

JOB DESCRIPTION

Job Title:	SVQ Assessor – Social Services & Healthcare	Approved By:	Claire Pardoe
Job Holder:	VACANT		
Report To:	Curriculum Manager	Date:	June 2024

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 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.

All aspects of the job require a commitment to **Excellence for All** and equal opportunities.

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.

- Support marketing activity of UHI North, West and Hebrides’ SVQ programmes and provide information to candidates and employers as appropriate;

- Conduct initial assessments and induction for the programme and pro-actively agree –
 - relevant SVQ units
 - core skills requirements
 - industry certification requirements
 - planned achievement dates
 - additional support requirements
 - observation schedules
- 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 WHC 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;
- Proactively contribute to your own personal development, the team's development and support the wider sustainability of UHI North, West and Hebrides;

- Ensure consistency and equality in your approach at all times and proactively engage in the College's ethos of Excellence for All;
- Ensure compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.

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

Job Title	SVQ Assessor – Social Services & Healthcare
Responsible To	Curriculum Manager
Grade	FP15
Location	Stornoway

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant qualification in the subject at SVQ Level 3 or above (SCQF Level 7) 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 (SCQF Level 8) A1 Assessor Award V1 Verifiers Award
Experience	<ul style="list-style-type: none"> Understanding of SVQ assessments 	<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



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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	

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 casual post.
Salary	(SUPPORT STAFF) The salary for this post is on Support Scale Point FP15, (£26,054 per annum) pro-rata
Holidays	Holidays will be included in salary
Location	The position will be based primarily at our Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	(SUPPORT STAFF) 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.

