

SKILLS

Why Work as a...

Learning and Skills Assessor

A solution for your training needs and career progression

ROLE OVERVIEW

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The learning and skills assessor will plan, conduct assessment activities and record and report on assessment decisions to the learner and other relevant stakeholders. They will support the progression of the learner through feedback of assessment decisions, setting of ongoing realistic learning goals and referral to other professionals if required.

KNOWLEDGE REQUIREMENTS

- How to plan inclusive assessment
- The principles of assessment to include validity, authenticity, currency, sufficiency, and reliability
- How to give constructive feedback for the purpose of progress and achievement
- Standardisation, moderation and quality assurance procedures relevant to the assessment
- Organisational and legal requirements for recording, storing and sharing personal information
- Sources of and how to access accurate and relevant vocational/pastoral advice and guidance to meet learner needs, including points of referral
- The role and importance of holistic assessment to support wider skill development
- Approaches to sustainable assessment practice

SKILL REQUIREMENTS

- Select method(s) to assess learner(s) in line with organisational and regulatory requirements
- Make accurate assessment judgments against agreed standards
- Provide constructive feedback to support the learner to progress
- Develop and maintain records of assessment, complying with quality, confidentiality and data protection requirements
- Apply holistic assessment in practice to support wider skills development

BEHAVIOUR REQUIREMENTS

- Operate at all times to ethical and legal standards within professional boundaries, maintaining an impartial approach
- Take personal responsibility for sustainable outcomes in how they carry out the duties of their role by reference to environmental good practice
- Demonstrate and encourage mutual respect, displaying a deep understanding of inclusive practice to support the individual(s) in the assessment process

KEY POINTS

- **Level:** 3
- **Duration:** 12 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See [HERE](#) for more information
- **Career progression:** This apprenticeship can lead onto Learning and Skills Mentor or Learning and Skills Teacher

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