



**COST EFFECTIVE TRAINING AND CONSULTANCY**  
**FOR BUSINESS IMPROVEMENT**



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### Freelance Assessor

We are an established provider of apprenticeships, vocational qualifications, training and consultancy. With a track record of delivery to more than 4000 customers, delivering a diverse range of services from L5 Management qualifications to fire risk assessments. We have a suite of services from face to face consultancy to eLearning courses.

Due to continued growth we are seeking freelance Assessors in the following fields:

- Health & Social Care L2, L3 & L5
- Childcare L2, L3 CYPW / EYE & Residential
- Management up to L5

### Summary of the role:

The role will require you to be involved in all aspects of the NVQ delivery (Frameworks & Standards) including the carrying out of assessments and also liaising with employers for recruiting new or existing employees, external verifiers and staff to maximise completions. You will be required to possess a strong occupational background in the various trades. This is a home-based role, and some flexibility regarding travel is required.

### Specific Responsibilities:

- Assessing QCF/NVQ levels 2, 3 & 5 within the relevant sector
- In partnership with the admissions team, coordinate effective Functional Skills Initial Assessment of all learners joining our training programmes, including an awareness of funding implications.
- Co-ordinate a thorough diagnostic assessment process for learners, to ensure that learning gaps are clearly identified, and support planned to develop this
- Prepare schemes of work and lesson plans
- Deliver sessions according to the high-quality standards set for the course and qualification standards, considering session evaluation and improvements
- Assess according to formal guidelines and to internal verification standards
- Maintain accurate and complete tutor records, all tracking, and monitoring of learner progress and development to ensure appropriate interventions and high accreditation pass rates

### Essential skills and experience to excel in this role:

- Teaching Qualification at least to Level 3
- Recognised Assessor award: D32/D33, A1, TAQA or CAVA
- Recognised teaching / coaching qualifications – EAT, PTLLS, CTLLS, DTLLS, PGCE, CertEd
- Possess relevant QCF/NVQ qualifications
- Strong interpersonal, communication and engagement skills
- Strong management & coordination skills
- Ability to offer appropriate Information, Advice & Guidance to both employers and learners

### Desirable skills:

- Knowledge of the H&SC sector, the training sector, funding & qualification frameworks
- CTLLS / DTLLS/ D34 / IQA qualification
- A passion to see people succeed in the workplace and or into employment
- Existing DBS



Centre No: 045767



Approved HABC Centre

