Approved Apprenticeship and Qualification Assessor

Primary focus:
To assess apprenticeships and related qualifications for accreditation or approval.

Main duties and responsibilities (as part of a team):

▪ To map Apprenticeships or competence-based qualifications to UK-SPEC and the ICT Tech standard from RQF levels 3 to 7 (Technician to Masters).
▪ To assess Technician level knowledge qualifications against Engineering Council defined learning outcomes.
▪ To assess online applications for IET Accreditation or Approval.

Person specification:

Essential:

▪ Familiarity with UK-SPEC and the ICT Tech standards.
▪ Understanding of Apprenticeship Standards, Frameworks and vocational engineering qualifications.
▪ Understanding of the requirements for the successful delivery of Apprenticeship Schemes.
▪ All volunteers must hold a registration level.

Desirable

▪ Experience of working with apprenticeships and related qualifications from RQF levels 3 to 7 (Technician to Masters).
▪ Experience of apprenticeships and related qualifications across England, Wales, Scotland and Northern Ireland.

In addition, each team member is expected to have:

▪ An understanding and commitment to the IET and its objectives
▪ An understanding and acceptance of the legal duties, responsibilities and liabilities for committee membership
▪ Integrity
▪ The ability to make good, independent judgements
▪ The ability to work effectively as a member of a team
▪ Experience in one or more of the sectors of interest to the IET
▪ Up to date CPD records

Guidance Documentation:

▪ [https://www.theiet.org/career/accreditation/](https://www.theiet.org/career/accreditation/) choose Approved Apprenticeships
Appointment method:

- Interested members who meet the Person Specification are required to send a CV to ApprenticeshipsApproval@theiet.org.
- The Apprenticeship Assessment Manager and a member of the Technician Standing Review Panel will decide whether the applicant meets the Person Specification.
- Following approval, the applicant will be invited to undergo training.
- Following training, the Apprenticeship Assessment manager will confirm whether the applicant has satisfactorily completed their training and can be considered active.

Period of appointment:

- Volunteers may be asked to step down from this role to make way for new appointments in order to keep the assessor pool aligned with the qualifications and apprenticeships the IET is asked to assess.

Training:

- Successful applicants will receive a briefing on the process.
- They must attend one AMASAT meeting, observe one approval visit, complete the mandatory policies review and the mandatory online training.
- Volunteers must attend at least one AMASAT meeting in a three-year period or else they will no longer be eligible to participate in approval activities.
- Volunteers who require further experience, may gain the experience, through shadowing and participation.

Point of Contact:

Queries can be directed to ApprenticeshipsApproval@theiet.org

Communications:

- Email
- An online assessment forum is used to post application forms and supporting documentation for assessment by three assessors.
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Volunteering Handbook
- Volunteer Hub web area
Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- **Online sign-up to Policies and Code of Conduct:**
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

- Data Protection Training Module

**Other Policies and Guidance** to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Date Updated: January 2020