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| **Job Title:** | Apprentice Assessor  (work based) | **Department / Business Sector:** | MTC Training – Work Based Assessing Team |
| **Career Level:** | Level 4 | **Reporting to:** | Program Delivery Lead (Work Based) |
| **Location:** | UK Wide |  |  |

**About MTC Training**

MTC's vision is to develop a training capability that embeds adaptable knowledge, skills and behaviours that future proof UK manufacturing. Aligning technical content identified in MTC's core business to our apprenticeship and commercial (engineer upskilling) is at the core of our strategy.

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|  | **Description** |
| **Job Purpose** | The role of the work-based Apprentice Assessor is to provide support, guidance, training, and assessment of engineering apprentices whilst working within their employer’s workplace.    The role is to support students in their progression and development of level 3 development competency qualifications, ensuring knowledge, skill and behaviours are met and assessing against various associated qualification within engineering standards, assessing students and their work to awarding bodies standards and to provide guidance and support through to EPA.  The role requires a high-level of self-motivation to manage an assigned case load of apprentices within years 2 to 4 of their apprenticeship though to their timely completion.  Ensure that regular student reviews are conducted within the guidelines laid out within ESFA funding regulations. This will be face to face meeting on employers sites and via video calls.  Forge and establish strong working relationships with student employers.  Monitoring of students working environment ensuring learners workplace health & safety and welfare are adhered to and actively support by their employer.  Conduct the marking of students work in a timely manner leaving summative and formative feedback against the evidence and the checking of learner mapping against unit criteria.  Perform written work-based observations of the student conducting engineering tasks and duties with their employers sites. |
| **Person Specification** | All aspects of the role are to be carried in adherence to the **MTC RIGHT way** values: acting **responsibly,** providing **inspirational leadership,** delivering in the broadest sense a **great working environment,** leading with **honesty and integrity, and p**romoting **teamwork**.    In addition:   * Highly driven and self-motivated. * Able to work independently with own initiative and in a team environment. * Work under pressure to meet tight deadlines and students expectations. * Highly articulate and presentable. * High levels of organisation skill and attention to detail. * Promote the safety and wellbeing of children and young people. * Be customer and quality focused. * Be approachable, and able to handle issues with sensitivity and confidentiality. * Be comfortable updating various internal stakeholders on a regular basis and give presentations to a wide variety of audiences. |
| **Key Activities** | * Effective delivery of L3 development competency qualification to awarding bodies standards. * Arrange regular student review meeting with all parties involved in accordance with ESFA funding rules. * Monitor and track learner progression within qualification. * Conduct the marking of students work in a timely manner leaving summative and formative feedback against the evidence and the checking of learner mapping against unit criteria. * Perform written work-based observations of the student conducting engineering tasks and duties within their employers sites. * Working with awarding bodies quality team as required. * Effective and open lines of communication with line manager and the wider delivery team. * Detailed and updated personal calendar reflecting your case load arrangements for the coming months. * Forging and building on strong work ethics to the learners and their employers. * Working with and assisting internal quality team on all aspects regarding the successful delivery of students qualification. * Monitoring and recording of students off the job hours in accordance with ESFA funding rules. * Regular updating and checking of E-portfolio system. * Correct following of scheme of work and completion of student review forms in-line with MTC Training procedures. * Travelling to students place of work. * Ensuring the health and safety of students within the workplace is adhered to, checking on the general wellbeing of learners. * Raising of any safeguarding issues to the DSL. * Ensure that any E-learning is completed within MTC guidance * Ensure that regular CPD is recorded as per MTC guidance. |
| **Communication** | * Ability to communicate at a high technical level with students to help build on the granular level to ensure the scaffolding is in place to allow learners to grow and extend on their core knowledge. * Effective communications with student employers regarding their progress and any issues that may arise. * Excellent written and oral communication skills. * Able to effectively communicate to people and managers from all aspects across the business. * Proficient with all forms of electronic communication. |
| **Innovation** | * Being creative and flexible in students learning approach and adapting to individual students needs and requirements. * Being an active member of the work-based assessing team and bring new ideas and thoughts to improve the students journey and process. * Being able to solve problems and issues if they arise in a quick and effective manor to all parties involved. * By gaining and encompassing new ideas and practices in both engineering and apprenticeship standards |
| **Knowledge** | * A high level of electrical and mechanical engineering knowledge gained through a number of years of industrial experience. * An in-depth understanding of engineering apprenticeships and qualification standards. * A good understanding and practice of various assessment methods used within an apprenticeship standard. * A good understanding of IQA processes and compliance. |
| **Qualifications** | **Essential:**   * Time served engineer with a good understanding of both electrical systems and mechanical engineering. * Hold a related engineering qualification to a level 3 standard or above. * Functional Skills Level 2 / GCSE's in Maths and English grade C or above. * CAVA or equivalent assessor qualifications. * IT proficient in Microsoft office suite of software packages including Outlook and TEAMs   **Desirable:**   * A Recognised Training/Teaching Qualification. * Internal Quality Assurance qualifications. * IOSH Health and Safety qualification. * The use of Smart Assessor E-portfolio and Pro Monitor software packages |
| **Vetting Checks** | Learners’ safety and wellbeing is of paramount importance to all MTC Training employees. All individuals are expected to actively contribute to our culture of safeguarding and vigilance to ensure learning is delivered in the safest environment possible.  Shortlisted candidates are subject to safer recruitment screening, including but not limited to:   * Employment history check, * Right to work check, * Identity check, * Two references, * Qualification check, * Industry prohibitions check (applies to programme delivery and assessment roles), * Public online activity search, * Enhanced DBS with children’s barred list check.   The successful applicant will be required to promptly complete training relating to safeguarding and prevent and is expected to undertake ongoing training in relation to children’s safety and wellbeing.  The successful applicant will be expected to maintain our safeguarding culture and contribute to it by supporting the Designated Safeguarding Lead and safeguarding team.  The successful applicant will be required to adhere to our Code of Conduct and share our commitment to the welfare of children. |