



Herefordshire,  
Ludlow & North  
Shropshire College



## **HEREFORDSHIRE, LUDLOW & NORTH SHROPSHIRE COLLEGE**

Job Description

### **PLUMBING & HEATING APPRENTICESHIP ASSESSOR**

<b>FACULTY</b>	<b>County Training</b>
<b>RESPONSIBLE TO</b>	<b>Sector Manager for Plumbing Apprenticeships</b>

#### **COUNTY TRAINING**

County Training, as part of Herefordshire, Ludlow and North Shropshire College, are the largest training provider in Shropshire, operating from several bases across the county. We are a major provider of apprenticeships and work-based training, as well as adult learning programmes and full time study programmes for young people seeking to progress into further education or employment. We work closely with businesses and employers across the region, as well as other stakeholders such as local councils.

#### **JOB PURPOSE**

Due to targeted growth in our plumbing apprenticeship programme, we are seeking to recruit a suitably qualified and experienced plumbing & heating engineer to carry out Work-Based Assessments and Apprentice Reviews on an agreed caseload of trainees, and to engage with sector employers and businesses in the region to promote and grow the Plumbing & Heating apprenticeship programme.

Competency assessments will be carried out for Level 2 and Level 3 Plumbing & Heating apprentices working for a range of plumbing & heating employers across Shropshire. Actual regular weekly working hours will be negotiated with the successful candidate, taking into account allocated caseload, and the post-holder will be based at our Walford campus, as part of County Training, the college's apprenticeship provider in Shropshire.

County Training is committed to safeguarding and promotes the welfare of all learners and expects all staff to share this commitment.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To pro-actively recruit to the apprenticeship programme and to seek to match and facilitate employer workforce demand with supply
- To negotiate realistic and deliverable training plans with trainees identifying work-based training activities that support the acquisition of the relevant work-based qualifications, allocating units of competence to be assessed and recorded in the workplace
- To carry out workplace Health & Safety Checks on employers, in line with College policies and procedures (training provided)
- To assess the competence of Plumbing & Heating apprentices in the workplace and / or the simulated workshop environment for a caseload of trainees
- To carry out regular progress and target setting reviews for trainees
- To be proactively familiar with the assessment requirements of the Level 2 and Level 3 Apprenticeship schemes in Plumbing & Heating and to carry out and evidence assessments in accordance with specifications and established quality procedures
- To maintain at all times close liaison with the employer to ensure that they are aware of the progress of the trainees and in order to discuss and address any issues relating to the training
- To follow and monitor Health and Safety procedures in line with contractual requirements to ensure maximum safety for all trainees
- To offer support, guidance and advice to trainees during the programme where appropriate and to undertake all required administrative practices and procedures in respect to tracking, recording and reporting on the progress of each apprentice, in line with the college's quality systems and procedures
- To comply with the college's safeguarding, health & safety, equality & diversity and data protection procedures and policies with respect to all trainees
- To undertake staff development or CPD activities as identified by the College
- Participation in the College's staff appraisal scheme
- To attend and contribute to course team meetings and departmental team meetings where applicable
- Any other duties as reasonably requested by the College

## **PERSON SPECIFICATION**

### **Essential**

- Background and relevant work/industrial experience in the plumbing & heating industry
- Recognised qualification at Level 3 or above in a relevant discipline
- Ability to become quickly conversant with the relevant NVQ / Work Based Assessment structures and assessment and evidence requirements
- Good interpersonal and customer service skills
- Excellent organisational skills, good attention to detail and an ability to work on own initiative and under pressure
- Own transport (travel expenses paid)

- Good core IT skills including the ability to work with email systems, internet and Microsoft Office packages including Excel and Word

**Desirable**

- Experience of plumbing & heating education and training, including the Plumbing & Heating Apprenticeship scheme
- An up to date understanding of the business and training needs of the plumbing & heating industry
- NVQ Assessing experience
- Current Assessing Qualification (training to be provided to achieve this)