

## Job Description

Role Title: Apprenticeship Trainer – Electrical Installation	Pay Grade: BPS Assessor Grade
Normal Place of Work: AEC Parkway with travel between all college centres and employers within Bristol, Gloucester and Somerset	Line Manager: HOD Martin Horne
Normal Working Hours: 37 hours per week	Responsible For: N/A

## Purpose of Role

- To hold a caseload of students and visit them in the workplace assessing their professional competencies in their chosen vocational pathway
- To provide coaching and mentoring to help prepare the apprentice for Gateway and end point assessment.
- Create and maintain professional working relationships with key stakeholders.
- To maximise retention, achievement and success of students.
- Actively seek growth through new business or progression up to a higher level apprenticeship to maintain a healthy caseload.

## Principal Accountabilities

1. Ensure the learner is suitable to carry out their chosen apprenticeship and establish their starting point by establishing existing knowledge and skills.
2. Encourage and provide professional and vocational advice to learners, reference the most appropriate evidence to collect for their e-portfolio and towards their end point assessment.
3. Deliver high quality training and carryout competence assessment of learning against agreed action plans
4. Assess work based evidence, for inclusion in e-portfolio, ensuring assessment meets the standard set by the awarding bodies and requirements for the standards. Ensure that feedback is given in a timely manner clearly identifying areas for development
5. Be responsible for the review of learner progress and provide appropriate and timely information and guidance to enable them to succeed
6. Visit learners and employers every 8 weeks, in some circumstances agreed by line management a minimum of 8 -12 weeks, and carry out reviews with the employer and apprentice to monitor progress
7. Target apprentices at risk by providing more frequent reviews
8. Manage the attendance, retention and achievement of learners against college KPI's
9. Be responsible for building and maintaining relationships with employers, colleagues and all external organisations and partners
10. Provide coaching and mentoring to help prepare the apprentice for Gateway and end point assessment. Agree with the apprentice and employer when the learner is ready for Gateway
11. Meet with employers to establish an understanding of their business, their requirements from their employee in training and to ensure they understand their role and responsibilities.
12. Maintain a caseload of funded learners as allocated by the Head of Department

**Job Description and Person Specification**

13. Ensure learner information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
14. Ensure all learners are visited frequently and ensure that no learners funding is put at risk
15. Complete diary management within the e-portfolio system to ensure visits are programmed in advance
16. Monitor and coach all students in line with their job description, sharing professional knowledge and encouraging best practice
17. Ensure consistency and fairness throughout all assessment and delivery processes
18. Ensure and maintain an environment of high expectation and engagement, inspiring the learners to achieve the best possible outcomes
19. Ensure completion of learners individual learning plan and skill scan to aid setting long term goals and short term targets. This will involve carrying out robust IAG.
20. Produce training plans, learning resources and training materials to enable the learner to develop the knowledge, skills and behaviours as defined in the Apprenticeship Standard for that role.
21. Where possible, aim to exceed individual achievement objectives
22. Be responsible for moderation and verification at key times throughout the year
23. Monitor the accurate reporting of 20% off the job training in line with funding regulations and accurately uploading this evidence on the College's e-portfolio system.
24. Complete administration associated with the role, accurately maintaining relevant tracking documentation on the colleges e-portfolio system and provide reports as required
25. Participate in the annual self-assessment process and ensure quality improvement plans are implemented
26. Be active in the marketing and promotion of provision including contributing to marketing materials and attending promotional events including open events
27. Ensure a learning environment in which learners feel safe and supported and be accountable for own safety and that of colleagues/visitors to the workplace
28. Undertake relevant health and safety checks on learner environments and work places
29. Be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of the College's current policies and procedures
30. Ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
31. Undertake CPD in line with college policy and competency framework. Mandatory attendance at College CPD events.
32. Reflect critically on own training practice, materials and strategies used and how your performance can be improved
33. Actively contribute to your annual performance review/appraisal and the continuous improvement of yourself and others in your team
34. Ensure you apply and understand the policies and working practices of the college
35. Take responsibility in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
36. Ensure personal conduct complies with the requirements of the financial regulations
37. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College's sites

## Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none"> <li>• Employers and Stakeholders</li> </ul>	Employers and stakeholders who work in partnership with the college, students, employers and potential new business leads
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<ul style="list-style-type: none"> <li>Lecturers</li> </ul>	Lecturers and support staff, working collaboratively across areas within the college including Curriculum, finance, MIS, CLT and the Senior Leadership Team
<ul style="list-style-type: none"> <li>Head of Department and IQA</li> </ul>	

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College’s safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
NVQ Level 3 or Advanced craft certificate in Electrical Installation	✓	
Experience in delivery of electrical installation	✓	
Level 2 Maths & English qualifications	✓	
Assessor award qualification (or willingness to achieve one during the first two years’ of service)	✓	

Certificate in Education or PGCE		✓
IQA qualification (or willingness to achieve one)	✓	
IEE Wiring regulations (18 <sup>th</sup> Wiring Regulation)	✓	
<b>Knowledge and Experience</b>		
Relevant sector experience and competency in electrical installations	✓	
Ability to write brief objective reports to encourage individual development.	✓	
An understanding of the NVQ systems and assessment procedures through the standard.		✓
Knowledge of awarding organisation qualifications, schemes and their internal & external verification requirements i.e. City & Guilds		✓
Understanding of apprenticeship standards, qualifications and industry expectations	✓	
Experience of working with young people in the work place		✓
Experience of assessing, training and mentoring in a work based environment.		✓
<b>Skills and Abilities</b>		
Good presentation skills	✓	
Strong communication skills	✓	
IT literate. Must be able to demonstrate confident and efficient use of Word, Excel, Teams and email.	✓	
Able to deliver courses using eLearning technology or willingness to develop	✓	
Ability to communicate about individual performance, both verbally and in writing.	✓	
Input into individual development plans, Training plans, Scheme of work and action plans.	✓	
Work effectively in a team	✓	
Able to plan own work and achieve deadlines, involving good time management skills	✓	