



Assessor Coach L4 Apprenticeship Standard



The Assessor Coach is a dual professional, using our up-to-date professional knowledge and skills to support vocational and professional development across the formal Education and Training Sector(ETS) as well as in any employer setting, and at any level. We may, for example, coach and assess apprentices, our own colleagues or peers, new graduates, trainees or new recruits (ranging from young entrants, to new CEOs) in the workplace or even our own workforce. The programme commensurates with our own level of experience and qualifications, as required by our employer or our sector. ACs coach and assess vocational learners, usually on a one-to-one basis, in a range of learning environments.

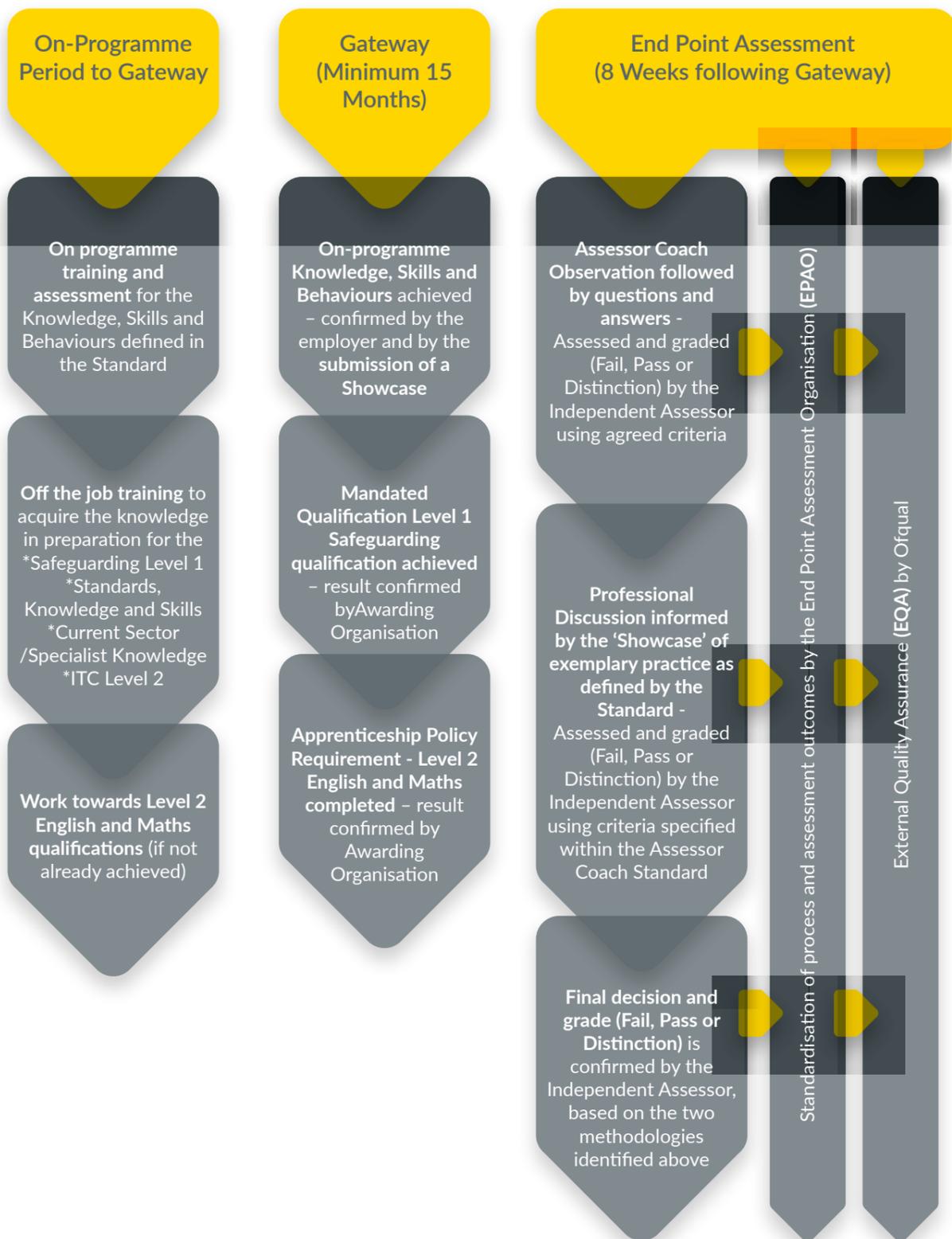
Typical topics covered:

- Relevant forms of assessment to identify individual needs
- How to agree individual programmes that inspire and challenge learners to achieve current work-related knowledge and skills
- Additional support for learners available through workplace and provider-based colleagues
- Effective coaching practice
- Coaching models such as GROW
- Strategies for inspiring learners, increasing their resilience in overcoming barriers and obstacles, and in raising concerns
- Maths and English underpinning vocational skills and how to access additional support
- Effective practice in giving feedback to guide progress and achievement
- Ways of supporting the learner's well-being
- Current and emerging technologies that could safely and effectively support learner autonomy and the Assessor-Coach role
- Administrative procedures for recording, storing and sharing information that is legally compliant

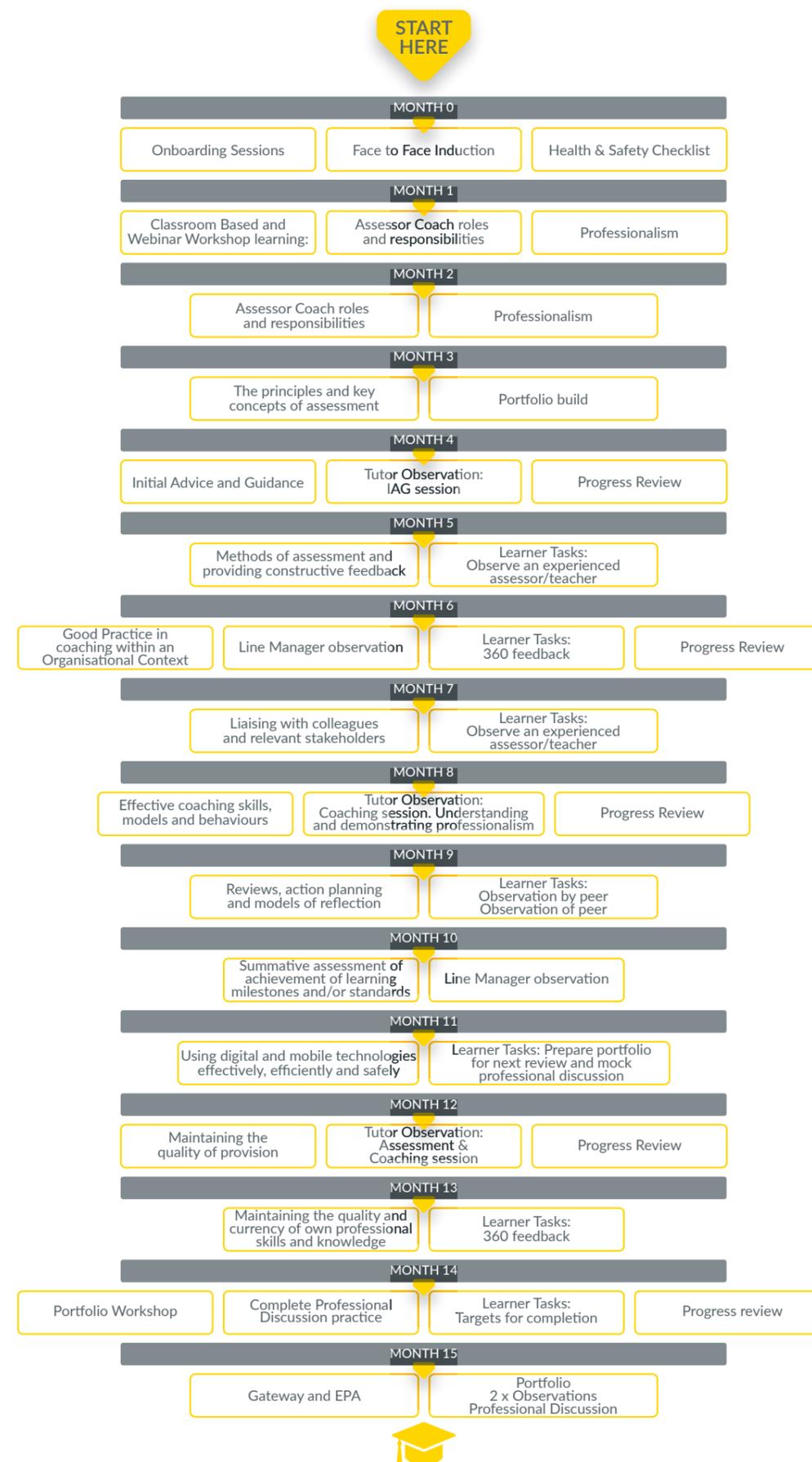
Typical Job Roles:

- Manager
- Team Leader / Supervisor
- Assessor
- Coach
- Executive Coach
- Business Coach
- Trainer
- Job Coach
- Talent Management

The 3 phases of the Higher Apprenticeship



Apprenticeship Pathway: Level 4 Assessor Coach



Details of the Assessor Coach L4 Apprenticeship Standard

Overview of the role	Coaching and assessing vocational learners, usually on a one-to-one basis, in a range of learning environments
Role / Occupation	Assessor-Coach (AC)
Duration	<p>Minimum 15 months</p> <p>The AC (Assessor-Coach) role has emerged within the Education and Training Sector (ETS), over the last 30 years, originally as a result of the implementation of vocational (competence-based) qualifications (notably NVQs) and formalised work-based education and training. The AC is a dual professional, using their up-to-date professional knowledge and skills to support vocational and professional development across the formal ETS as well as in any employer setting, and at any level. They may, for example, coach and assess apprentices, trainees or new recruits (ranging from young entrants, to new CEOs) in the workplace, commensurate with their own level of experience and qualifications, as required by their employer or their sector. ACs coach and assess vocational learners, usually on a one-to-one basis, in a range of learning environments. Coaching skills involve complex communication techniques to actively listen, provide feedback and to engage learners in planning their individualised learning programme. These skills are also integral to assessing learners' competence in relation to work-related/industry standards and life skills.</p> <p>ACs work co-operatively with other ETS or professionals (such as teachers, human resource professionals and mentors/supervisors in the workplace) in supporting the learner's development of vocational competence and the wider skills that relate to employability and professionalism.</p> <p><i>Within the sector, 'coaching' is seen as a more complex set of interpersonal skills, compared with 'mentoring'. It is more learner-centred, exploring the learner's understanding and needs rather than simply giving advice. (See the Level 3 Learning Mentor Standard for further clarification about these two different roles.)</i></p>
Entry Requirements	<p>Individual employers may set any entry requirements which may include: (As a dual-professional) - A qualification, at an appropriate level, and relevant up-to-date experience in the candidate's vocational/subject specialism.</p> <p>Many candidates will already possess a Level 3 qualification in Assessing. Depending on the specific education and training context, employers (and/or Awarding Organisations) may require candidates without an Assessor qualification, to achieve this prior to completion of their apprenticeship.</p> <p>Candidates may have achieved maths, English and ICT skills at Level 2 (equivalent to GCSE Grade C, or above) prior to commencing their training. Those that have not must achieve this prior to taking the end-point assessment.</p> <p>By The End of The Programme Learners Will Possess the Following Winning Behaviours and Habbits: (The AC apprenticeship requires the development of following professional behaviours, knowledge and skills)</p> <ol style="list-style-type: none"> Inspire, motivate and raise learners' aspirations through their passion for the sector Operate at all times to ethical and legal standards and within professional boundaries Model and encourage mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control Value the importance of maths, English and ICT skills in the learners' future economic and social well-being Evaluate and improve their own professional practice in relation to the Professional Standards for Teachers and Educators in the Education and Training Sector

The Assessor-Coach will be able to:	
Plan coaching and assessment	
S1	facilitate access to relevant, current information advice and guidance (IAG)
S2	apply or reference relevant initial and diagnostic assessment
S3	agree a programme of development and assessment, setting realistic but challenging goals that meet learners' and employers' needs
S4	liaise with employers, colleagues and others to support learners' development

Deliver coaching support	
S5	anticipate and overcome barriers to progress and inspire achievement, ensuring that learning is inclusive and supports diversity
S6	highlight learners' mathematics and English needs, and signposts to appropriate support
S7	give timely feedback on progress towards mastery of relevant skills and knowledge
S8	provide access to pastoral support and guidance
S9	promote the safe and effective use of digital and mobile technologies to support learners and the Assessor-Coach role
S10	agree and record targets and progress, complying with quality, confidentiality and data protection requirements

Assess learners	
S11	use effective listening, assertiveness and questioning to support learners' to engage with their learning plans and with assessment criteria and processes
S12	comply with awarding organisation requirements and local quality and safety guidelines

Support quality improvement	
S13	support peer review and quality assurance procedures
S14	report concerns about quality and safeguarding through appropriate channels
S15	maintain the currency of their own knowledge and skills, with reference to workplace practice and feedback from others

The Assessor-Coach will understand:	
Procedures for planning coaching and assessment	
K1	sources of and how to access up-to-date and valid IAG
K2	relevant forms of assessment to identify individual needs
K3	how to agree individual programmes that inspire and challenge learners to achieve current work-related knowledge and skills
K4	additional support for learners available through workplace and provider-based colleagues

Effective coaching practice	
K5	strategies for inspiring learners, increasing their resilience in overcoming barriers and obstacles, and in raising concerns
K6	maths and English underpinning vocational skills and how to access additional support
K7	effective practice in giving feedback to guide progress and achievement
K8	ways of supporting the learner's well-being
K9	current and emerging technologies that could safely and effectively support learner autonomy and the Assessor-Coach role
K10	administrative procedures for recording, storing and sharing information that is legally compliant

Effective vocational assessment	
K11	the effective use of active listening, assertiveness and questioning skills to support retention, progress and achievement
K12	the quality and safety requirements of assessment and procedures for reporting concerns

Ways to support quality improvement	
K13	Internal and External quality procedures and the role of peer review
K14	organisational and legislative requirements for reporting concerns about quality and safeguarding
K15	how to maintain occupational currency and ways to improve coaching and professional practice



Qualifications outcomes:

Level 1 Safeguarding

Employers may also wish candidates to achieve appropriate additional qualifications in Education and Training, including coaching.

Possible Added Value: A Level 3 Certificate in Assessing Vocational Achievement or an ILM Level 3 Certificate in Effective Coaching and Mentoring could be included with this programme offered by The Tess Group.

Progression opportunities:

The Assessor Coach may wish to develop more in the world of Teaching or Associate Project Manager, Learning and Development L3 or L5, or develop leadership skills via Team Leading, Improvement Practitioner or Operational Management as possible career progression paths.



Why Choose TESS?

- 2017 Ofsted Visit gave us a Good rating.
- Investors in People rated us Gold
- Won Apprenticeship Provider of the Year 2016 at the Apprenticeships4England Awards.
- We stand out from the industry as being a Learning & Development Provider with an MD that is CIPD qualified so the focus is definitely on learning!
- Learner & Employer Portal which shows real-time course progress plus allows learners to work on outstanding actions and attend e-learning sessions
- Reporting & Communication - the business has a dedicated Account Manager who is there to help with any queries. We also provide customised 24/7 live reporting to keep you up to speed with value from the apprenticeships.
- Tailored Marketing - we offer bespoke brochures and an online portal where interested learners can find out more about the qualifications. This marketing would have your business logo and input to it, to make it fit for purpose.
- Diverse Qualifications and training solutions for each person & department

For more information, please call 01604 210 500

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