

**Hourly Paid NVQ Assessor / Trainer – Insurance and Financial Advice**  
**Ref: 11-030**

**£13.6279 per hour**  
**0-18 hours a week**

We are currently seeking an NVQ Assessor/Trainer in the Business, Management and Computing Department to undertake assessment of candidates whilst they are at work. You will liaise with College staff, Internal Verifiers and other assessors including representatives of the awarding body to maintain standards, you will ensure that requirements of the Insurance and Financial Advice qualifications are applied as well as undertaking administration duties as required.

The successful candidate will possess an A1 Assessor Award along with the PTLLS qualification or willingness to obtain this in post. You will also have an NVQ level 3 in Financial Services and be Financial Advisor FPC/CII/ACII qualified, and possess relevant industrial experience. You will also have a clean, current driving licence with the ability to work flexible hours as required to carry out workplace assessments.

Applications received by 23 December 2011 will receive first consideration. However, applications received after this date may be considered.

An application form can be obtained from our website: [www.colchester.ac.uk/jobs](http://www.colchester.ac.uk/jobs). Applications, by CV if preferred, should be emailed to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk).

## Vacancy Information

### Hourly Paid NVQ Assessor / Trainer in Insurance and Financial Advice Ref: 11-030

Hours	0-18 hours per week
Salary	13.6279 per hour
Duration	Permanent
Location	Colchester (with travel to other Colchester Institute campuses and workplaces in North Essex)

To apply: Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by post to Jess Page, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL, or by email to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk). In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 23 December 2011 will receive first consideration. However, applications received after this date may be considered.

### **Additional Information**

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.*

**Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College**

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

## COLCHESTER INSTITUTE

## JOB DESCRIPTION

**Job Title:** Assessor/Trainer in Insurance and Financial Advice

**Responsible to:** Curriculum Manager

**Salary:** £13.6279 per hour

### Overall Responsibilities

To train and assess candidates (predominately apprentices) in the workplace or in college workshops. To maintain and develop contacts with employers.

### Main Duties

1. To train and assess candidates towards agreed qualifications.
2. To competently and professionally liaise with employers and customers.
3. To monitor candidate progress including carrying out regular progression reviews and target setting.
4. To keep and maintain accurate records and documentation.
5. To attend regular programme meetings and briefing sessions in line with curriculum policies.
6. To complete appropriate awarding body documentation and ensure compliance of required procedures.
7. To assist in meeting learner number targets.
8. To oversee the use of equipment in college workshops and take responsibility for the quality, safety and care of such.
9. To assist in the promotion and marketing of programmes within your team and centre of study.
10. To apply the College's Health and Safety Policy.
11. To promote and apply the College's Safeguarding policy and practices.
12. To actively promote equality and diversity.
13. To undertake such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.

*This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Colchester Institute.*

## PERSON SPECIFICATION

**Job Title: Assessor/Trainer in Insurance and Financial Advice Ref: 11-030**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications/ training</b>	Level 3 qualification or above in Financial Services (or equivalent) Financial Advisor FPC/CII/ACII qualified A1 Assessor Award (or equivalent) Preparing To Teach in the Lifelong Learning Sector (PTLLS) qualification (or equivalent) or willingness to obtain within 12 months in post	V1 Verifier award (or equivalent) Diploma in Financial Advice Chartered Status
<b>Knowledge/ experience</b>	Previous experience of delivering training and assessing in the workplace Extensive industrial experience in computer systems Experience at dealing with customers and the public Knowledge of equality & diversity An understanding of Safeguarding and its importance within a College environment	
<b>Skills /abilities</b>	Good oral/face to face communication skills Good written communication skills Broad range of IT user skills Flexible approach to working patterns and attendance Ability to prioritise work effectively Ability to meet targets and deadlines Good organisational skills	Experience of working with quality systems
<b>Special Requirements</b>	Able to work evenings and outside of usual working hours as required to meet the needs of the Centre of Study Ability to travel between campuses and workplaces as required	