# LEVEL 3 LEARNING AND SKILLS ASSESSOR

The learning and skills assessor will plan, conduct assessment activities, record and report on team members such as the training department.

They will assess on a one-to-one or small group basis, in a range of learning environments such as Line Managers assessing their team on procedures: evacuation, dealing with emergencies, first aid etc.

**DURATION**
12 months

**LEVEL 3**

**Key responsibilities:**
A learning and skills assessor will be responsible for ensuring they are occupationally competent in their skills. 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.

**Roles/Occupations may include:**
Site Supervisor, Site Manager, Training facilitator, Assessor.

**Sectors may include:**
Government departments, corporate security, Facilities organisations, retail, shopping centres, call centres, construction, automotive, historic locations (critical, national, infrastructure), commercial, transport, logistics, aviation, education, healthcare, ports and harbours.

CONTACT US

To find out more, contact the Mercury Apprenticeship team on **contact@mercurytrainme.com**

Education & Skills Funding Agency

Ofsted Good Provider

Supported by National Apprenticeship Service

Apprenticeships

disability confident EMPLOYER

# THERE ARE 9 CORE DUTIES:

**DUTY 1:**

- Plan and conduct inclusive assessment using a range of assessment methods and approaches working within organisational, legal, and ethical frameworks, including confidentiality and safeguarding.

**DUTY 2:**

- Use a range of communication methods to provide timely constructive feedback on assessment decisions to learners and where relevant, other stakeholders.

**DUTY 3:**

- Participate in standardisation, moderation and quality assurance of assessment decisions to contribute to the quality assurance of own and others assessment practice and the organisations quality cycle.

**DUTY 4:**

- Develop and maintain current and accurate records of assessment plans and tracking of assessment decisions, using agreed communication methods to share with relevant stakeholder, recognising confidentiality and privacy.

**DUTY 5:**

- Use assessment outcomes and data to support the ongoing setting of individual learning goals and progression toward timely achievement of intended outcomes.

**DUTY 6:**

- Provide information, advice and guidance, working within own professional boundaries and recognising requirements for referral to other professional services where required.

**DUTY 7:**

- Recognise the role of holistic assessment in supporting the development of wider skills for the learner.

**DUTY 8:**

- Make sustainably informed decisions in approaches used to plan, conduct, record and evaluate assessment activities.

**DUTY 9:**

- Undertake and maintain records of continual professional development activities in their sector to maintain occupational competency, including sustainable practice and digital literacy.

**Additional Free Training programmes provided by Mercury during this programme (all accredited certificates)**

- Equality, Diversity and Inclusion
- Managing Conflict in Teams
- GDPR
- Team working
- Self awareness and personal development
- Safeguarding Training
- Display screen equipment assessor
- Communications
- Mental health first aider
- Fire safety
- Introduction to Fraud and Fraud prevention (Retail)
- Awareness of Home Working
- Awareness of Lone Working
- Awareness of Modern Slavery
- Risk Assessment (Health & Safety L2)

## How is the programme assessed?

1) **Observation with questions**
You will be observed by an independent assessor completing your work. It will last at least 2 hours. They will ask you at least 5 questions.

2) **Professional discussion underpinned by a portfolio of evidence**
You will have a professional discussion with an independent assessor. It will last 75 minutes. They will ask you at least 12 questions. The questions will be about certain aspects of your occupation.

# Partnership Expectations

**Learner:**

- Voluntarily takes part in the programme for their own development
- Attends all structured learning sessions
- Completes tasks and assignments in agreed time frames
- Takes part in Functional Skills (where needed)
- Takes responsibility for own learning and development

**Line Manager:**

- Plans time for learning to take place
- Works with Mercury to arrange visits and learning opportunities
- Supports on-the-job learning and offers relevant experience
- Takes part in reviews with apprentices to discuss progress, provide feedback and guide development

**Mercury Coach/Mentor:**

- Organises monthly face-to-face coaching and mentoring
- Facilitates weekly online coaching and mentor support
- Monitors progress
- Provides feedback to apprentice and manager/supervisor

**The above expectations meet the funding rule compliance requirements and will be continually monitored across the duration of the programme**