



Job Title: Apprenticeship Assessor – **Intelligence Analyst, Data Analyst & Technician**
Location: ELS, Unit 1, Harwell Science and Innovation Campus, Harwell, Didcot.
Type: Full time, 37.5 Hrs/week
Reports to: Delivery Manager - ELS Assessment Organisation

Main purpose of the job

Explosive Learning Solutions (ELS) Ltd, founded in 2005, is a Small to Medium Employer with a strong portfolio of capabilities.

The ELS Assessment Organisation, established in 2020 and regulated by Ofqual, designs and delivers apprenticeship assessments for over 60 Apprenticeship Standards, covering many occupations and industry sectors.

This role is suited to a highly experienced Intelligence Professional with a background in the UK Armed Forces, ideally from the INT Corps, who understands Army intelligence/data environments, terminology, and technical practices and can apply that experience to assessing apprentices.

Due to client demand the ELS AO needs an additional assessor to join our team to assess the Level 4 Intelligence Analyst, Level 4 Data Analyst and Level 3 Data Technician Standards (and other apprenticeship standards where competence can be demonstrated, if required).

The successful candidate will be responsible for conducting apprenticeship assessments for apprentices, ensuring that assessments are carried out fairly, and consistently.

The purpose of this role is to plan and deliver apprenticeship assessments, and provide written feedback to apprentices, across a number of Apprenticeship Standards, ensuring ELS continues to provide high quality, robust and cost-effective assessment services to our stakeholders, whilst adhering to ELS' policies, procedures and Ofqual's Conditions of Recognition.

This role reports directly to the Assessment Delivery Manager working along-side other AO Delivery staff; Coordinators, Assessors and ELS' Internal Quality Assurance Team. This role provides invaluable support to ELS' Assessment Delivery team.

The successful applicant will work closely with their AO Delivery Manager, Contract Coordinators, other Assessors and Internal Quality Assurers.

This role will ensure compliance with regulatory requirements are adhered to and met, maintaining high-quality standards, and achieving overall excellent customer satisfaction rates while meeting (and exceeding) department and contract performance KPIs.

The successful candidate will be assessor qualified or be prepared to work towards their assessor's qualification. All assessors must have the occupational "**hands on**" **experience** in the standards they are assessing. Assessments will be undertaken in line with the associated Assessment Strategy and Apprenticeship Assessment Plan, with assessment documentation and tools provided by ELS.

This is an office-based role with occasional 'working away from the office' permitted.

Main duties & key responsibilities

- Conduct apprenticeship assessments for apprentices undertaking the Level 4 Intelligence Analyst, Data Analyst and Data Technician Standards, and other standards where competence can be evidenced.
- Assess apprentices using a range of assessment methods including; Professional Discussions, Practical Observations, Review of Portfolios of Evidence, Projects, Reports, Question and Answer sessions, and Knowledge Tests .
- Ensure all assessments are carried out in line with ELS assessment strategy/plan, ELS procedures, policies, processes and inline with Ofqual Conditions of Recognition.
- Provide clear, constructive, supportive written feedback to apprentices.
- Maintain accurate and compliant assessment and feedback records.
- Participate in training and standardisation to ensure consistent assessment decisions
- Maintain up-to-date knowledge of intelligence and data practices, apprenticeship standards and regulatory requirements
- Represent ELS professionally when engaging with employers and apprentices (and possibly Training Providers)
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD).
- Liaise daily with the Assessment Delivery Manager.
- Communicate daily with Assessment Coordinators to liaise on assessment bookings
- Collaborate with the Internal Quality Team (IQAs)
- Take part in Team catch up meetings, and Directors quarterly meetings.
- Report any Conflicts of Interest
- Assess the performance, Skills, Knowledge and Behaviours of apprentices in accordance with ELS assessments strategies, published assessment and grading criteria (Assessment Plans), ensuring robust and high-quality standards are maintained.
- Complete all required mandatory training.
- Maintain service-level agreements with regards to responding to assessment planning, operational activities, reports and submissions of assessment outcomes.
- Report any risks and/or issues, and growth opportunities, encountered during assessment to the Assessment Delivery Manager.
- Report any malpractice or maladministration to the ELS Quality Manager.
- Ensure all reports and assessment evidence is to a high quality, recorded accurately and uploaded to our ACE360 LMS.
- Support ELS, with any assessment judgement appeals from apprentices, regarding assessment decisions.
- Contribute to the continuous improvement of ELS assessment activities.
- Support ELS with Ofqual audits and field observations.
- Support with social value activities
- Support, as a subject matter expert (SME), with the development and improvement of assessment strategies, materials and assessment tools.

Qualifications / Experience

Please note the first four points in the Essential criteria are a **MUST** and are non-negotiable.

Essential	Desired
<ul style="list-style-type: none"> • Former member of the British Army preferably from the Int Corps or Royal Signals. • Strong intelligence background with hands-on experience • Excellent communication and professional discussion skills • Strong attention to detail • Able to put apprentices and employers at ease whilst maintaining assessment integrity. • Professional, objective and being able to work within a regulatory framework • Ability to undergo and gain UK Security Clearance (SC) • Flexible • Comfortable working at employer sites, away from the ELS offices and from ELS offices • Excellent time management skills • Ability to work to tight deadlines 	<ul style="list-style-type: none"> • Assessor Qualification (be prepared to work towards) • IQA Qualification • Experience assessing qualifications, apprenticeship standards

Package:

Holidays: 22 days + 3 days paid shutdown between Christmas & New Year + all public holidays

Pension: 5% employee, 3% Employer contribution

Other benefits:

Specsavers Discount Vouchers

Healthcare Cash Plan

Reward Gateway- Employee Discount Platform

Cycle to Work Scheme

Please note that no terminology in this JD is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

