

Freelance Housing Assessor

Location	Home Based
Contract Hours	

Role Purpose and Context

We are a leading Assessment Organisation, carrying out assessments for thousands of apprentices each year on behalf of a diverse range of employers. We have an enviable and growing client list of more than 2,200 employers and 170 training providers, enjoying exceptional satisfaction levels from our clients.

As an Assessor you will be responsible for carrying out assessments in line with DSW's guidance and the published assessment plans. You must be competent to assess any of the below standards;

- L2 Housing and Property Management Assistant
- L3 Housing and Property Management
- L4 Senior Housing and Property Management

Key Responsibilities

- Personal administration of your own assessment activity, including scheduling of assessments, maintenance of accurate records and strict adherence to SLAs
- Conducting assessments in line with DSW guidance and published assessment plans
- Positive engagement and effective communication with DSW staff, associates and clients
- Active participation in standardisation events
- Responding positively and constructively to feedback from IQAs and standardisation activities, adapting your approach as directed
- Recording, storing and disposing of sensitive data in line with DSW's procedures
- Maintaining accurate and up-to-date CPD records (minimum of 20 hours per year)
- Reporting any actual or suspected conflicts of interest between yourself and DSW clients
- Immediate reporting of any occurrences of malpractice, maladministration or adverse effects

Skills

- Understanding of assessment concepts such as validity, reliability and holistic assessment
- Attention to detail and accurate record keeping
- The ability to manage your own workload, prioritise tasks and deliver within agreed schedules and SLAs
- Excellent written and verbal communication skills with all stakeholders
- Adept with the Microsoft Office suite and be comfortable picking up new IT packages, including online conferencing systems and management systems
- You'll be an innovative, inspiring, incisive individual who works with integrity

Qualifications and Experience

You must meet the occupational competence requirements for each standard as defined by the assessment plan, plus any additional requirements specified by DSW. Requirements differ per standard, but typically include:

- Intimate understanding of the sectors and occupations you are assessing, gained through recent and relevant experience
- Understanding of mandatory qualifications within the apprenticeship
- Membership of relevant professional bodies
- Hold a relevant professional qualification (typically above the level being assessed)
- Hold a qualification to undertake work-based assessment activity.

In some circumstances, it may be permissible for you to be working towards achievement of a required qualification. Please contact us if you have a specific question regarding this.