

**Vision Business Support Services is a subsidiary company of West Nottinghamshire College.**

**Knowledge Specialist (Assessor): Fabrication and Welding including manufacturing Construction and Engineering**  
**Ref: VBSS22.48**

## **1. The Appointment**

This is a great opportunity for a dynamic, professional individual with relevant vocational qualifications to be part of a team that delivers training and assesses employees in the Fabrication, Welding & Manufacturing sector to achieve national standards as part of an Apprenticeship framework. Assessor/Trainers may be asked to deliver and assess on some or all of the following: Appropriate Technical Certificate, NVQ/Standard and Functional Skills.

This is an exciting position working with major employers within the Engineering sector. You will have occupational experience within the Fabrication & Welding sector. Recent and relevant experience of delivery and assessment of Fabrication & Welding related disciplines as part of apprenticeship frameworks/standards is essential and you are required to hold an appropriate assessor award. Experience or capability to deliver one or more Functional Skills would be highly desirable.

You will be required to use your expertise to provide a high quality learning environment and work closely with the Head of Department for engineering to ensure this delivers the strategy of the College. You will work in a rewarding environment with young people and adults and this will require a flexible approach.

This is an exciting role that would suit a person with relevant vocational experience and who has good communication skills and is looking to apply those skills in a learning environment. You may be required to work regionally on employer sites.

You will be a highly self motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

The ideal candidates will be required to deliver and assess up to level 3.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## **2. The Post**

### **2.1 Main Duties and Responsibilities**

- a) Deliver and develop to a high standard of training and underpinning knowledge programmes which are responsive to learners' and employers' needs to both groups and individuals as part of work related programmes. This will include apprenticeship technical certificates, functional skills and specialist commercial training programmes.

- b) Plan and prepare schemes of work and session plans for taught sessions with groups of learners using college documentation.
- c) Assessing the competence, knowledge and understanding to national standards of work based candidates on NVQ programmes, which may be stand alone or form part of an apprenticeship programme.
- d) Internally verify the assessment process according to established guidelines.
- e) Work to agreed caseload targets with the Head of Department.
- f) Promote Vision West Nottinghamshire College learning programmes amongst employers, generating new learners.
- g) Work towards the development of a broader curriculum in work based learning.
- h) Liaise with other college staff and local employers regarding training initiatives.
- i) Complete Health and Safety vetting of companies.
- j) Maintain and communicate the qualification aims, progress and delivery targets to the Head of Department and lead to ensure the timely completion of qualifications and frameworks. To plan via Individual Learning Plans and Reviews (ILPs/ILRs).
- k) Visit learners at agreed intervals to ensure progression of learning aims and agree appropriate actions (unless Lead Body/Lead Internal Verifier agree to alternative systems being implemented).
- l) To develop best practice in delivery including electronic and paper based portfolios, evidence capture and learning materials.
- m) Liaise with other college staff and employers to enable and encourage learner achievement, progression and retention.
- n) Support learners through recording, tracking, documenting and discussion for progress of individual study.
- o) To assess the suitability of placements, liaising with employers and provide initial advice and guidance. Interview and identify potential learners.
- p) Support learners through recruitment, initial assessment and action planning identifying and supporting individual needs as appropriate. Work closely with the Head of Department to progress qualifications and frameworks.
- q) To act as a personal tutor and mentor in the workplace.
- r) To keep up-to-date with development of standards and general developmental and professional issues relating to the delivery of learning.
- s) To maintain appropriate standards of learner behaviour.
- t) Present NVQ portfolios for Internal Verification and Certifications, ensuring that accurate and current records are kept with regards to the portfolio progress.

- u) Be prepared to deliver under any discipline you are experienced and competent in.

## 2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
A1 Award (Assessor) or equivalent (D qualifications must be updated to the current specification) willing to work towards within 6 months	✓	
V1 Award (Verifier) or equivalent (D qualifications must be updated to the current specification)		✓
IOSH qualification (or be willing to work towards) willing to work towards		✓
Level 3 Qualified (as a minimum) in Fabrication & Welding	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications to at least level 2		✓
Certificate in Teaching in the Lifelong Learning Sector (CTLLs) or equivalent – Level 4 teaching qualification		✓
Driving Licence and use of own vehicle	✓	
<b>Experience</b>		
Current experience of delivering learning in an educational sector.		✓
Evidence of delivering high quality and effective learning experience		✓
Evidence of providing learning to groups and individuals		✓
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience		✓
Recent relevant experience of working in a Fabrication & Welding environment	✓	

	Essential	Desirable
Producing and presenting information and reports using a variety of methods.	✓	
Ability to plan, execute and evaluate activities	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Ability to build positive relationships	✓	
Self managing/reflective	✓	
Ability to plan and prioritise	✓	
Act as an effective professional ambassador of the College	✓	
Presentation skills	✓	
Understanding of the changing sector requirements		✓
Knowledge of current national and international initiatives and how they are interpreted into the College's strategic plan		✓
Ability to plan, execute and evaluate activities	✓	
<b>Skills /Knowledge</b>		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
An understanding of safeguarding and its importance within the college	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

#### 4. Position within the College

The post-holder will report to the Head of Department for Apprenticeships.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.
- b) The salary will be £33,559 per annum. This is a spot salary.
- c) You will be entitled to 25 days leave, plus bank holidays and up to 4 concessionary days.
- d) You will be required to work 37 hours per week on a flexible basis.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 26<sup>th</sup> June 2022**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

### **THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY**

**The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service (DBS) check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44.00 for an enhanced check) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children or vulnerable adults to apply for this position.**