

## Appointment of Work Based Learning Assessor – Motor Vehicle (2463)

### Ballymena Guide for Applicants



## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

Terri Scott  
Principal and Chief Executive

## 1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

<b>Student Focused</b>	Putting the student first in all we do.
<b>Innovation</b>	Challenging ourselves to be innovative and drive continuous improvement.
<b>Collaboration</b>	Engaging proactively with internal and external partners to achieve joint goals.
<b>Inclusiveness</b>	Promoting equality, diversity, transparency and opportunity.
<b>Sustainability</b>	Focusing on the long-term future of our College.
<b>Development</b>	Committing to ongoing development of our staff.

### 3. Job Description

<b>Role:</b>	Assessor
<b>Reporting to:</b>	Assistant Head of Department
<b>Job purpose:</b>	To assess trainees/ apprentices on DEL funded training programmes and other students/ employees undertaking NVQs
<b>Location:</b>	Ballymena

#### Main Duties and Responsibilities

- Assess trainees /apprentices/ students/ employees as required in line with NVQ awarding body guidelines

#### Key Contacts

**Internal:** Head of Department, Assistant Head of Department, Lecturers, Course Co-ordinators, Pastoral tutors, Quality Improvement Unit, Head of Economic Engagement, Training Manager, Economic Engagement Managers, Internal Verifiers

**External:** Employers, External Verifiers

#### Key Areas

#### Assessment

- Carry out all assessment in the workplace/ workshop in accordance with awarding body guidelines to ensure timely completion of NVQ programme.
- Provide support for trainees/ apprentices/ students, including access to underpinning knowledge and practical training as required.
- Participate in the completion of trainee/ apprentice PTPS, student E-ISLAs and progress reviews.
- Liaise with the employer /work placement provider to provide regular feedback on trainee/ apprentice attendance and progress and to discuss any issues that may arise.
- Provide regular feedback to Curriculum teams, Training Manager and trainees/ apprentices on their progress.
- Complete all documentation associated with NVQs as required by NRC guidelines.
- Participate in curriculum team meetings as required.

- Participate in staff development activities as required.
- Work with curriculum teams to implement quality assurance measures.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

#### **4. Person Specification**

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility and desirable criteria on the application form.

##### **Eligibility Criteria**

- Applicants must possess an NVQ Level 3 or equivalent qualification in Motor Vehicle.
- Applicants must possess an A1 and A2 Assessors Awards or be willing to undertake during the first year of employment, the Training, Assessment and Quality Assurance Level 3 Certificate.
- Applicants must have at least two years industrial experience post apprenticeship in the Motor Vehicle sector.
- Applicants must have evidence of Professional Development undertaken over the last two years demonstrating knowledge / skills gained on current developments in the Motor Vehicle Industry.
- Applicants must have a valid driving licence and access to a car for business purposes

**In accordance with the College selection procedures, the following eligibility criteria may be used should this vacancy attract a large number of applicants:**

### **Desirable Criteria**

- Applicants must have an NVQ Level qualification, or equivalent, at least one level higher than the curricular area in which you wish to assess. (eg to assess an NVQ Level 3 course, it is desirable that the applicant has an NVQ Level 4 qualification in the curricular area)..

### **Essential Criteria**

- Be able to communicate confidently, clearly and concisely, both orally and in writing, with a wide variety of internal and external stakeholders;
- Be able to effectively plan, prioritise and manage own workload making the best use of time and resources; maintain a focus on detail and accuracy and produce work of a high quality;
- Be effective and efficient in administration;
- Be competent in the use of IT packages, in particular the MS Office Suite;
- Be able to work as part of a team and also to work on own initiative, taking personal responsibility for work

## **5. Terms of Appointment**

- This is a permanent post.
- The salary scale for this post is £17,891 to £22,434. The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

## **6. Recruitment and Selection Process**

### **How to apply**

To apply in the first instance please email completed application form to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

Hard copy applications can be sent to:

Human Resources  
Northern Regional College  
Farm Lodge  
Ballymena  
BT43 7DF

The closing date for applications is **Friday 15<sup>th</sup> September 2017 at 1.00pm**. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### **Equal Opportunities Monitoring**

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### **Application Form**

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

### **Shortlist**

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

### **Selection and Interview**

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during September 2017.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

### **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

### **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at:

<http://www.nidirect.gov.uk>

### **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

### **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

*'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'*

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

### **Further Information**

Should you have any further queries about this selection process, please contact Claire Gardner on 028 2566 4231.