

ROLE DESCRIPTION

1. JOB TITLE: TRAINING CONSULTANT

2. CONTEXT

West Herts College provides a range of training services for the business community and engages with employers in a variety of ways. This business training brings together many of these key activities in order to develop links with employers in line with our strategic objectives. Work based learning is an important element of this provision and includes Apprenticeships and Work Place Training.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of School

4. MAIN PURPOSE OF JOB

To teach, guide, support, assess and review learners on Apprenticeships, Work Place Learning, other government funded programmes and non-funded programmes, both on and off the job.

5. MAIN DUTIES AND RESPONSIBILITIES

- Co-ordinate an agreed cohort of learning programmes to achieve learners' individual learning plans and evidence portfolios.
- Design, develop and deliver an individual programme of training and assessment to ensure successful completion of the learner's individual learning plan within the planned duration.
- Carry out regular teaching, assessment visits and monitoring for each learner. During the visit, plan, assess, set and monitor appropriate targets, identify and address areas of weakness to ensure learner achievement.
- Monitor learner progress through an effective programme of tutorial support designed to supplement formal on and off-the-job training and assessment.
- Assess learners' vocational competence and theoretical knowledge in both a realistic working environment and their place of work against the national vocational qualification criteria.
- Deliver English, Maths and IT Functional Skills to apprentices.
- Maintain candidate records and assessment documentation for verification and audit purposes.
- Participate in the standardisation process to ensure that internal and external verification procedures are met to awarding body and College standards as described

in the 'Quality Assurance of Assessment Policy'.

- Maintain effective and up-to-date tracking systems to ensure learner progress is openly monitored and any obstacles to learner achievement are effectively and promptly dealt with.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Actively promote the interests of the College at all times in relationships with employers, potential learners and other interested parties.
- Maintain own occupational competency and knowledge base.
- Act as an appropriate role model for learners at all times.
- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
 - Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.