

Graduate Level Apprenticeship (Engineering) Workbased Learning Verifier

Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	87348
Reports To	GLA EDM Programme Director	Grade:	7
Salary Range:	£15,802 - £19,416 (1FTE - £31604 - £38833)	Contract Type:	Fixed Term (12 months)
FTE:	0.5 (17.5 hours/week)*	Closing Date	Tuesday, 24 October 2017

Job Advert

The Faculty of Engineering at the University of Strathclyde is one of the largest and most successful engineering faculties in the UK, and the largest in Scotland. As a leading international technological university, Strathclyde University is recognised for its world class research, knowledge exchange and educational programmes. At the heart of this is the Faculty of Engineering which is home to over 5200 students including over 3600 undergraduates, 800 taught postgraduates and almost 800 registered research students. We have a strong commitment to widening access and inclusion while maintaining academic quality and an outstanding student experience.

The University of Strathclyde in partnership with key stakeholders has led the development of the Graduate Level Apprenticeship Engineering: Design and Manufacture degree apprenticeship (GLA EDM). This degree programme is designed for learners employed full time within an engineering function in industry and consequently a significant proportion of the indicative student workload will be credit bearing workbased learning.

The Faculty of Engineering is seeking to recruit a qualified and experienced workbased learning verifier with an engineering background to support the delivery and assessment of the integrated workbased learning elements of a four year degree programme.

You will be involved in all aspects of the workbased learning activities including the co-ordination of workbased learning assessor activity, provision of initial assessor training on the use of the e-portfolio, development of individual learning plans, supporting workbased learning assessors and assessing/verifying of workbased learning activities. The role requires travel to employer sites across central Scotland and Ayrshire and the ability to establish and maintain effective professional relationships with a range of stakeholders including industry employers, workbased learning assessors, learners and other GLA EDM staff.

To be considered for the role you must hold both the SVQ Assessor Qualification (L&D9DI) and the SVQ Internal Verifier Qualification (L&D11) and have the required background in either Mechanical Engineering (or related discipline) or Electrical and Electronic Engineering (or related discipline) to allow for the assessing of various learners at SCQF level 7 within Scotland. You will also have significant experience of observing, assessing and verifying workbased learning within an engineering context (up to and including SCQF level 7) including:

- Developing a standardised approach to ensure all GLA EDM workbased learning assessors are using the same workbased learning framework.
- Managing the activity of and providing feedback to workbased learning assessors
- Supporting workbased learners and assessing their portfolios of evidence
- Reviewing and verifying candidate progress

- Liaising with industry supervisors to develop individual learning plans and implement learner support strategies as required.

You must be able to demonstrate highly developed communication skills and good team working skills in order to work with the University of Strathclyde GLA EDM programme team and communicate effectively with learners, employers and internal colleagues. You must possess IT skills appropriate to supporting assessors and learners at a distance. Due to the nature of the role, candidates must be willing and able to work flexibly both in terms of time and location, including the ability to visit learners off-campus. You will be required to travel to meet learners within their place of work and must have a current driving licence with access to own vehicle.

*Hours may be annualised depending on the requirements of the role.

Job Description

Brief Outline of Job:

The Graduate Level Apprenticeship Engineering: Design and Manufacture (GLA EDM) is a strategic initiative for the University and the Workbased Learning Verifier role is integral to the successful delivery of this new online blended workbased learning degree programme.

The Workbased Learning Verifier will support the Workbased Learning Assessors and Programme Director to ensure the effective achievement and assessment of candidates' workbased learning activities. The appointee will design, plan, monitor, assess and verify each GLA EDM learner's integrated workbased learning across the 4 years of the degree programme. The appointee will line manage, support and mentor the workbased learning assessors, learners and work collaboratively with key industry contacts to formalise individual learning plans.

The post holder will work closely with colleagues in the departments of the Faculty of Engineering and the GLA EDM programme team to support the continued development and evaluation of the University of Strathclyde GLA EDM workbased learning model.

Main Activities/Responsibilities:

1.	Develop a standardised approach to ensure all workbased learning assessors are using the same framework.
2.	Manage the case load and co-ordinate the activity of a team of Workbased Learning Assessors.
3.	Conduct the induction training of Workbased Learning Assessors and support their ongoing training and development within the role.
4.	Design, plan and co-ordinate the schedule of Workbased Learning assessment
5.	Support and develop opportunities for workbased learning provision additional to apprenticeship provision where necessary to meet the training needs of local business.
6.	Undertake verification of Workbased Learning assessments
7.	Ensure that the provision on offer meets all the framework requirements and to take ownership for apprentice full framework achievement.
8.	Undertake informal/formal reviews with students and employers to ensure timely progress and/or completion
9.	Build working relationships across the curriculum that will enable the success and growth of the degree apprenticeship provision.
10.	Contribute to the planning and delivery of workshops and events to support learning and achievement.
11.	Report on student progress and make recommendations for improvements/ adjustments based on first cohort
12.	Participate in standardisation meetings, team meetings and contribute to quality assurance mechanisms and procedures.
13.	Ensure quality systems and processes are complied with at all times.
14.	Comply with and promote the University's Health, Safety & Environment, Equality, Diversity & Inclusion, and Welfare & Safeguarding Policies at all times.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 HNC/HND Engineering award and appropriate or equivalent experience
- E2 Relevant Engineering Degree or equivalent professional experience
- E3 Other relevant qualifications/awards- SVQ Assessor Qualification (L&D9DI)
- E4 Other relevant qualifications/awards- SVQ Internal Verifier Qualification (L&D11)

Experience

- E5 Substantial of experience of monitoring, observing, assessing and verifying engineering workbased learning candidates (up to and including SCQF level 7)
- E6 Experience of managing the activity of workbased learning assessors
- E7 Experience of liaising with industry supervisors and developing individual learning plans
- E8 Experience of developing and implementing individual learner support strategies
- D1 Experience of monitoring, evidencing and assessing candidate progress via an e-portfolio

Job Related Skills and Achievements

- E9 Thorough knowledge and understanding of the SVQ workbased learning assessor and verifier roles
- E10 Current knowledge of workbased learning and/or apprenticeship provision demonstrated through delivery in practice (as a practitioner, assessor, employer or equivalent).
- E11 Experience of planning and co-ordinating the activity of a small team of workbased learning assessors.
- E12 Experience of successful management of workbased learning engineer candidates up to and including SCQF level 7.
- E13 Ability to analyse complex information and situations and to recommend potential solutions when required.

Personal Attributes

- E14 Excellent inter-personal and communication skills with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.
- E15 Well-organised, effective and efficient approach to professional practice

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Dr Andrew McLaren, Programme Director (andrew.mclaren@strath.ac.uk; 0141 548 3104)

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

