

JOB DESCRIPTION

Job Title:	SVQ Care Assessor – Health & Social Care	Approved By:	Claire Pardoe
Report To:	Curriculum Manager	Date:	January 2025
Grade:	NSUP21 - £31,458	Location:	AIness or Thurso

PURPOSE

The primary purpose of the post is to provide a first class experience to candidates undertaking work based SVQs.

KEY AREAS

The post holder will be accountable for:

- Ensure effective candidate learning
- Achieving the recruitment, retention and outcome targets of candidates on work-based SVQ Care Programmes;
- Liaising with candidates, employers, and UHI staff. Manager to ensure an excellent candidate experience and compliance with health and safety standards;
- Supporting programme evaluation, enhancement and audit procedures (internal and external requirements);
- Participate in Course Team and Staff activities.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Conduct initial assessments and induction for the SVQ Social Services and Healthcare programme and pro-actively agree –
 - relevant SVQ units
 - core skills requirements
 - industry certification requirements
 - planned achievement dates
 - additional support requirements

– observation schedules

- Support marketing activity of UHI North, West and Hebrides' SVQ programmes and provide information to candidates and employers as appropriate;
- Ensure all relevant health and safety and site selection checklists are complete for new employers and candidates;
- Prepare candidate portfolios and ensure completion of all relevant documentation for both SQA and SDS if appropriate;
- Engage with candidates regularly on a one to one and/or group basis to conduct observations, provide feedback and oversee their progress through the SVQ award, core skills and any other identified training;
- Record assessments and observation of candidates in line with agreed procedures and SQA assessment arrangements and awarding body assessment strategy and ensure the candidate's portfolio is accurately completed;
- Liaise with the candidate's line manager in the workplace to discuss progress and performance and resolve issues or problems and record relevant information in review documentation;
- Attend assessor, IV and standardisation meetings as required, and ensure familiarisation with e-assessment if appropriate;
- Support the self-evaluation and quality enhancement of the programme;
- Support candidates to identify and access other appropriate learning/training via NWH during their SVQ and offer pre exit information to support their on-going development;
- Carry out Internal Verification of appropriate subject areas;
- Provide support to assessors regarding the SVQ qualifications, frameworks and candidate issues.
- Liaise with the college registry team, and SDS MA Contract manager to ensure correct registration of candidate with SQA, SDS if appropriate, and sector skills body if appropriate;
- Ensure compliance with all audit requirements and when appropriate, liaise with SDS MA Contract Manager to provide information for contract profiling, claims and audit visits;

GENERAL

- Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;

- Ensuring consistency and equality at all times;
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
- Working collaboratively with colleagues to ensure a whole college focus and approach

CONTEXT

- College work based Assessors and Internal Verifiers may be located in any geographic location and will normally deal with candidates in local area. They sit within Curriculum, but will have significant interface with the MA Co-ordinator and local employers, as well as their individual candidates.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant qualification in the care subject at SVQ Level 3 or above (SCQF Level 8) OR have comparable knowledge and experience in the relevant industry 	<ul style="list-style-type: none"> Relevant qualification in the subject at SVQ Level 4 or above (SCQE Level 8) A1 Assessor Award V1 Verifiers Award
Experience	<ul style="list-style-type: none"> Understanding of SVQ assessments Recent and relevant experience of working in the care sector 	<ul style="list-style-type: none"> Experience in SVQ assessing Experience in SVQ internal verifying
Knowledge & Skills	<ul style="list-style-type: none"> Effective communication skills, oral and written Effective interpersonal skills Ability to problem solve Ability to relate to students of all ages Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Able to create a motivating learning environment and programmes of work which take account of individual learner needs Experience in the development and evaluation of learning and assessment materials Evidence of participation in CPD Ability to communicate in Gaelic
Personal Qualities	<ul style="list-style-type: none"> Ability to prioritise and meet deadlines Self-motivated and enthusiastic Team Player 	<ul style="list-style-type: none"> Enjoys new challenges
Other	<ul style="list-style-type: none"> Clean driving licence Be willing to work flexible hours when necessary to meet requirements of the post Be willing to regularly travel on College business, between UHI centres, as required Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives 	

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for variable hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a fixed term post for one year (to be reviewed)
Salary	The salary for this post is on Support Scale Point NSUP21, (£31,458 per annum) pro-rata
Holidays	Holidays will be included in salary.
Location	The position will be based primarily at our Alness or Thurso Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

