


Job Description and Role Profile	 Dumfries and Galloway College One step ahead
Job Title:	SVQ Trainee Assessor
Accountable to:	Workplace Learning Team Leader
Line managed by:	Workplace Learning Team Leader
Direct Reports:	None

1. Context
<p>This role is part of the External Training Team, Complete Training Solutions, and requires current industry experience. The role will assess candidates working on SVQ qualifications in the workplace, complying with all college and awarding body procedures. The Assessor will achieve SQA Assessor Award prior to progressing to Qualified Assessor role.</p>
2. Key Outputs and Tasks
2.1 Leadership and Quality Culture
<p>Comply with College Quality policies and procedures including internal verification procedures. Attend Verification Team Meetings.</p> <p>Maintain up to date CPD records showing continuous development in specialist area.</p> <p>Build on the College's reputation with local employers by providing a high quality service</p>
2.2 Delivery of learning and services to support learning
<p>Induct candidate in course and associated procedures.</p> <p>Plan and agree milestones.</p> <p>Carry out candidate/student assessments providing feedback in accordance with National Occupational Standards.</p> <p>Submit completed assessment evidence to Qualified Assessor to check and countersign prior to submission for verification as required in the verification schedule.</p> <p>Monitor and support the candidate with portfolio building.</p> <p>Monitor the candidate's progress to achieve milestones within agreed timescales.</p> <p>Liaise and discuss with employers and workplace personnel to ensure uniformity and conformity.</p> <p>Complete and submit reports as required</p> <p>Assist in the development of assessments and related documentation.</p>

To guide and supervise students in workshops.
Hold candidate tutorials as and when required.
Undertake administration duties associated with the role.
Attend internal and external meetings as requested by the team leader.

2.3 Outcomes and Impact


Comply with Internal Verification schedules.
Monitor candidate progress and provide reports on progress as requested
Ensure all candidates maintain progress as approved in the assessment plans and milestone agreements

2.4 Capacity for Improvement

Contribute to the review and develop assessment methods based on experience and customer feedback.
Represent CTS and the College at all times during working hours
Actively pursue business development opportunities within your specialist area/team

3. Role Profile				
Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
SVQ Workplace Assessor and Verifier as part of the College's External Training Team (CTS)	<p>Achieve SQA Assessor Award within agreed timescale</p> <p>Assist in the develop assessment plans and delivery schedules to ensure sufficient and appropriate evidence is generated efficiently</p> <p>Assess SVQ candidates in the workplace giving feedback in accordance with National Occupational Standards</p> <p>Develop strong working relationships with the SVQ team, candidates, employers and across the college</p> <p>Ensure SVQ candidates achieve their qualifications within the agreed timescale</p>	<p>Current working practices and experience within the sector and up to date legislation</p> <p>What is an SVQ, how does workplace assessment work?</p>	<p>Knowledgeable in your subject area</p> <p>Good Communicator</p> <p>Organised</p> <p>Team Player</p> <p>Creative</p> <p>Problem Solver</p>	<p>Qualified to a minimum of HNC (SCQF Level 7) or equivalent in an appropriate subject</p> <p>Experience of support learners in the workplace</p> <p>UK driving licence</p> <p>Good IT/Administration Skills</p>

Date description created/revised	March 2018
Date of next review	At Performance Review
Manager signature	
Employee signature	
Date received by employee	

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Job Title:	SVQ Assessor
Accountable to:	Workplace Learning Team Leader
Line managed by:	Workplace Learning Team Leader
Direct Reports:	None

1. Context
<p>This role is part of the External Training Team, Complete Training Solutions, and requires current industry experience and relevant qualifications. The role will assess candidates working on SVQ qualifications in the workplace, complying with all college and awarding body procedures.</p>
2. Key Outputs and Tasks
2.1 Leadership and Quality Culture
<p>Comply with College Quality policies and procedures including internal verification procedures. Attend Verification Team Meetings.</p> <p>Maintain up to date CPD records showing continuous development in specialist area.</p> <p>Build on the College's reputation with local employers by providing a high quality service</p>
2.2 Delivery of learning and services to support learning
<p>Induct candidate in course and associated procedures.</p> <p>Plan and agree milestones.</p> <p>Carry out candidate/student assessments providing feedback in accordance with National Occupational Standards.</p> <p>Monitor and support the candidate with portfolio building.</p> <p>Monitor the candidate's progress to achieve milestones within agreed timescales.</p> <p>Liaise and discuss with employers and workplace personnel to ensure uniformity and conformity.</p> <p>Complete and submit reports as required</p> <p>Development of assessment plans and related documentation.</p> <p>Submit evidence for verification as requested in the verification schedule</p> <p>To guide and supervise students in workshops.</p> <p>Hold candidate tutorials as and when required.</p> <p>Undertake administration duties associated with the role.</p>

Maintain up to date CPD records showing continuous development in specialist area.
Counter sign assessment evidence for trainee assessors prior to submission for verification as required in the verification schedule
Attend internal and external meetings as requested by the team leader.

2.3 Outcomes and Impact


Comply with Internal Verification schedules.
Monitor candidate progress and provide reports on progress as requested
Ensure all candidates maintain progress as approved in the assessment plans and milestone agreements

2.4 Capacity for Improvement

Review and develop assessment methods based on experience and customer feedback.
Represent CTS and the College at all times during working hours
Actively pursue business development opportunities within your specialist area/team

3. Role Profile				
Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
SVQ Workplace Assessor and Verifier as part of the College's External Training Team (CTS)	<p>Develop assessment plans and delivery schedules to ensure sufficient and appropriate evidence is generated efficiently</p> <p>Assess SVQ candidates in the workplace giving feedback in accordance with National Occupational Standards</p> <p>Develop strong working relationships with the SVQ team, candidates, employers and across the college</p> <p>Ensure SVQ candidates achieve their qualifications within the agreed timescale</p>	<p>Current working practices and experience within the sector and up to date legislation</p> <p>What is an SVQ, how does workplace assessment work?</p>	<p>Knowledgeable in your subject area</p> <p>Good Communicator</p> <p>Organised</p> <p>Team Player</p> <p>Creative</p> <p>Problem Solver</p>	<p>Qualified to a minimum of HNC (SCQF Level 7) or equivalent in an appropriate subject</p> <p>Assessor award</p> <p>Experience of support learners in the workplace</p> <p>UK driving licence</p> <p>Good IT/Administration Skills</p>

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Job Description and Role Profile	 Dumfries and Galloway College One step ahead
Job Title:	SVQ Assessor & Verifier
Accountable to:	Workplace Learning Team Leader
Line managed by:	Workplace Learning Team Leader
Direct Reports:	None

1.Context
<p>This role is part of the External Training Team, Complete Training Solutions, and requires current industry experience and relevant qualifications. The role will assess candidates working on SVQ qualifications in the workplace, complying with all college and awarding body procedures. Verification of evidence within SVQ Portfolios</p>
2. Key Outputs and Tasks
2.1 Leadership and Quality Culture
<p>Comply with College Quality policies and procedures including internal verification procedures</p> <p>Attend Verification Team Meetings.</p> <p>Maintain up to date CPD records showing continuous development in specialist area.</p> <p>Build on the College's reputation with local employers by providing a high quality service</p>
2.2 Delivery of learning and services to support learning
<p>Induct candidate in course and associated procedures.</p> <p>Plan and agree milestones.</p> <p>Carry out candidate/student assessments providing feedback in accordance with National Occupational Standards.</p> <p>Monitor and support the candidate with portfolio building.</p> <p>Monitor the candidate's progress to achieve milestones within agreed timescales.</p> <p>Liaise and discuss with employers and workplace personnel to ensure uniformity and conformity.</p> <p>Complete and submit reports as required</p> <p>Development & verification of assessment plans and related documentation.</p> <p>Submit evidence for verification as requested in the verification schedule</p> <p>Carry out internal verification procedures as required.</p> <p>To guide and supervise students in workshops.</p> <p>Hold candidate tutorials as and when required.</p> <p>Undertake administration duties associated with the role.</p> <p>Countersign assessment evidence for trainee assessors and verifiers prior to submission for verification</p> <p>As a verifier mentor and support assessors through the verification process to ensure</p>

standardisation of assessment

Attend internal and external meetings are requested by the Team Leader.

2.3 Outcomes and Impact

Comply with Internal Verification schedules.

Monitor candidate progress and provide reports on progress as requested

Ensure all candidates maintain progress as approved in the assessment plans and milestone agreements

2.4 Capacity for Improvement

Review and develop assessment methods based on experience and customer feedback.

Represent CTS and the College at all times during working hours

Actively pursue business development opportunities within your specialist area/team

3. Role Profile				
Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
SVQ Workplace Assessor and Verifier as part of the College's External Training Team (CTS)	<p>Develop assessment plans and delivery schedules to ensure sufficient and appropriate evidence is generated efficiently</p> <p>Assess SVQ candidates in the workplace giving feedback in accordance with National Occupational Standards</p> <p>Develop strong working relationships with the SVQ team, candidates, employers and across the college</p> <p>Verify SVQ portfolios as directed by the verification schedule</p> <p>Ensure SVQ candidates achieve their qualifications within the agreed timescale</p>	<p>Current working practices and experience within the sector and up to date legislation</p> <p>What is an SVQ, how does workplace assessment work?</p>	<p>Knowledgeable in your subject area</p> <p>Good Communicator</p> <p>Organised</p> <p>Team Player</p> <p>Creative</p> <p>Problem Solver</p>	<p>Qualified to a minimum of HNC (SCQF Level 7) or equivalent in an appropriate subject</p> <p>Assessor and verifier awards</p> <p>Experience of support learners in the workplace</p> <p>UK driving licence</p> <p>Good IT/Administration Skills</p>

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