
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Business Assessor Programme Manager (Levels 2-3)
Department:	Business
Responsible to:	Curriculum Lead Business
Hours:	37 hours per week (full time) or substantial part time, all year round
Salary:	£36,013 - £39,917 FTE [BLR3.1 – BLR3.3] depending on qualifications and experience
Date of Issue:	September 2026

Job Purpose:

- Provide effective on and off the job coaching, support, guidance, reviews, underpinning knowledge, training and assessment for Apprentices, in order to ensure that the full apprenticeship framework or standard is achieved.
- Provide a structured delivery plan, assessment and formal progress review route that will enable Apprentices to successfully achieve mastery of the relevant Skills, Knowledge and Behaviours and any qualification(s) agreed in the learning plan.
- Ensure that Apprentices complete the Gateway process and the End Point Assessment successfully in a timely manner.
- Oversee a caseload of Apprentices appropriate to the demands of the curriculum area and as set down in the caseload model. (55-75 apprentices see the Collective Agreement for further detail)
- In conjunction with the Apprenticeship Coordinator facilitate new recruitment for growth and expansion as required.
- Participate in the development and planning of Standards and Frameworks.

Key tasks and responsibilities:

- Contribute to the development of the template learner journey and agreed milestones for each Apprenticeship Standard you deliver.
- Maintain an up to date understanding of the requirements of the Framework / Assessment Plan for the Standard, including any qualifications required.
- Maintain an up-to-date knowledge of the requirements and process for the End Point Assessment for Standards.
- Verify the Apprentice's occupational knowledge, experience and level of confidence using appropriate Skills Scans.
- Verify the requirement for at least 12 months' worth of new skills development.
- Confirm the Curriculum acceptance of applicants / employees onto the apprenticeship programme.
- Ensure that the job role will enable the Apprentice to meet the requirements of the relevant Apprenticeship and plan the delivery of the Apprenticeship with the Apprentice and their Employer.

- Apply and reference relevant initial and diagnostic assessments to ensure the apprentice has an appropriate Commitment Statement (individual learning plan), with associated support that meets their needs.
- Plan and book Functional Skills delivery for each Apprentice (English / maths / ICT) to meet the requirements of the Apprenticeship Framework / Standard / Funding Rules, in liaison with the Apprenticeship Co-ordinator and Functional Skills delivery teams.
- Liaise with the Apprenticeship Co-ordinator to ensure that the 'First Day in Learning' is delivered in a timely manner to meet agreed starts targets.
- Confirm the content of the Commitment Statement with the Apprentice and their Employer.
- Ensure that the Apprentice has targets to complete their induction modules and that they and their employer are aware of their responsibilities with regard to Equality & Diversity, Safeguarding, Prevent and On-Line Safety throughout the programme.
- Begin to deliver Skills, Knowledge and/or Behaviours training relevant to the apprenticeship.
- Carry out practical assessments of progress against agreed milestones using the Smart Assessor system in full compliance with the relevant awarding body requirements and the related Assessment Plan.
- Ensure that the Apprentice and their employer clearly understand progress to date and agreed targets for progress and outcomes.
- Maintain a good understanding of the Smart Assessor system and achieve training targets
- Set and monitor progress against Learner Journey milestones and agreed targets, to ensure that the Apprentice is on track to complete the Practical Training Period at the date agreed in the Commitment Statement.
- Give timely feedback on progress towards mastery of relevant Skills, Knowledge and Behaviours and monitor progress against targets at every intervention.
- Complete a holistic review of progress and understanding of Prevent, safeguarding, FBV, E&D, Online safety at least once every 8 weeks using the agreed review form in Smart Assessor involving the employer and the apprentice.
- Ensure the Apprentice and their employer fully understand the requirements of the Gateway process and the End Point Assessment.
- Inspire, motivate and raise apprentices' aspirations for progression and achievement of high grades, anticipating barriers to progress and deliver consistently good or better learning outcomes and progress through employing an effective variety of learning methods, skills development, coaching and mentoring
- Demonstrate a commitment and value of the importance of maths, English and ICT skills to the apprentices' future and ensure the apprentices are fully engaged in continual development of these skills.
- Ensure all aspects of the apprenticeship learning plan are delivered and recorded including 'Off the Job' training, mandatory / agreed qualification, English and/or maths to Level 2 and ICT where required.
- Monitor evidence of progress towards 20% 'Off the Job' requirement and ensure that action plans are put in place where evidence shows progress below the expected number of hours at any point in the programme.
- Update H&S checks at visits to workplaces as required.
- Ensure that Registry are advised in a timely manner of any changes of circumstances i.e. change of employer, withdrawal, Break in Learning (start/end) etc.
- Prepare apprentices for success in external examinations, the Gateway and end point assessments.
- Comply with Awarding Organisation / End Point Assessment Organisation / Assessment Plan requirements.
- Attend Curriculum meetings as required.
- Attend Apprenticeship Performance Review / Target Setting / Curriculum planning meetings as required.

- Support internal and external quality assurance processes (IQA / EQA / EPA) as required.
- Carry out internal verification and/or standardisation within the relevant curriculum area as agreed with the Curriculum Lead.
- Attend regular standardisation meetings and team meetings.
- Maintain the currency of your own knowledge and skills and engage pro-actively and positively with CPD.
- Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control.
- Work collaboratively with peers, colleagues and managers to ensure that the priorities that deliver the best apprentice experience are delivered.
- Attend and support open evenings / events as required.
- Carry out substantial training/delivery with groups of learners on or offsite.
- Maintain registers and report absence to the programme Manager in line with college process
- Work closely with the Curriculum Lead / Examinations Officer to ensure compliance with awarding organisations and external verifiers regulations and requirements.
- Work effectively as part of the Curriculum Area, alongside the Curriculum Area Manager.
- Maintain effective working relationships with other Departments within the Directorate and across the College.
- Report absence to Apprenticeship Coordinator and the employer in line with college process
- Ensure that English and maths training is completed at the required level for the apprenticeship and to meet the funding rules (Level 2 in most cases)
- Liaise with the Exams team to ensure that Apprentices are registered for all qualifications / End Point Assessments in line with the requirement of the Awarding Organisation / End Point Assessment Organisation
- Process achievements, completions and withdrawals in a timely manner and ensure that the College Pro-Solution data system and Smart Assessor maintain accurate data.

Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support/safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Business Assessor/Deliverer (Levels 2-3)

	Essential	Desirable
Previous Experience	At least three years' practical experience of the subject area at an appropriate level within a work environment (meeting the awarding organisations requirements for occupational competence).	- Experience of assessing learners in the workplace. - Experience of looking after apprentices or trainees in the workplace - Experience of teaching or training delivery - Experience of online portfolios
Qualifications	- Assessing qualification or willingness to work towards. - Educated to at least GCSE level or equivalent with English and Maths at C or above. - Relevant occupational qualification (meeting the awarding organisations requirements) - Initial Teacher Training qualification or willingness to work towards	Internal verifiers qualification or willingness to work towards
Special Skills/ Aptitudes	- Strong IT skills. - Ability to set achievable but challenging targets and support learners in achieving these targets - Using online portfolio systems	
Personal Attributes	- Good interpersonal skills. - Able to use own initiative. - Good organisational skills. - Able to represent and promote the College in a professional manner. - Work cohesively within a team	
Equality and Diversity	- Understanding of equality and diversity in a learning environment. - Ability to promote learning and opportunity for all.	
General Situation	- Able to work flexibly, possibly some evenings, particularly as some manufacturing companies operate shift systems. - Must possess a full UK driving licence.	

Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	
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Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates’ ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as ‘spent’ under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our ‘statement on the recruitment of ex offenders’.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and Barr](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barr)