



## JOB DESCRIPTION

<b>Post:</b>	Training Advisor
<b>Responsible to:</b>	Deputy Team Leader – Apprenticeship Delivery
<b>Salary:</b>	£23,313 - £27,874 per annum Scale 5/6 (Pts 25 – 31) Full Time, 52 Weeks
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To facilitate learning by providing training, support, guidance and assessment to learners on Apprenticeship and training programmes.</p> <p>To coach and assess learners to achieve timely success for their qualification/apprenticeship carrying out reviews, supporting learners' progress, tracking progress with learners and employers.</p>
<b>Specific Duties:</b>	<p>To be responsible for an agreed caseload of assessed learners.</p> <p>Ensure learners are supported in all aspects of their apprenticeship programme and any additional support provided as needed.</p> <p>Induct learners onto relevant programmes to meet the needs of employers and learners, carrying out relevant skills-based diagnostic assessments as well as advice and guidance for career progression.</p> <p>Design a programme of assessment appropriately tailored to work based learning to meet the needs of the individual enabling them to achieve timely success.</p> <p>Identify gaps in skills and knowledge and make arrangements for delivery of additional training and tuition as required, including recruitment onto seminars, and record on individual learning plan.</p> <p>Carry out regular assessment and progress reviews to agreed timescales providing coaching and mentoring to the learner, using a wide range of assessment techniques, clear target setting and action planning.</p> <p>Maintain accurate tracking on OneFile and monitor at all times.</p>



Ensure timely assessment feedback on OneFile supporting full utilisation of the system.

Monitor achievement through initial, formative and summative assessment, engaging with employers through regular progress reviews to ensure timely completion.

Complete all necessary administration to ensure compliance with audit and funding/awarding bodies' contractual and reporting requirements.

Ensure appropriate learner progression through proactive promotion of relevant opportunities.

Recruiting learners, either as progression or new learners through contact with employers, onto relevant College programmes, liaising with the Business Development Adviser team.

Comply with all Health and Safety monitoring and reporting requirements.

Complete and record minimum 30 hours of continuing professional development each year.

Support the development of new initiatives and undertake other professional tasks as requested.

Other duties and responsibilities commensurate with the job purpose and salary as may be required from time to time.

Ensure that apprentices and employers have full knowledge of all aspects of the apprenticeship programme to include preparation for End Point Assessment and the End Point Assessment process.

Develop mock assessments and host 'Gateway' meetings.

Ensure that employers understand their obligations and involvement in the EPA process.

Ensure strong links with the programme delivery team to ensure that delivery aligns with the apprenticeship programme and scheduled assessments.



**General Requirements:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

Student Welfare and Support Services.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

To be responsible for promoting equality and diversity in line with College procedures.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

## PERSON SPECIFICATION

### TRAINING ADVISOR

In addition to being a driver and with access to a suitable vehicle, the person appointed will ideally have the following skills and experience:

#### ***Essential:***

- Recognised qualification at level 3 (or above) in a relevant occupational area
- Minimum of five years' experience working in a related trade discipline
- Hold or be working towards Assessor's qualification (TAQA, A1 or equivalent)
- Experience of the assessment of learners on site and within a learning environment
- A proven track record in assessing learners to achieve timely completion to Apprenticeship standards/frameworks
- Ability to motivate learners to obtain their learning goals
- Ability to create and maintain effective records and systems
- A commitment to monitoring and upholding of quality standards
- Excellent interpersonal skills
- Flexible, self motivated and willingness to use own initiative
- Ability to plan, organise and work under pressure and meet deadlines
- IT literate

#### ***Desirable:***

- Up to date knowledge of Apprenticeship standards/frameworks, contractual requirements and quality issues
- Hold or be working towards a teaching qualification
- Hold a Verifier Award (V1 or equivalent)
- Level 3 qualification in Advice & Guidance or equivalent
- Hold or prepared to gain an appropriate Health & Safety qualification
- Hold the TAQA qualification

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.