

Job Title: Casual SVQ Assessor
Employer: UHI Shetland
Reporting to: SVQ Team Leader
Hourly Rate: £19.81

JOB PURPOSE

To support SVQ candidates to successfully complete their qualifications within agreed timescales. The role is undertaken on a casual, flexible basis, supporting learners through assessment, observation, and portfolio development. The post holder will work primarily at the Lerwick Campus and in workplace settings, as part of a small, supportive SVQ team.

MAIN DUTIES

The post holder will:

- Support the induction of SVQ candidates and assist with assessment planning.
- Support candidates to build their SVQ portfolios using an e-portfolio system.
- Carry out direct observations of candidates in workplace settings, as required.
- Assess evidence within candidate portfolios in line with agreed standards.
- Provide clear, constructive feedback and identify any training or development needs.
- Raise any issues or concerns with the SVQ Team Lead.
- Contribute to quality assurance processes as required.
- Maintain accurate and timely records relating to assessment activity.

Working Arrangements

This is a casual role, with hours offered on an as-required basis and worked flexibly by agreement. There is no guaranteed minimum number of hours.

Values and Conduct

All Shetland UHI staff are expected to work in line with our values of Collaboration, Openness, Respect and Excellence, to uphold equality, diversity, and inclusion, and to maintain professional conduct while working on behalf of UHI Shetland. This includes acting responsibly, representing the college positively, and following all relevant policies and procedures.

Training and Development

The post holder will be expected to undertake any essential training required for the role and to maintain relevant professional competence. Training and development requirements will be proportionate to the nature of a casual appointment.

PVG Requirement

Candidates must be able to join or update their PVG Scheme membership prior to starting.

Role Title: Casual SVQ Assessor (Generic)

	ESSENTIAL	DESIRABLE
<u>Experience</u>	<p>Experience working with learners in a workplace, training, or assessment setting.</p> <p>Experience enabling or supporting others to achieve qualifications or work-based standards.</p>	<p>Experience supporting candidates to complete SVQs or similar work-based qualifications.</p> <p>Experience supervising or mentoring staff in a workplace or training setting.</p>
<u>Qualifications</u>	<p>SVQ Level 4, or an equivalent qualification relevant to the area of assessment.</p> <p>Willingness to undertake any required assessor training.</p>	<p>Assessor qualifications (A1, D32/D33 or equivalent).</p>
<u>Skills, Abilities and Knowledge</u>	<p>Ability to support and encourage learners sensitively and professionally.</p> <p>Good communication and interpersonal skills.</p> <p>Ability to manage workload and meet agreed deadlines.</p> <p>Ability to work flexibly.</p> <p>Basic IT skills relevant to portfolio or assessment systems.</p> <p>Understanding of confidentiality and professional boundaries.</p> <p>Full driving licence and access to a car.</p>	<p>Knowledge of relevant National Occupational Standards and professional frameworks.</p>