



## Work Based Assessor (Mechanical and Electrical)

### Gloucestershire Engineering Training – Barnwood, Gloucester

#### About our Organisation

Gloucestershire Engineering Training has been providing Apprenticeships, HE and commercial work-based learning in engineering for over 40 years. We train apprentices in Mechanical, Electrical, Maintenance, Welding & Fabrication, Machining and Dual Skilled.

We are the only training facility in the County that is strategically led and guided by the Manufacturing & Engineering industry for the Engineering Industry, considering local area needs for larger employers and SME's. We currently provide training services to the biggest engineering and manufacturing organisations within Gloucestershire across a diverse range of engineering specialisms from aeronautical to intelligent communication systems; from the production of drill bits to credit cards.

We provide learners with a good underpinning knowledge and the skills required across all facets of engineering within their first year of training (KSB's for Apprenticeship Standards), and then focus on their chosen career pathway or specialism once the learners have returned to their employer's premises.

Our vision is to be the hub of Engineering Training Expertise in the county and we strongly believe that this cannot be achieved without high quality and dedicated members of staff.

We currently employ 46 members of staff at our purpose built training facility on Corinium Avenue in Barnwood, Gloucester.

#### About the Person

##### **Essential**

- D32/33/A1/CAVA qualifications or equivalent
- D34/IQA qualifications or equivalent
- Excellent written and oral communication skills
- Excellent interpersonal and organisational skills
- Proactive, positive and a team player
- Industry experience

##### **Ideal**

- Understanding of Apprenticeship programmes
- Knowledge and understanding of Awarding Organisations and QA requirements
- Understanding of Ofsted and the inspection process and requirements
- PTLLS qualification

## About the Role

### Main Aim:

To support the progress of learner development within GET's training centre and within the workplace environment to include conducting regular progress reviews and undertaking assessments of evidence when submitted by the learner.

### Duties Include:

- To undertake NVQ assessments of the learners in GET's training centre and out in company during years 1, 2, 3 and 4
- Carry out observations of Apprentices in company to support judgements on NVQ achievement, and assess evidence submitted. Provide information, guidance and advice to support the learners to show evidence that they have achieved competence to the required standards.
- Maintain learner's records and documentation in accordance with company policies and data protection
- Ensure all assessments and observations meet the relevant NVQ standards and are in line with company and awarding body policies and procedures
- Support employers with the management of learners/employees in company
- Act as the first point of contact between nominated employers and GET with regards to the progress and development of their learners/employees.
- Work with nominated employers on their in-company training plans, helping them identify training needs and support in-company coaches.
- Ensure the learners' welfare and safety whilst on the training programme, ensure equality of opportunity and compliance with appropriate employment law.
- Attendance at appropriate internal and external meetings (e.g. standardisation, team brief)
  
- **Promote GET and its business in a positive manner at all times**
- **Promote the equality, diversity and safeguarding of learners, staff and visitors at all times**
- **Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes**
- **Maintain discipline and cleanliness at all times within the centre**
- **Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times**
- **Ensure own training and development is up to date and relevant to current industry standards**
- **Comply and assist with GTAE requirements, audits and inspections**
- **We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events**

## Salary

Up to £34,000 and a car allowance of £4,500

## Terms and Conditions

### Hours of Work

For a full time employee normal hours of work are 36.25 per week. These are based on Monday to Thursday 0800hrs – 1615hrs, with an early finish on a Friday 0800hrs – 1315hrs. We offer a flexible hours of working for the WBA Team to support the employer needs.

### Location

Our purpose built training facility is based on Corinium Avenue in Barnwood, Gloucester, within easy reach of the main road networks. GL4 3HX. There is free staff parking on site. The role requires you to travel between GET's sites and customer locations across Gloucestershire.

### Payment of Salary

Salary is paid on, or around the 25<sup>th</sup> of each month, for the current calendar month.

### Probationary Period

All staff are subject to a 6 month probationary period during which your manager will assess and review your work performance.

### Identity Check/Disclosure and Barring Service Check

All employees are required to provide us with documentation proving eligibility to work in the UK. In addition all staff are required to undergo an enhanced check from the Disclosure and Barring Service, due to the nature of the work we carry out – to ensure there are no criminal convictions which would prevent you from working with children. Once an offer of employment is made you will be sent a link to enter your details online, and will need to provide us with original evidence of your identity. GET appreciates your cooperation with this process and asks that you complete the online forms swiftly after receiving the link – as well as providing us with the DBS certificate details as soon as you receive it.

## Application Process

To apply, or to obtain further details about the role please go to

<https://get-trained.org/about/work-us> or forward your CV and current salary/notice period details to [jobs@get-trained.org](mailto:jobs@get-trained.org)

Closing Date: 29 October 2021