**MRS SADAF BUTT**

Professional Profile I am a fair and knowledgeable childcare assessor and I pride myself on helping others achieve their full potential in the workplace. I am an experienced tutor/trainer, assessor and the IQA, mainly working in the childcare sector, however have a wide range of experience in residential childcare. I am self-motivated and very punctual with occupational competencies assess a wide area. I am able to assess variety of awards including L5 award in leadership and management in early years, residential childcare management L3, L3 assessor qualification(CAVA).

Contact Information

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Nationality: British The Full UK driving license holder

Education & qualification-

March 2021- L5 NCFE Level 5 Evaluating the Behaviours of Young People with Special Educational Needs and Disabilities

October 2012/2015 Foundation degree in early years education 2015

November 2015 Internal Quality Assurance Level 4

March 2014 PTLLS Level 3 (Teach in a lifelong sector)

January 2012 Level 3 certificate in Assessing Vocational Achievement (NCFE)

January 2011 Level 3 Diploma in children and young people’s

Workforce (CACHE) Kingston college

10 0ct 2010- July-2011 \_ Level 4 (E100 The early years: developing practice)

Open University

April 2009 – Jan2010 NVQ LEVEL 2 CACHE Children learning and development

West Thames College

April-Jul08 SENCO, Special Needs Awareness (CACHE L2)

Hounslow manor adult and community centre

Jan-Jul08 Childcare L1

Hounslow manor adult and community centre

Sep-Dec2007 Playworker (Level 2 cache)

Hounslow manor adult and community centre

Additional languages.

Urdu Punjabi

**Work Experience:**

**Early year’s assessor for L2, L3 qualifications and the lead IQA for L2 EYE qualification**

**Uxbridge College**

**3/3/2014 till to date (permanent Monday, Tuesday, Wednesday term times only)**

Work-based and full-timer programme- Assessor the IQA

Early years educator level 2/3

Duties include:

E-Portfolio ( onefile.co.uk) and online working and tracking daily to record learner progress.

Visit their work setting every 5 weeks, do observations, professional discussions, and review the learner, extra sessions if a learner needs 1:1 support,

Support the learner to upload their work online on to the learner management system or onto their E-portfolio system ( one file system).

Marking their knowledge base work and upload of observation and the assessment online and on the one file system,

Set targets for the learners to achieve, by working closely with the learner,

The weekly tracker can be provided to the centre, where they can track a learner’s ongoing progress.

I manage my diary, hours, and visits. Attend the conduct Standardization meeting, I keep up to date with new outcomes, regulation and share ideas throughout with my peers.

I am a Lead IQA for the EYE level 2/3 qualification where I am responsible to carry out the sample planning and carry out the tasks to the agreed date, liaising with the assessors and providing feedback on their work.

Attending and conducting all IQA and the assessor’s standardization meetings.

**MNR training centre Dubai - SEPTEMBER 20 –till July 2021**

Marker/trainer/ Assessor and the IQA

Teach and assess all child care levels L1,L2,L3,L4,L5 AND SENCO L3

Plans and prepare the learner for the observation,

Upload the assignment and mark them once the learner completes the assignment

Carry out the direct observation FOR L5 students through Zoom

Communicate with the learner and their line manager to make sure that the learner is accessing all the relevant support and don’t feel isolated as the distance learning course can be hard as most of the time they do their independent research to complete the assignment,

A weekly phone call to provide support for my learners,

I attend the regular standardization meetings

One to one supervision with the IQA.

Observation planning and writing the reports then uploading on the E-portfolio system(laser).

**03/03/2018-2021**

**Tutoring and Assessing various students for the learning station ltd**

**Distance learning organization**

Assessor certificate for the candidates who would like to become an assessor.

Residential childcare level 3 and level 5.

CYPW LEVEL L3/

Early year’s and management L5

Diploma in leadership and management L5

Health and social care early years pathway level 3 and L5

EYE level 2,3,5

I presently work for the learning station ltd one of the distance learning courses providers and I teach and assess CYPWL 3 and mainly ‘residential childcare courses and the early year’s courses. Where I do the induction upon the learner allocation, complete the relevant paperwork with the learner; help them to choose their optional units.

Plans and prepare the learner for the observation,

Upload the assignment and mark them once the learner complete the assignment

Carry out the direct observation visits at the learners’ workplace,

Communicate with the learner and their line manager to make sure that the learner is accessing all the relevant support and don’t feel isolated as the distance learning course can be hard as most of the time they do their independent research to complete the assignment,

A weekly phone call to provide support for my learners,

I attend the regular standardization meetings

One to one supervision with the IQA.

Observation planning and writing the reports then uploading on the E-portfolio system.

**November 2019-July 2020 ( freelancer)**

Oxbridge college

Tutor for early year’s courses

I mark learner’s work daily, provide them feedback on their performance, and to guide them to meet the course requirement.

Email communication to provide support according to individual learners.

Communicate with the learner and their line manager to make sure that the learner is accessing all the relevant support and don’t feel isolated as the distance learning course can be hard as most of the time they do their independent research to complete the assignment.

**03/03/2013- May 2020 Hounslow adult Education**

**Where I assess learners in Childcare and the STLS Assessor**

**(CYPW LEVEL 2) and EYE level 2**

**STLS teaching assistant level 2**

**Using a Laser learning e-portfolio system**

My work includes:

Mainly I assess STLS l2 candidates

* observing candidates in the workplace
* examining candidates' portfolios of evidence
* questioning candidates( via professional discussion) to assess how they would deal with non-standard situations
* providing feedback to candidates, and offering advice if the standards are not met
* signing off the candidates fold when the candidate has met all the requirements
* keeping records of candidates' progress, according to the requirements of the awarding bodies
* Attending meetings with other assessors/ mentor.
* Standardisation meetings and the regular training to attend organised by the organisation.
* **03/03/2015- July 2018 Richmond adult college**
* Where I assess in:
* Childcare and the STLS assessor and the IQA

Trainee assessor counter pass

EYE level 2/ STLS teaching assistant level 2

My work includes:

* observing candidates in the workplace
* examining candidates' portfolios of evidence
* questioning candidates( via professional discussion) to assess how they would deal with non-standard situations
* providing feedback to candidates, and offering advice if the standards are not met
* signing off the candidates fold when the candidate has met all the requirements
* keeping records of candidates' progress, according to the requirements of the awarding bodies
* attending meetings with other assessors/ mentor
* Working closely with the training staff and candidates' line managers.