JOB DESCRIPTION: ASSESSMENT PRODUCT DEVELOPER & INDEPENDENT ASSESSOR

Location: Hybrid (2 days per week in the office in Auckley, South Yorkshire)
Remote considered for the right candidate.

Hours: Full Time, 37.5 hours per week

ABOUT DSW

For over 25 years, DSW has helped organisations build capability through high-quality learning and assessment solutions. We partner with clients across the public and private sectors, delivering managed learning services, bespoke programmes, and access to a national network of learning professionals.

We are a values-led organisation, driven by innovation, insight, inspiration and integrity, with a close-knit team that has achieved strong growth in recent years.

Find out more about us here: www.dswlearning.co.uk

ROLE PURPOSE AND CONTEXT

This hybrid role combines assessment product development with independent assessment, enabling apprentices to demonstrate the knowledge and skills required to succeed.

Working with colleagues and subject matter experts, you will develop, review and improve assessment products throughout their lifecycle, ensuring they remain fit for purpose and meet published assessment plans, DSW guidance and regulatory requirements.

You will conduct independent assessments in line with these requirements, make impartial, evidence-based judgements and maintain accurate records. You will also support quality assurance through standardisation, reviews of assessment evidence and decisions, and feedback-led improvement to promote fair, consistent outcomes.

WHAT YOU'LL BE DOING

This is a role for someone who enjoys working as part of a team, and remaining closely involved in product development and delivery of assessment methods.

Product Development

- Work collaboratively with colleagues to manage and support a portfolio of digital assessment products throughout their lifecycle.
- Collaborate with colleagues and subject matter experts to build a shared understanding of the sectors, occupations and apprenticeship standards within the digital portfolio.
- Analyse assessment plans and other complex information, identify key requirements, make well-reasoned recommendations.

- Remain up to date with changes to apprenticeship standards and wider apprenticeship reforms.
- Design, develop and review assessment products, tools and supporting materials, identifying opportunities for continuous improvement.
- Support development projects from initial concept through implementation, rollout and ongoing review.
- Communicate product updates, assessment requirements and changes clearly to internal teams, clients and assessors.
- Monitor product and assessment performance to help ensure assessments remain valid, reliable, fair, effective and compliant.

Independent Assessor

- Conduct assessments objectively and consistently in accordance with published assessment plans, DSW guidance and agreed service levels.
- Manage the administration of assessment activity, including scheduling, accurate record keeping and timely completion of required documentation.
- Work collaboratively with colleagues, clients, assessors and subject matter experts to gather feedback and translate it into practical solutions.
- Contribute to assessment quality assurance through standardisation and reviews of assessment evidence and decisions, acting on feedback to improve practice and promote fair, consistent outcomes.
- Maintain accurate records, including product documentation, assessment evidence and continuing professional development.
- Handle sensitive data in accordance with DSW procedures and report conflicts of interest, malpractice, maladministration or adverse effects immediately.
- Contribute ideas that improve products, processes and ways of working.

WHAT WE'RE LOOKING FOR

EXPERIENCE

The requirements below are essential unless marked as desirable.

- Relevant occupational competence in any of the below digital apprenticeship standards. The digital standards portfolio includes but is not limited to:
  - Artificial Intelligence and Automation Practitioner
  - Digital Support Technician
  - Information Communications Technician
  - Network Engineer
  - Digital Learning Designer
  - Data Technician
  - Data Analyst
  - Software Technician
  - Software Developer
  - Software & Data Foundation Apprenticeship
  - Cyber Security Technician
  - Cyber Security Technologist
- A strong understanding of the digital apprenticeship sector and occupations, including qualifications relevant to the sector.

- A commitment to maintaining current occupational knowledge and accurate continuing professional development records.
- Desirable: knowledge of Further Education, apprenticeships, awarding or assessment organisations.
- Desirable: experience of assessment design, product development, quality assurance or regulatory compliance.

SKILLS

- Understanding of assessment principles, including validity, reliability, fairness and holistic assessment.
- Strong analytical and problem-solving skills, with the ability to interpret complex information and apply it effectively.
- Excellent written and verbal communication skills and the confidence to work with a range of stakeholders.
- Strong organisation and attention to detail, with the ability to manage multiple priorities, work independently and meet agreed schedules and service levels.
- Good digital skills, including Microsoft Word, Excel, PowerPoint, online conferencing platforms, Co Pilot and the ability to learn new systems.

PERSONAL QUALITIES

- Proactive and collaborative, working constructively with colleagues and stakeholders.
- Integrity and sound judgement, making objective, evidence-based decisions.
- Committed to fair, consistent assessment and continuous improvement.
- Adaptable and willing to learn, maintaining professional knowledge and responding positively to feedback.

QUALIFICATIONS

- Essential: a relevant assessor (e.g. TAQA) and/or internal quality assurance (IQA) qualification.
- Desirable: recognised digital sector qualifications that demonstrate current occupational knowledge and experience.
- Specific occupational competence and qualification requirements vary by apprenticeship standard.
- Essential: applicants must meet the requirements defined in the relevant Digital Standards assessment plans they asses and any additional requirements specified by DSW.

BENEFITS

- Competitive salary with transparent bonus scheme
- 22 days annual leave plus bank holidays increasing with service
- Option to buy extra holiday
- Company pension

- Death in service cover

HOW TO APPLY

Please send your CV, salary expectations and a covering letter or supporting statement explaining how your skills and experience meet the requirements of the role to Stuart O'Rourke at SORourke@dswlearning.co.uk