

Apprenticeship Framework Assessment Associate

Role Summary

Assessment Associates for the Apprenticeship framework work in partnership with centres to quality assure the elements of BTEC Apprenticeship frameworks.

Purpose

The primary focus is to ensure that centre staff involved in the planning, delivery and assessment of the elements of the Apprenticeship framework maintain the national occupational standards of the NVQs and the national standards of BTEC qualifications that make up the BTEC Apprenticeship frameworks and have a clear commitment to ensuring and improving quality.

Responsibility

- Visit centres to verify centre assessment decisions and ensure that centres assess apprentices' performance in accordance with national standards and evidence requirements for each of the qualifications involved.
- Prepare reports outlining the results of the sampling, providing advice and /or action points as appropriate.
- Through advice and guidance, support centres to achieve successful outcomes for quality assurance.
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Experience/Qualifications

- Recent experience as an assessor and possession of an assessor qualification (Level 3 Award in Assessing Competence in the Work Environment, Level 3 Certificate in Assessing Vocational Achievement, A1 or D32/D33) are essential.
- Recent experience as an internal verifier is required and applicants must hold D34 or V1, or be working towards, the internal verifier qualification V1 or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.
- Must meet the related occupational requirements, as set out in the relevant sector assessment strategy for the role of External Verifier e.g. industrial experience, formal qualifications, evidence of CPD.
- Should be familiar with current occupational standards, specifications and assessment strategies.
- Must be able to commit to a minimum of 12 days work, to include annual standardisation and training.
- Successful applicants who do not hold V2 or D35 qualifications must undertake a commitment to work towards the Level 4 Award in the External Quality Assurance of Assessment Processes and Practice.

Competencies required

- Good communication skills both written, verbal and interpersonal, and the confidence to uphold professional decisions.
- Effective time-planning skills and the ability to meet deadlines.
- Familiarity with IT and web-based applications.
- Access to the internet with a broadband connection and a secure password protected e-mail facility, with the ability to transmit and receive a variety of file formats and sizes as attachments.
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Additional information

- Selection is carried out remotely.
- Successful applicants must attend annual training and standardisation events for the three main Apprenticeship components – NVQ, BTEC and Key/Functional Skills.
- Apprenticeship AAs normally make two visits to each centre allocated to them. First visits typically take place between October and February, second visits typically between March and June, as negotiated with the centre.
- Apprenticeship AAs are paid a set rate of £205 for each centre visit, plus associated expenses. They are also paid a fee for carrying out postal sampling where necessary.