

Work Based Assessor

Department: Children, Young People, Education and Skills

Section: Highlands College

Reports to: Director of Construction and Engineering

JE Ref: CYP1245.1

Grade: CS8

JE Date: 23/05/2025

Job purpose

Coordinate and be responsible for the work-based assessment element of a caseload of electrical apprentices. The post holder will be required to liaise effectively between lecturers, employers and the learner to help facilitate the achievement of a full electrical apprenticeship programme in a timely and professional manner, building and maintaining strong working relationship.

Job specific outcomes

- Coordinate, undertake and record work-based assessments relating to the electrical apprenticeship scheme to ensure compliance with Awarding Body procedures.
- Support learners with the identification and methods of recording appropriate work-based evidence to enable learners achieve completion deadlines.
- Track and monitor the progress of apprentices via the college's designated systems to ensure quality assurance compliance.
- Support the Director of Construction and Engineering in the effective coordination of quality assurance procedures relating to the apprenticeship programme to ensure compliance with Awarding Body.
- Participate in quality monitoring and continuous quality improvement activities as outlined in the Quality Policy to maintain quality of delivery.
- Engage with relevant stakeholders to assist and support the completion of all relevant documentation to ensure compliance with Awarding Body procedures.
- Establish and maintain effective links between the college and employers in relation to the apprenticeship provision.
- Develop referrals as appropriate in relation to identified educational needs to ensure support needs are facilitated.

- Support and guide learners and employers through assessment processes, keeping them up to date with scheme and system changes
- Undertake any other general tasks for the good and benefit of the College, as directed by the line manager or Principal which are relevant to the role, grade and experience of the post holder

Statutory responsibilities

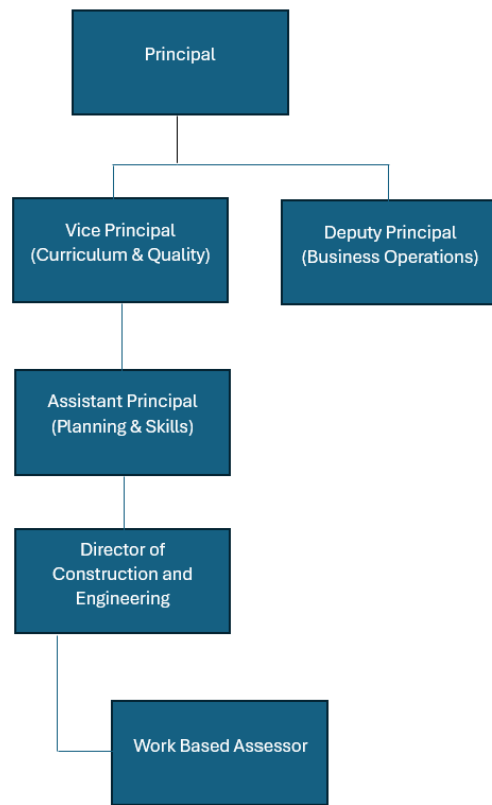
The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>Qualified to Level 3 (or equivalent) in Electrical Installation with at least 5 years' experience in the electrical industry.</p> <p>Electrical Level 3 NVQ qualification (or willingness to work towards this)</p> <p>City and Guilds (or equivalent) Level 3 Assessor and Level 4 Internal Quality Assurance qualifications (or willingness to work towards this).</p>	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Up to date knowledge of current standards and legislation relating to the electrical industry.</p> <p>Extensive knowledge of Health and Safety legislation.</p> <p>Strong and proven organisation skills.</p>	<p>Experience of the preparation and delivery of qualifications</p> <p>Understanding of quality assurance processes</p> <p>Understanding of NVQs</p>

	<p>Administrative skills are required.</p> <p>The ability to work under their own initiative with a minimum of supervision.</p>	
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>IT skills are essential to this post. Must be able to demonstrate sound ICT skills and knowledge of database systems.</p> <p>Understanding of cloud based systems, such as Office 365.</p>	<p>Experience of using online portfolios (such as OneFile or Smart Assessor)</p>
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Full clean driving license</p> <p>Good interpersonal skills and an ability to deal with learners, colleagues and the public in a confident, helpful and logical manner.</p> <p>Demonstrate a high degree of self-motivation, excellent organisational skills and the ability to work flexibly</p> <p>Work in a professional and confidential manner with a high degree of integrity.</p> <p>Ability to prioritise workload and meet deadlines.</p> <p>Have the ability to communicate effectively with a wide range of clients and stakeholders, including outside agencies.</p> <p>Excellent customer service and team working skills.</p>	<p>Experience of working on building sites during all stages of completion</p>

	Maintaining accurate records and documentation of assessment activities. Enhanced DBS Certificate	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	At least 5 years experience in the electrical industry	Experience of supervising/managing apprentices in an electrical setting.

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.