



JOB PROFILE for JobProfile-LEVEL 3 DIPLOMA FOR THE CHILDREN  
AND YOUNG PEOPLE'S WORKFORCE Assessor

**LEVEL 3 DIPLOMA FOR THE CHILDREN AND YOUNG PEOPLE'S WORKFORCE Assessor  
Responsibilities:**

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| TEAM ROLE: FREELANCE ASSESSOR  | METHOD OF DELIVERY: ONLINE DELIVERY                    |
| START DATE: 25/04/2023   | END DATE: 14/12/2023                                   |
| TOTAL HOURS: 210<br>(Delivery/ Observation: 192)<br>(Admin/Feedback/Marking: 18) | ALLOCATED DAY (if applicable):<br>TUESDAY AND THURSDAY |
| MONTHLY PAY: £500.00   | MONTHS DURATION: 8                                     |

**Duties outline:**

- Carry out a thorough check making sure every learners has completed an induction and robust initial assessments in Maths and English.
- Follow ncfce code of practice, via LVS Training to ensure a quality learner journey is made available to all learners.
- Create a Scheme of Learning to reflect the guided learning hours (GLH)
- Produce a course outline/session plan using the qualification unit learning outcomes (ULO)
- Create resources and tasks to reflect the GLH
- Delivery online sessions to support and guide learners through their (ULO)
- Whenever there is an opportunity for use of technology to teach learners, promote online tools, interactive sessions, and webinars during remote learning.
- Follow guidance with regards to teaching and assessment practice and the completion of paperwork, ensuring relevant documentation is used. Respond to feedback in a timely and professional manner.
- Create Assessment records to mark and feedback to the learners on correct documentations
- Carry out observations to cover relevant learning outcomes
- Ensure the Individual Learning Plan is maintained and updated regularly.
- Guide learners how to successfully complete their portfolio of evidence
- Manage own caseload effectively using e-portfolio to progress learners effectively from start to timely completion.
- Complete a portfolio review in preparation for the quality assurance departments (IQA/EQA)
- Be available to communicate with learners regarding their unit learning outcomes.
- Respond to learner queries in a timely and accurate manner, ensuring regular contact is maintained for the full duration of the learner journey and qualification.



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- Issue evaluation review forms to learners on completion of the portfolio of evidence.
- All communication hours should be documented (email/online/observations/any other)
- Online sessions to be recorded for learner future reference. (Using Microsoft Teams)
- Restricted area must be used to upload and download all qualification documentations
- Ensure that anyone else involved in the assessment process gives their consent, especially where this may mean intrusion into areas of privacy and confidentiality.
- For confidentiality purposes, all communication regarding the learners will only be with LVS Training team, unless authorised otherwise by LVS Training director.
- Demonstrate competence through qualifications and experience across the full suite of qualifications to be delivered.
- Undertake any other duties as and when required.

**INTERESTED?**

1. Complete our Vacancy [Opportunity registration form](#)
2. Send your completed application form (pdf format) to [info@lvstraining.co.uk](mailto:info@lvstraining.co.uk)