



Role Profile

Job title:	Vocational Assessor	Reports to:	IQA Supervisor
Grade:	SC3 £41,715-£46,350 Depending on experience and qualifications	Last evaluated:	
Directorate:	Apprenticeships & Industry Training	LT area:	Apprenticeships & Industry Training (A&V Team)
Location:	Mobile	Budget responsibility (optional):	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all our customers strive towards a workforce that is reflective of today's society.

Role purpose:

To provide high quality vocational training and assessment for all learners that reflects the specialist knowledge, skills and behaviours required in industry and by external awarding organisations.

Key responsibilities and accountabilities:

1. Manage a cohort of learners, carrying out assessments and evaluations of their knowledge, skills and behaviours, ensuring they are at the required standards for industry and meeting external awarding organisation requirements.
2. Support and advise the Apprenticeship Development Coaches/Apprenticeship Officers preparing for and during the periodic review process, providing the specific technical and specialist input to ensure the review accurately reflects the learner's performance against the knowledge, skills and behaviours.
3. Ensure that employers are regularly kept up to date with the progress learners are making and the knowledge, skills and behaviours they are developing towards their Apprenticeship Standard.
4. Ensure that vocational instructors and lecturers are kept up to date with the progress that learners are making in the workplace.
5. Advise and inform learners of the requirements of End Point Assessment and support and guide them in preparing a portfolio of evidence that meets EPAO requirements.
6. Carry out the assessment of learners work and performance and support and guide learners when gathering workplace evidence.



Role Profile

7. Carry out assessments and training in the workplace to ensure that learners confidently demonstrate the technical and specialist knowledge, skills and behaviours required in industry.
8. Carry out IQA activities as and when requested.
9. Ensure that learners and employers understand how the work carried out on the job, connects with the work carried out at NCC.
10. Conduct assessments against qualification criteria where required.
11. Plan and deliver engaging and interactive on and off the job practical and theory lessons, reflecting the specialist knowledge, skills and behaviours required in industry and aligned to the Teaching, Learning and Assessment Strategy.
12. Provide all learners with regular written and verbal feedback on their work and performance, so they can make future improvements.
13. Develop high quality and inclusive teaching, learning and assessment resources.
14. Using the results of initial and diagnostic assessments and considering prior learning, provide individualised learning, assessment and support to ensure all learners needs are met.
15. Track and monitor learners progress using the Learner Management System.
16. Develop learners personal, English, maths and digital skills to support them to succeed in society and the world of work.
17. Participate in the learner at risk process and implement strategies to ensure that all learners falling behind are quickly brought back on track.
18. Provide learners with information advice and guidance relating to career progression opportunities.
19. Follow all safeguarding policies and practices and be responsible for fostering a positive, inclusive and safe learning environment where all learners feel safe, included and supported.
20. Ensure that all learners work safely and always follow all health and safety rules and regulations.
21. Establish and maintain strong relationships with relevant industry professionals, employers and other stakeholders, to ensure that industry specialisms are kept up to date.
22. Attend relevant workshops, conferences, and training sessions to keep up to date with changing teaching, learning and assessment methodologies.
23. Always display positive behaviours and attitudes to colleagues and learners.

We may, in consultation with you, need to vary these duties from time to time to respond to the changing requirements of the organisation. Such other duties will be commensurate with your skills, knowledge, and experience.

People Leadership / Team Leadership – where the role has direct or matrix reports.

- No direct or matrix reports



Role Profile

Key contacts and relationships:

- Senior managers
- Curriculum delivery teams
- Curriculum managers
- Learners
- Employers
- Assessment and verification team
- Support services teams
- Safeguarding, welfare and health and safety teams
- Apprenticeship development coaches and managers
- Quality team
- Industry training team

Knowledge and Experience

Essential:

- Minimum of Level 3 qualification directly related to the role applied for.
- Specialist licence to practice qualifications relevant to the role applied for.
- Relevant industry experience in the construction industry in a related role.
- Excellent knowledge of current industry practices.
- Minimum of Level 3 teaching qualification (or commitment to achieve within one year of commencing role).
- Assessor Awards (or commitment to achieve within one year of commencing).
- Evidence of continuous professional development.
- Excellent verbal and written skills.
- Educated to level 2 or above in English and maths.
- Excellent organisational skills.
- Knowledge, skills, and experience in Microsoft Office 365.

Desirable

- Higher level construction related qualification.
- Level 5 teaching qualification.
- Experience of apprenticeship delivery.

Behavioural competencies (in order of importance):

- Fairness, Inclusion and Respect (FIR) level 2
- Works collaboratively level 2
- Drives for results level 2
- Leads by example level 2



Role Profile

- Communicating with impact level 2
- Building capability level 2

Special Conditions/Other Requirements: e.g., enhanced DBS, travel requirements, working arrangements

- Able to work non-standard hours as required
- Able to travel and make occasional overnight stops
- Full Driving Licence
- Enhanced DBS check

Version Control:

Version	Date	Author	Change
1.0	04/07/23	Gary Cumiskey	

Version Control System

When creating this document or making any amendments to an existing document please: indicate the version of the document in the table above along with the date and a brief outline of the change(s) made. Please follow the control system examples below to ensure consistency and continuity.

- Version 0.1 Draft version.
- Version 0.2 (etc.) Update to draft version.
- Version 1.0 First finalised version. At this stage the document is ready to be 'issued' for Job Evaluation – but has not been evaluated
- Version 1.1 (etc.) Subsequent amendments to the first 'issued' version prior to evaluation.
- Version 1.1(E) The 'E' indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a 'live' version.
- Version 2.0(E) Indicated a major revamp that does not affect the role's Grade. For example where the role content is reviewed after a period of time.
- Version 2.0(N) Indicated a major revamp that is expected to affect the role's Grade and re-evaluation is required.
- Version 2.1(E) Indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a new 'live' version.