

Job Title: Skills Trainer/Assessor	Pay Grade: SO1
Normal Place of Work: Hull College Group and on employers' premises	Line Manager: Head of Operations
<p>Role Summary:</p> <p>The post holder will be required to recruit, induct, train, review, assess, monitor and track work based and work related candidates working in the relevant field primarily but not exclusively on employers' premises. The post also involves contributing to the marketing, development delivery, assessment and evaluation of programmes to meet market needs and contractual targets and performance criteria.</p> <p>The post holder will maintain a minimum student case load, in line with HCUK policy and to be agreed with the line manager based on the particular sector subject area(s), the type of employment placement and geographical spread of students. This role will also be required to undertake Internal Verification duties.</p>	

Principal Accountabilities:

1. Provide appropriate information, advice and guidance on Work Based and Work Related programmes to clients, employers, agencies and prospective students referring to others where appropriate.
2. Recruit students onto programmes through new business activity and effective maintenance of current relationships.
3. Contribute to regional and cross-regional promotional events and local college events as required.
4. Carry out initial assessment screening and reviews with students to ensure they are placed on an appropriate training programme and progressing accordingly and agree a joint assessment programme between the student, employer and College and carry out agreed reviews and assessments.
5. To conduct Health and Safety vetting of placement settings in line with HCUK policy and ensure employers and students are provided with necessary information on: health and safety, equal opportunities, programme content, programme delivery and assessment arrangements.
6. Work with employers to identify learning needs and work with the Commercial Team to manage client relationships maintaining the HCUK CRM system.
7. Deliver training and assessment on work related and other programmes to meet the needs of employers and students and to the standards set by awarding bodies.
8. Review and monitor student progress against the contract and framework ensuring timely completion and achievement of all qualifications.
9. Complete relevant documentation concerning monitoring visits, in accordance with HCUK and funding body requirements.
10. Track and record student activity to meet HCUK, funding and awarding body requirements.
11. Participate as a full member of the programme team and contribute to the development, promotion, review and delivery of programmes including standardisation and self-assessment.
12. Cross market HCUK provision to employers/employees in relation to workplace learning and full cost recovery.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head of School and School Management team	To support HCUK strategy and to work consistently to achieve the service standards within the School
• School Colleagues / Students	To support and to assist the development of a professional learning environment
• Commercial Team	To develop close working relationships with the Commercial Team, Commercial Business Partners and YHATA.
• Employers	To develop professional relationships with local employers' to deliver an effective service and enhance business development.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- Promote innovation
- To contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected
- To take an active role in marketing activities including advice and guidance of students, and attendance at promotional events e.g. Open Evenings / Days, Careers events
- To participate in the College Annual Staff Performance and Development Review (ASPDR)
- To undertake other reasonable duties commensurate with the level of post

Person Specification – Skills Trainer/Assessor

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Relevant level 3 qualification in occupational area or equivalent.	X		AF/IV
Maths and English to at least level 2	X		AF/IV
Assessor qualifications		X	AF/IV
PTLLS teaching qualification (or to be achieved within 6 months)		X	AF/IV
Verifier qualifications (or to be achieved within 6 months)		X	AF/IV
Health and safety qualification (e.g. Managing Safely/IOSH)		X	AF/IV
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Substantial experience in relevant occupational area.	X		AF/IV
Recent and relevant experience of assessing in the workplace	X		AF/IV
Experience of internal verification.		X	AF/IV
Current practice within an occupational area.		X	AF/IV
Knowledge of local business within geographical area in relevant occupational sector.	X		AF/IV
Familiar with local skills sector needs.		X	AF/IV/AT
SKILLS AND ABILITIES			
Ability to respond to the needs of employers and students.	X		AF/IV
Able to work as part of a team	X		AF/IV
Ability to work independently using own initiative.	X		AF/IV
Excellent communication, organisation and time management skills.	X		AF/IV/AT
Must accept and actively support the College's agreed values.	X		AF/IV
Provide the College with details of all Continued Professional Development undertaken	X		AF/IV
Good IT skills.	X		AF/IV
WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
Enthusiasm and commitment to providing an excellent service to employees/students.	X		IV
Ability to travel to deliver the role	X		IV
Flexible working hours to meet student and employer needs.	X		IV
Available transport.	X		IV
Availability throughout the year.	X		IV

*Key to how skills are assessed:

AF = Skill assessed via application form IV = Skill assessed via interview
 AT = Skill assessed via presentation /work-related task Cert = Certificate checked at interview