

PERSON SPECIFICATION AND ROLE DESCRIPTION
Freelance SVQ Assessor, SVQ Centre

**Assessment fees offered on a per Candidate basis,
paid at two completion milestones.
Hours are flexible**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE	SVQ delivery Health and Social Care Standards SSSC Codes of Practice Legislation SQA requirements	Drug and alcohol awareness
EXPERIENCE	Min 3 years in a Social Care/Support role SVQ delivery Work to timescales	Min 2 years in a training or Assessor role.
QUALIFICATIONS	Registrable qualification acceptable to SSSC or another regulatory body such as HCPC or NMC D32/33 or A1 or L&D9Di	

<p>ATTRIBUTES / JOB RELATED SKILLS</p>	<p>Supportive and adaptable to Candidate support needs</p> <p>Organised with strong administrative skills.</p> <p>Flexible</p> <p>Committed to Continued Professional Learning</p> <p>Able to work independently. Strong written and verbal communication</p> <p>Confident in using and able to conduct SVQ assessment using virtual methods, e.g. via MS Teams / Zoom etc.</p>	
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ROLE DESCRIPTION**Key aims are:**

1. Assess SVQ HSC candidates as selected by SDF.
2. Adhere to SQA and SDF SVQ Policies and Procedures.
3. Adhere to the Assessment Strategy.
4. Attend meetings with Internal Verifier as required.
5. Produce monthly reports on candidate progress.
6. Ensure all candidate documentation is passed to Internal Verifier timeously.
7. To meet candidates on a regular basis.
8. Undertake and record CPD in line with Assessment Strategy requirements.
9. Maintain a caseload of candidates that meets the target agreed with the Internal Verifier.
10. Carry out regular visits to candidates ensuring that each candidate is provided with sufficient opportunity to achieve his/her Award by the expected end date.
11. Work with candidates to negotiate individual candidate goals in accordance with the review process.
12. Manage, support and motivate candidates.
13. Tailor assessments towards candidates' needs.
14. Liaise with Internal Verifier about any candidates failing to meet their targets.
15. Champion, promote and support equality for staff and candidates and to implement SDF Equal Opportunities Policy.
16. To support the aims and objectives of the Scottish Drugs Forum: