

Personal Specification for External Assessor

Summary of Role

- Assess and document learner competence/knowledge as required against Qualification Standards either at designated venues or remotely, using the stated assessment methods
- Provide advice and support to the Quality Assurance & Delivery team
- Participate in standardisation activities to ensure a consistent approach to External Assessment
- Maintain a thorough knowledge of City & Guilds policies and procedures

Essential	Desirable
<ul style="list-style-type: none"> • Occupational competence of working within the Health & Social care, Childcare or construction industry working, at a minimum, at the same level as the qualification for which they externally assess. • Occupationally competent within the specific pathway of the qualification that they are assessing - this means that each assessor must be able to carry out the full requirements within the competency units of the pathway that they are assessing. Occupational competence means that they are also occupationally knowledgeable • Evidence of maintaining current knowledge to include : - Theories, models and approaches; legislation, national policy and regulatory requirements and; evidence informed practice for subject area <p>This must be working at the same level or above the qualification for which they externally assess</p>	
<p>Level 3 Award in Assessing Vocationally Related Achievement or equivalent legacy Qualifications</p> <p>Where assessors have legacy assessor qualifications they must demonstrate that they are assessing in line with current assessment standards or another suitable qualification equivalent/alternative in the assessment of work based performance</p>	
<p>Up to date record and evidence of relevant occupational continuing professional development at the same level or above the qualification for which</p>	

they externally assess	
Excellent, concise report writing skills	
Excellent organisational skills, ability to prioritise effectively	
Excellent written and verbal communication skills with experience of providing supportive, concise feedback to both learners, assessors and delivery staff	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Flexibility to travel throughout Wales	
Awareness of Welsh language and an understanding of Welsh culture, policy and context	
	Ability to communicate verbally and in writing through use of Welsh Language
	Driving License