



Job title: Associate LGV Apprenticeship Assessor

Location: National

Reports to: ELS Assessment Delivery Manager

About ELS

Explosive Learning Solutions (ELS) Ltd is a rapidly expanding organisation with an extensive portfolio of capabilities.

Our learning and development consultancy provides business training, working with a wide range of organisations within the defence, government, health, rail, air and other sectors. Working across the whole of the UK, we also have clients in the Middle East and Europe. As a small organisation, we expect a “can-do” and “hands-on” attitude with an understanding that there are no roles too small.

Our Awarding Organisation (AO) is an End Point Assessment Organisation (EPAO) delivering Apprenticeship End Point Assessment (EPA) Services throughout the UK for the Public, Private and Charity sectors.

We are Ofqual regulated and approved to deliver Apprenticeship Assessments for over 50 apprenticeship standards, covering 9 industry sectors.

Job Description

We are a leading apprenticeship Assessment Organisation dedicated to upholding quality, integrity and excellence in apprenticeship assessment. To support our growth, we are looking to expand our network of associate LGV assessors.

The role will involve travelling to assessment sites across the UK to conduct LGV assessments with apprentices. The successful candidate will therefore be required to drive to assessment sites and must have a reliable vehicle for the role.

This role will report directly to the Assessment Delivery Manager, with frequent communication with the ELS Quality Team and ELS Coordinators.

Apprenticeships include an assessment period, which provides a holistic assessment of the Knowledge, Skills and Behaviours (KSBs) learnt throughout the apprenticeship. Assessments ensure that apprentices meet the rigorous standard set by employers and are fully competent in the relevant occupation. All apprentices, following the same apprenticeship standard, are assessed consistently, regardless of where they are undertaking their apprenticeship or who they are doing it with.

Being an ELS Independent Assessor, means that those making a decision on the competency of the apprentice have nothing to gain from the outcome of the assessment. To maintain independence within the scope of the Assessment, an Independent Assessor can only undertake assessments of apprentices, with whom they have no conflict of interest. This means they must be independent of the registered apprenticeship training provider at which the apprentice completed their

on-programme element and must not have been involved in the on-programme training, assessment, or line management of such apprentices.

The assessments may be conducted at the apprentices' workplace or remotely, depending on the requirements of the assessment plan or contract. Dates will be confirmed between the employer/Apprentice and an Assessment Coordinator from the ELS Scheduling Team in consultation with the Assessor.

Assessors conduct the assessment activities, record and upload the assessment outcomes into our Learner Management System (LMS), with clear justifications for the grading decisions. Assessment activities are quality assured by an ELS Internal Quality Assurance (IQA) representative.

ELS ensures Assessors are either assessor qualified or working towards an assessor qualification, i.e. CAVA. Some apprenticeship standards also require additional industry qualifications and memberships.

Main Tasks & Responsibilities

- Take part in regular training and standardisation activities, associated with the role of Assessor for the standards they are assessing.
- Maintain and provide evidence of ongoing, relevant Continuous Professional Development (CPD)
- Assess the performance of candidates in accordance with published assessment and grading criteria and procedures, ensuring overall standards are maintained
- Assessors must complete required mandatory training.
- Follow the protocols set out in ELS's specifications, assessment materials and quality assurance protocols, relating to the AO.
- Maintain service-level agreements with regards to responding to Assessment planning, operational activities, reports and submissions of assessment outcomes
- Report all risks and issues encountered during Apprenticeship Assessment to both the Quality Manager and the Assessment Delivery Manager at ELS, including any suspected malpractice /maladministration
- Ensure all assessment evidence is high quality, recorded accurately and uploaded to our ACE360 LMS.
- Support ELS, if necessary, with any appeals from apprentices, regarding assessment decisions
- Raise any conflicts of interest, including in relation to the independence of assessment
- Contribute to the continuous improvement of ELS Assessment Organisation activities

- Adhere to the ELS Assessment Strategy, Assessment policies and procedures, ensuring ELS remains compliant at all times with Ofqual's Conditions of Recognition (CoR).

Skills and Essential Requirements:

Essential	Desired
• Must hold a C&E Licence • Must have competence and knowledge of loading, driving, operating, managing class 1 vehicles • Will need to undergo a full BPSS (including enhanced DBS) as a minimum. • Excellent written, verbal and interpersonal skills, including the ability to effectively respond to conflicts • Strong attention to detail • Flexibility to understand and respond to the individual needs and circumstances of employers/apprentices • Sufficient and relevant technical knowledge of Assessment Practice, Principals, Context and Values • In-depth knowledge of the associated apprenticeship standard, assessment plan, specification, assessment instruments and recording tools • Ability to travel and assess at employer's workplace, free from bias and report and risks to the Assessment Delivery Manager for Logistics. • Excellent time management skills.	• Former member of the British Army preferably from Royal Engineers (RE) or Royal Logistic Corps (RLC) • Assessor Qualification (be prepared to work towards) • IQA Qualification • Experience assessing qualifications, apprenticeship standards

Please note that no terminology in this advert 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.