

Job Description

Job Title: Training Advisor
Responsible to: Senior Training Advisor
Base: Colwyn Bay

Summary of Work

The person will be responsible for assessing levels 2, 3 and 5 in Health and Social Care, Childcare and Management, vocational qualifications at levels 2 – 5

1 Responsibilities relating to quality assurance of the QCF programme

- 1.1 Liaise with learners, assessors, training advisors, verifiers, the Centre Coordinator and the External Verifier to ensure the QCF programme meets Awarding Body requirements
- 1.2 Undertake an active role in raising issues of good practice in assessment
- 1.3 Ensure that equal opportunities and anti discriminatory practices are upheld in the assessment process
- 1.4 Advise and support learners to assist them in interpreting and applying the standards correctly and consistently
- 1.5 Act as a mentor to inexperienced Training Advisors

2 Training Advisor Responsibilities

- 2.1 Act as assessor for QCF level 2, 3 and 5, vocational awards
- 2.2 Facilitate learner initial assessment and induction
- 2.3 Deliver underpinning knowledge training
- 2.4 Deliver training days

3 Personal Development

- 3.1 A commitment to own personal development
- 3.2 Attend any training courses, conferences and meetings as required

4 Working with Employers

- 4.1 Liaise with employers to ensure training delivery meets their needs
- 4.2 Update employers on learners progress on a weekly basis

5 External Professionals

- 5.1 Liaise with external professionals when necessary

6 Confidentiality

- 6.1 Adhere to the company code of confidentiality

7 Health and Safety

- 7.1 Carry out initial vetting of learner workplaces
- 7.2 Agree contracts with learners and employers
- 7.3 Monitor Health and Safety at learner workplaces
- 7.4 Carry out health and safety induction with learners
- 7.2 Report on health and safety of learners
- 7.4 Ensure compliance with legislation on health and safety issues

8 Policies and Procedures

- 8.1 Ensure that all Company Policies and Procedures are implemented

9 Any other duties

- 9.1 Carry out any other duties as and when required