

Job Description, Person Specification, and application details SVQ Assessor

Hours:	35
Location:	Hardengreen Business Centre, Dalkeith, Midlothian Travel throughout Scotland will be required
Salary:	£25-£30k (Scale Points 24- 31)
Responsible to:	ARC Scotland Training Manager
Closing Date:	5pm on 11 March 2019
Interview:	20 March 2019 at ARC Scotland office

Overall Purpose

Conduct assessment of SVQ candidates undertaking the regulated vocational qualification at SCQF 6,7,9. Communicate effectively with all stakeholders. Contribute to maintaining and improving the quality of ARC Scotland training, and the continued growth and development of ARC Scotland

Key Responsibilities

Conduct Assessments

- Carry out regular visits to candidates ensuring that each candidate is provided with sufficient opportunity to achieve his/her award by the expected targeted completion date
- Submit and provide all evidence for internal and external verification processes in accordance to the assessment centres internal verification procedures
- Adhere to SQA Qualifications Assessment Guidance and Assessment Strategy
- Adhere to ARC Scotland Assessment Centre Policy and Procedures

Communication

- Provide support and mentoring to candidates through feedback, regular visits and open and transparent communication

- Provide monthly reports on candidate progress, maintaining accurate and timely records and feedback using assessment centres recording processes
- Manage, support and motivate candidates
- Attend and contribute to standardisation meetings
- Liaise with the Training Manager/SQA Co-ordinator with regards to candidates who are failing to meet their target.
- Negotiate and agree individual learning and assessment plans with individual candidates
- Establish good communication and working relationships with candidates employers
- Provide constructive and timely feedback to candidates on evidence submitted and assessed
- Identify and support candidates who may have additional learning support needs.

Managing Workload

- Effectively coordinate and prioritise own workload
- Meet deadlines as required by the assessment centres targeted completion dates
- Work flexible hours and travel throughout Scotland

Other

- Undertake and record CPD in line with SQA Assessment Strategy requirements.
- Contribute to the maintenance and improvement of quality systems within ARC Scotland Training.
- Contribute to ARC Scotland team meetings and planning and development processes for ARC Scotland Training and the wider organisation.

Person Specification

Essential

Experience of working in the Health & Social Care sector

SVQ Vocational Qualification at SCQF L9 in Social Services Healthcare

SVQ Qualification in Assessment i.e . D32 & D33 or A1 or L&D9Di

Commitment to continually improving the quality of care and support provided to people in Scotland

Ability to work autonomously and use own initiative

Aptitude to inspire confidence, direction and motivation to candidates

Excellent communication skills both verbal and written

Full UK driving license ability to travel throughout Scotland meeting needs of business

Desirable

- CSLM
- L&D11 or willingness to undertake this award.

How to Apply

Please read all the information relating to the post:

- Job Description
- Person Specification

Then submit a statement of application no longer than 3 x A4 pages setting out **how you meet the essential criteria for this post.**

Send this in together with your CV and copies of relevant qualifications by **5pm on 11 March 2019** to:

Derek Parker
ARC Scotland Training Manager

derek.parker@arcuk.org.uk

0131 663 4444

Interviews will be held in the ARC Scotland Office on **20 March 2019**.

Informal enquiries are welcome. Please contact Derek Parker