

Job Description

Job Title:	Work Based Assessor - Aquaculture		
Department:	Curriculum	Location:	Any UHI NWH Campus
Grade:	NSUP21		
Report To:	Curriculum Manager		

Job Purpose:

The primary purpose of the post is to provide a first-class advice and support to candidates undertaking a work based qualification such as a MA or SVQ.

Context

College work-based Assessors and Internal Verifiers may be located in any geographic location and will normally deal with candidates in local area. They sit within Curriculum, but will have significant interface with the MA Co-ordinator and local employers, as well as their individual candidates.

Key Accountabilities

The post holder will be accountable for:

- Ensure effective candidate learning.
- Achieving the recruitment, retention and outcome targets of candidates on work-based Programmes.
- Liaising with candidates, employers, and UHI staff to ensure an excellent candidate experience and compliance with health and safety standards.
- Supporting programme evaluation, enhancement and audit procedures (internal and external requirements).
- Participate in Course Team and Staff activities.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Conduct initial assessments and induction for the work based learning programme and pro-actively agree:
 - relevant units to be enrolled on
 - core skills requirements
 - industry certification requirements
 - planned achievement dates
 - additional support requirements
 - observation schedules.
- Support marketing activity of UHI North, West and Hebrides' Work Based Learning programmes and provide information to candidates and employers as appropriate.
- Ensure all relevant health and safety and site selection checklists are complete for new employers and candidates.
- Prepare candidate portfolios and ensure completion of all relevant documentation for both SQA and SDS if appropriate.
- Engage with candidates regularly on a one to one and/or group basis to conduct observations, provide feedback and oversee their progress through the work-based award, core skills and any other identified training.
- Record assessments and observation of candidates in line with agreed procedures and SQA assessment arrangements and awarding body assessment strategy and ensure the candidate's portfolio is accurately completed.
- To carry out regular workplace visits and liaise with the candidate's line manager in the workplace to discuss progress and performance and resolve issues or problems and record relevant information in review documentation.
- Attend assessor, IV and standardisation meetings as required, and ensure familiarisation with e-assessment if appropriate.
- Support the self-evaluation and quality enhancement of the programme.
- Support candidates to identify and access other appropriate learning/training via NWH during their SVQ and offer pre exit information to support their on-going development.
- Carry out Internal Verification of appropriate subject areas.
- Provide support to assessors regarding the SVQ qualifications, frameworks and candidate issues.

- Liaise with the college registry team, and SDS MA Contract manager to ensure correct registration of candidate with SQA, SDS if appropriate, and sector skills body if appropriate.
- Ensure compliance with all audit requirements and when appropriate, liaise with SDS MA Contract Manager to provide information for contract profiling, claims and audit visits.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
- Ensuring consistency and equality at all times.
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.
- Working collaboratively with colleagues to ensure a whole college focus and approach.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Relevant qualification in the care subject at SVQ Level 4 or above (SCQF Level 9) OR have comparable knowledge and experience in the relevant industry	- Broad industry experience/Experience with SVQs and MAs/Experience mentoring or training - A1 Assessor Award - V1 Verifiers Award
Experience	- Understanding of SVQ assessments - Recent and relevant experience of working in the care sector	- Experience in SVQ assessing - Experience in SVQ internal verifying
Knowledge & Skills	- Effective communication skills, oral and written - Effective interpersonal skills - Ability to problem solve - Ability to relate to students of all ages - Ability to work independently and as part of a team	- Able to create a motivating learning environment and programmes of work which take account of individual learner needs - Experience in the development and evaluation of learning and assessment materials - Evidence of participation in CPD - Ability to communicate in Gaelic
Personal Qualities	- Ability to prioritise and meet deadlines - Self-motivated and enthusiastic - Team Player	Enjoys new challenges
Other	- Clean driving licence - Be willing to work flexible hours when necessary to meet requirements of the post - Be willing to regularly travel on College business, between UHI centres, as required - Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives	