

## Associate Business Admin assessor required

### Role summary

- Associate WBL assessor in Business Administration and Customer Services
- Assess and teach learners in their place of work
- Provide support for learners in the timely completion of their work based and apprenticeship BTEC qualifications

### Main Duties

- Advise and support learners in the selection of units to be assessed and to complete an individual learning and assessment plan.
- Assess learners undertaking a QCF qualification and to provide feedback as to whether they are competent within the requirements.
- Assess, teach and support learners undertaking an Apprenticeship. (BTEC Combined Qualification)
- Assess the competence of learners in the workplace and to liaise with the appropriate supervisor/manager/employer.
- Monitor a learner's progress every 12 weeks as a minimum, in line with the Review Policy and funding regulations.
- Ensure every learner's achievement and success is timely
- Liaise with the Internal Quality Assurer (IQA), to claim unit and full achievement.
- Meet and liaise with the IQA and Course Leader as required.
- Attend standardisation/quality assurance meetings and be available for Standards Verifier visits as required

### General

The post holder must comply with and implement relevant health, safety, security and welfare processes as required by the relevant statutory procedures

### Quals required - essential

L3 vocational qual

D32/D32, A1 or TAQA

PTTLS

### Skills and Competencies

Microsoft Office

High standard of written and verbal communication skills

Respect confidentiality

### Essentials

Car owner/driver

Good interpersonal skills

Effective organiser

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