



Job Description

JOB TITLE:	Technical Trainer/Assessor & IQA - Electrical
SALARY:	Support Pay Scale L
REPORTS TO:	Programme Lead – Electrical
CAMPUS:	Langley
JOB PURPOSE:	<p>To successfully manage a caseload of apprentices to provide support and enhance the apprentice experience for our Electrical Apprenticeship Programme through effective knowledge and vocational skills training and assessment to achieve a successful end point assessment.</p> <p>Carry out and evaluate internal assessment and quality assurance systems to follow IQA procedures.</p>

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

- 1) To manage a caseload of apprentices, delivering a quality curriculum, following the mandatory qualification syllabus, in order to progress towards a successful gateway.
- 2) To manage a caseload of apprentices, undertaking portfolio and workshop assessments, with constructive feedback in order to secure timely and successful achievement towards EPA Gateway. Where needed additional support will be provided to apprentices who need it.
- 3) To support the progress reviewer by discussing learner progress, providing constructive feedback, considering any concerns, setting relevant knowledge, skills and behaviour objectives to ensure the apprentice is working towards Gateway readiness.
- 4) To work with the ALS (Additional Learner Support) department and the Apprenticeship Support Officer, to support individual apprentices with learning support, including creating Impact Forms, and documenting support needs.
- 5) To communicate effectively with apprentices using appropriate tools such as Microsoft Teams, and effective use of e-portfolios where assessment and tracking can be implemented.
- 6) To monitor, track and support the 'off the job' training hours of the apprentices to ensure that audit requirements are met and liaise with apprenticeship central team.
- 7) Conduct internal quality assurance (IQA) activities to ensure compliance with awarding body requirements and internal quality standards, providing timely and robust feedback to support assessors and where necessary their development and observe where appropriate.
- 8) Collaborate with teaching and coaching staff to provide guidance and support in maintaining high standards of teaching, assessment, and feedback via standardisation meetings, providing the necessary evidence, qualifications and industry experience to support EQA visits and attend



meetings if requested to do so.

- 9) Work closely with other IQAs relevant to the subject area and stay informed on developments and updates.
- 10) Make proficient use of EBS and E-Portfolio systems and other centrally approved systems to support accurate and timely maintenance of apprentice records to ensure adequate tracking of apprentice's progress is up to date and available when requested.
- 11) Work closely with the Programme Lead and the awarding body relevant to your Apprenticeship industry, and stay informed on EPA developments and Apprenticeship updates.
- 12) Work closely with the central Apprenticeship team to ensure information and apprenticeship details are shared on a regular basis.
- 13) Take part in regular, industry specific CPD (Continuous Professional Development) to meet industry and awarding body standards.

Any other duties commensurate with the grading of this post may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
 Technical Trainer/Assessor & IQA - Electrical

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application) <i>Level 3 Diploma and 18th Edition.</i>	X		AF
Relevant Teaching qualification, i.e. CET, DET, DTLLS, or a commitment to working towards achieving.		X	AF
Assessor award A1 or equivalent	X		AF
Internal Verifier V1 or equivalent	X		AF
EXPERIENCE			
Proven experience of working with Apprentices, employers or in an Apprenticeship based office		X	AF / IV
Proven experience of working with awarding bodies, EPAO's and curriculum teams.		X	AF / IV
Working with students of differing levels of ability and backgrounds. Experience and knowledge of Additional Learning support for Apprentices		X	AF / IV
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to use Microsoft Office, Word, Outlook, and PowerPoint	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF