



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

VQ Assessor in Health and Social Care (Adults)

Post Reference Number: **POS008607001**

Date of Job Description: *16/11/2022*

| | |
|-------------------------------------|---|
| Grade | 8 |
| Location | Rock Grounds, High Street , Aberdare . |
| Group | Community and Children's Services |
| Division | Transformation |
| Department/Section | Cwm Taf Social Care Workforce Development Service |
| Team/Sub Section | |
| Responsible to | VQ Centre Manager |
| Posts reporting to this post | None |
| DBS Required | Enhanced both workforce |

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees

including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

To co-ordinate a programme of learning and assessment for a specified group of VQ Learners to achieve recognised qualifications. This will contribute to attaining Social Care Wales registration requirements or National Training targets and to assist in ongoing personal development. This post includes supporting all staff including those working nights,

What you will deliver:

1. Design coherent lesson plans and learning materials for learner induction, underpinning knowledge training days and planned workshops that are appropriate to the learning outcomes and internal requirements e.g policy and practice and external requirements e.g., legislation, regulatory bodies, assessment centre requirements
2. Plan, design and deliver induction, training/teaching/support sessions on identified topic that relate to the current qualifications being assessed and are tailored to the needs of groups and/or individuals
3. Identify realistic assessment methods appropriate to learning and development opportunities
4. In liaison with line managers, coordinate the monitoring and evaluation of the programme
5. Ensure the plan conforms to relevant policies, procedures and legislation whilst adhering to IFL Code of Professional Practice, as a measure of best practice
6. Apply new knowledge and skills from own learning to support the learning of others across the social care sector

What you will deliver:

7. To provide specialist advice and guidance across the Social Care Sector in Cwm Taf and if necessary other Local Authorities, on vocational qualifications and associated assessment processes and procedures

Assessment (Reference National Occupational Standards – Learning and Development standard 9)

8. Ensure learners understand the purpose, requirements and processes of assessment
9. Plan assessment to meet the requirements and learners individual needs using a range of assessment methods
10. Identify learner's strengths and areas for development through initial assessment including essential skills
11. Assist learners to overcome any barriers to learning, including signposting learners to other services as necessary
12. Use a problem solving approach to identify and manage risks involved in the assessment process
13. Identify evidence that is valid, authentic and sufficient
14. Lead meetings to review learners development and/or progress with all relevant parties
15. Make assessment decisions against specified Nationally agreed criteria
16. Manage the process of constructive feedback to individuals that takes into account progress made and reflect the individuals circumstances of learners
17. Provide feedback to learners that affirms achievement and identifies any additional requirements through formative and summative assessment
18. Undertake the countersigning assessor role as required for learners undertaking assessor awards
19. Work with line managers or equivalent of learners to support development of required practice against Nationally agreed qualification criteria, legislative frameworks and regulatory body requirements including the identification of training needs
20. Maintain required records of the assessment process, its outcomes and learner progress in line with Awarding body requirements
21. Work with others to ensure the standardisation of assessment practice and outcomes
22. Liaise with the Internal Quality Assurer to arrange verification of units.
23. Provide accurate progress reports to Lead Internal Quality Assurer for each learner
24. Manage own time efficiently to ensure the best use of the time available whilst ensuring fair assessment is offered to all learners. This includes working to deadlines and prioritising workload on an ongoing basis

What you will deliver:

- 25.** Take part in a minimum of three standardisation activities throughout any calendar year.
- 26.** Co-ordinate assessor meetings in the absence of an Internal Quality Assurer
- 27.** Undertake minute taking of meetings as and when necessary
- 28.** Contribute to the evaluation of the qualification programme and make necessary amendments as requested
- 29.** Where necessary, prepare the necessary documentation for learner appeals to be presented to the VQ Assessment Panel/Management Board.
- 30.** Comply with the Assessment and Internal Quality Assurance Strategy of the Assessment Centre
- 31.** Contribute to the External Quality Assurance process

Continuing Professional Development (Reference National Occupations Standards – Learning and Development standard 10)

- 32.** Identify current performance requirements relevant to practice
- 33.** Identify and critically reflect on how beliefs, values and attitudes influence own performance
- 34.** Seek feedback, collect information and continually reflect on own performance
- 35.** Prioritise areas for development and plan how learning and development will be achieved to carry out own work more effectively - for both Health & Social Care and Learning & Development
- 36.** Continually use a range of resources to keep own specialist and generic areas of knowledge, skills and practice of up to date
- 37.** Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities

General

- 38.** Prepare for and actively engage in regular supervision of work practice and continual professional development
- 39.** Actively contribute to consultation events regarding revision of qualifications as a representative of the Council.
- 40.** Implement the new aspects of vocational qualifications when they are introduced.

What you will deliver:

41. Carry out underpinning knowledge and assessment during the night to support night workers as required

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

| Essential | Desirable |
|-----------|-----------|
| | |

Adult's Assessor

1. Dip. SW or equivalent

OR

2. Core and Health and Social Care practice 2, 3,

QCF Level 2 3 4 5 Health and Social Care , or predecessor qualifications as Social Care Wales Qualification Framework

<https://socialcare.wales/qualification-framework>

Understanding of the legislative and regulatory frameworks relevant to the social care sector

Understanding of the relevant theoretical frameworks associated with the delivery of social care services

To understand and positively promote anti-discriminatory and anti-oppressive practice

Welsh skills Level 1 (with sessions presented by the Welsh language Tutor where required).

For Adults assessors:

Rhondda Cynon Taff Policies and procedures.

- Preparing to Teach in the Lifelong Learning Sector (PTTLS)

Welsh Level 2 to Level 5

PLUS

D32, D33 or A1 or one of the Level 3 awards/certificate in assessment (TAQA). You will be expected to complete this qualification within 12 months of employment

Experience:

| Essential | Desirable |
|---|--|
| 1 year or more post qualifying experience in a relevant setting i.e. children or adult and at the same vocational level or above to the which the learner is being assessed | The ability to use information technology especially Microsoft Teams |
| Work in Adult social Care services – Older People, Residential or Domiciliary Care, Learning Disability, Mental Health, Intermediate/Reablement | |
| The ability to use information technology especially Microsoft Office | |

Welsh language skills:

| Essential | Desirable |
|---|--|
| Welsh Language Level 1 <input checked="" type="checkbox"/> | Welsh Language Level 2 <input checked="" type="checkbox"/> |
| <i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i> | Welsh Language Level 3 <input checked="" type="checkbox"/> |
| Welsh Language Level 2 <input type="checkbox"/> | Welsh Language Level 3-5 <input checked="" type="checkbox"/> |
| Welsh Language Level 3 <input type="checkbox"/> | Welsh Language Level 4 <input checked="" type="checkbox"/> |
| Welsh Language Level 3-5 <input type="checkbox"/> | Welsh Language Level 5 <input checked="" type="checkbox"/> |
| Welsh Language Level 4 <input type="checkbox"/> | |
| Welsh Language Level 5 <input type="checkbox"/> | |

For details about the levels please refer to 'The Welsh Language Skills Guidance' online:
www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

| Competency | |
|-----------------------------------|---|
| Competency Areas | Competency behaviours and values |
| Working in Partnerships and Teams | <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p> <p>Builds lasting, positive and supportive relationships with a wide variety of people</p> <p>Prevents or overcomes conflict</p> <p>Demonstrates respect for colleagues at all levels</p> |

| | |
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| Communicating Effectively | <p>Communicates clearly and concisely</p> <p>Listens to others, is receptive and actively checks they've understood the message</p> <p>Produces excellent and accessible written information</p> <p>Cascades and shares information appropriately – on time and to the right people</p> <p>Has excellent presentation skills</p> <p>Adapts their style of communication to suit their audience including 'translating' technical language</p> <p>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing)</p> |
| Professional Expertise and Development | <p>Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within RCTCBC and in other organisations</p> <p>Understands and complies with external requirements, standards and benchmarks</p> <p>Is always up-to-date with new IT and technology, promotes use of IT to support their work</p> <p>Takes feedback positively and uses it to develop; learns from mistakes</p> <p>Is positive about continuous professional development (CPD) and seeks opportunities to improve own knowledge</p> |
| Managing Resources | <p>Plans well in advance to meet deadlines</p> <p>Prioritises workloads according to needs and risk; uses the business plan as reference point</p> |
| Achieving Results | <p>Anticipates potential problems and resolves them early</p> <p>Is proactive and flexible to changing demands and knows when to compromise</p> <p>Makes the best possible use of time</p> <p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets</p> <p>Consistently meets deadlines</p> |
| Focusing on Service Users | <p>Understands and actively addresses diversity issues and treats all customers according to individual needs</p> |

| | |
|-----------------------------------|---|
| | <p>Is very approachable and encouraging to customers, whilst remaining professional and unbiased</p> <p>Maintains appropriate customer confidentiality</p> |
| Creating and Responding to Change | <p>Engage with new ideas and looks for ways to make them work</p> <p>Responds quickly and effectively to both internal and external changes</p> <p>Contributes ideas to better manage systems, processes or practices</p> <p>Finds ways to use new learning</p> |
| Being Accountable | <p>Takes full responsibility for delivery of tasks</p> <p>Is always open, honest and transparent</p> <p>Takes a positive attitude towards delivering work</p> |

Special Conditions and Professional Requirements

Able to travel independently in line with the requirements of the post

Flexible working arrangements to meet the needs of the service