p> <p>Working closely with our trainer team to ensure all apprentices are completing their apprenticeships timely, in our core areas of, Intelligent Automation & machining. Culminating in the successful completion of the engineering technician Level 3 Apprenticeship programme.</p> <p>Activities will include:</p> <ul style="list-style-type: none"> • To assess high-quality and engaging training for a caseload of Apprentices through the standard (L3 ST0457 Engineering Technician standard) • To provide training and assessment of engineering candidates in the workplace and training environment • To provide support for the quality assurance of engineering programmes. • To maintain a safe working environment at all times • To liaise with employers, including visiting the workplace as directed. • To assist in the maintenance of learner recording systems including tracking documents. • To adhere to the AMTC timetable schedule of assessment and reviews ensuring that any necessary adjustments are authorised by the Delivery Manager • To assist with the AMTC marketing and publicity as and where required and attend marketing and promotion events, as and when required. • To ensure that all relevant Health and Safety legislative requirements are in place, monitored & regularly reviewed to include up to date risk assessments & working polices.

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	<ul style="list-style-type: none"> • Liaising with MTC personnel, including but not limited to Engineering Technicians and Research Engineers to ensure the Apprenticeship programme continues to meet the MTC's vision whilst ensuring synergies are realised • Monitoring of learning environment, learner workplace Health, Safety and welfare. • Ensuring the progress of the whole caseload of Learners towards all components is synonymous with timely achievement by carrying out regular formal reviews. • Covering and supporting in a Trainer capacity as required.
<p>2. Communication</p>	<ul style="list-style-type: none"> • Required to explain and champion policies, practices and MTC values. May need to persuade apprentices and mentors of the need to adapt their approach and accept new concepts or processes. • Provide expert advice and guidance to apprentices & stakeholders on opportunities, risks and possible impacts of decisions. • Ability to be firm or assertive when appropriate. • Working within their defined area and in collaboration with senior stakeholders, may on occasion need to reach agreement or manage communication in relation to specific situations. Occasional external communication. • Required to practice active listening and demonstrate the ability to use information to promote positive outcomes for all stakeholders. • A good standard of written and verbal communication focused on delivering objectives and targets towards apprentice progression.
<p>3. Innovation</p>	<ul style="list-style-type: none"> • The role holder is expected to identify and recommend improvements to processes, policies or procedures, based on practical/operational experience and feedback from colleagues to improve practice. • Problem solving and decision making skills. • Ability to be creative in thought processes and delivery. • Evidence of lean practices and training delivery.
<p>4. Knowledge</p>	<ul style="list-style-type: none"> • Experienced in providing advice to apprentices, mentors, managers and colleagues at all levels. • Current Technical competence within an engineering environment. • Understanding of the various assessment criteria and procedures within the apprenticeship standard. • Detailed knowledge of Apprenticeship programs for engineering subjects. • Health & Safety in Engineering. • IT literate including generic Microsoft Office packages including Word, PowerPoint and MS Outlook. • Carry out regular performance development reviews with identified apprentices

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	<ul style="list-style-type: none"> • Plan, design and delivery of engineering training programmes. • Keeping up to date with all the latest industry information. • Being aware of all changes in the legislation and apprenticeship standards. • Keeping up to date with all changes which occur in regards to Awarding Organisations & End Point Assessment Organisations.
<p>5. Person Specification</p>	<p>All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:</p> <ul style="list-style-type: none"> • Acting responsibly, putting MTC’s interests ahead of personal ambition. • Providing inspirational leadership to all who come in contact with you. • Delivering in the broadest sense a great working environment. • Leading with humility, honesty and integrity in all that you do. • Promoting teamwork, supporting through difficult times and collectively celebrating our successes. <p>In addition:</p> <ul style="list-style-type: none"> • To be prepared to attend any course that will enhance work related skills • Ensure that safe working practices are maintained at all times • Career development, coaching and counselling • Customer and quality focused. • Approachable and empathetic in manner • Keeps to schedules • Problem solver • Highly articulate, highly presentable • Excellent written and oral communication skills • Team player • Organised and methodical approach to work • Full driving licence required