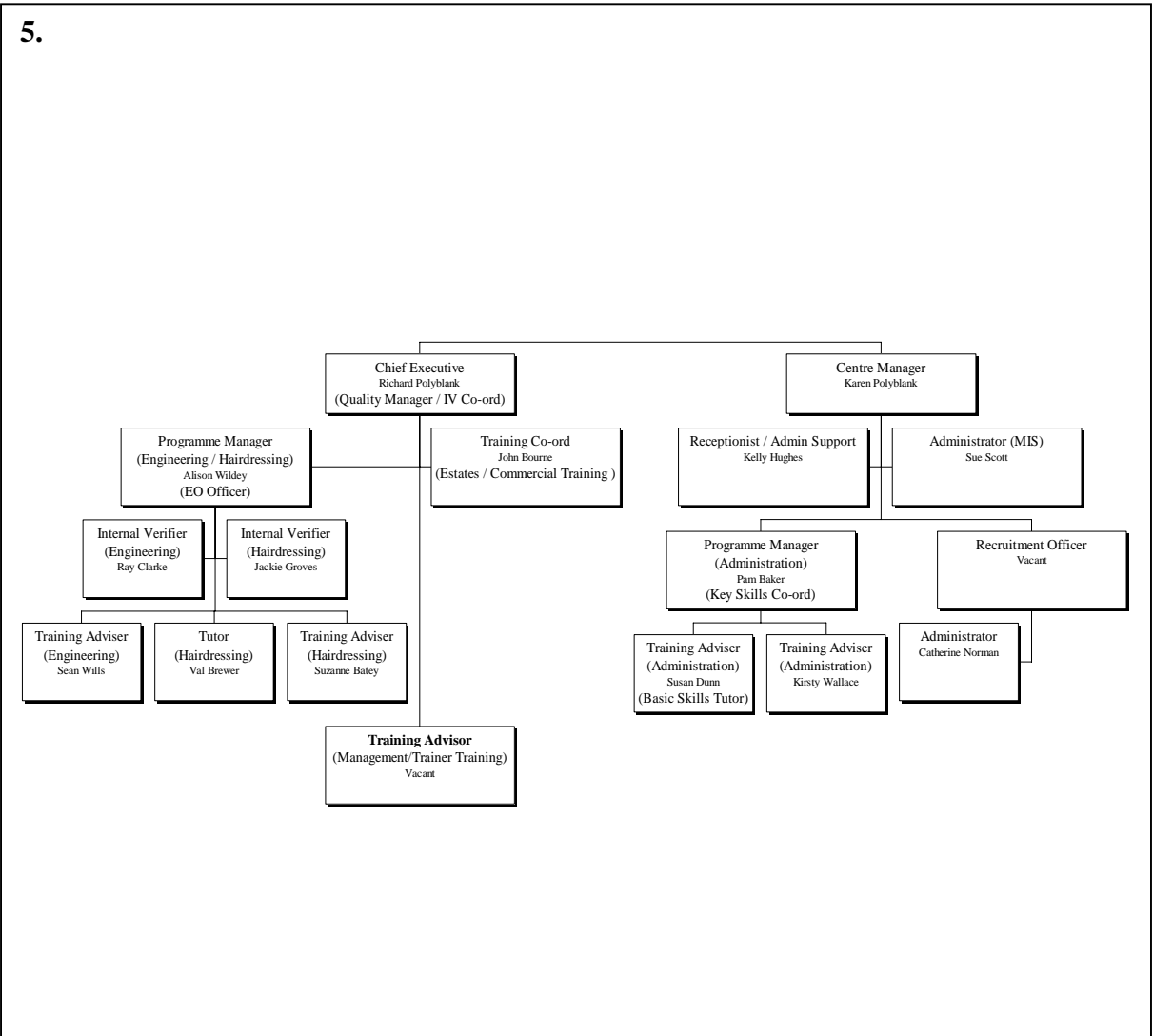




JOB DESCRIPTION

1.	JOB TITLE:	Training Advisor (Management/Trainer Training)
2.	LOCATION:	Carlisle
3.	RESPONSIBLE TO:	Chief Executive

4. DEPARTMENTAL STRUCTURE:



6. THE MAIN PURPOSE OF THE JOB:

To provide training and assessment to a variety of learners pursuing a variety of management and vocational trainer qualifications and development programmes with RWP Training Limited in line with the companies policies and procedures.

7. SPECIFIC DUTIES AND TASKS EXPECTED OF THE POSTHOLDER:

1. Liaise with employer to agree a suitable learning programme for each learner.
2. Produce an Individual Learning Plan (ILP) in conjunction with the learner and workplace mentor and agree realistic and achievable targets.
3. Identify individual training needs and liaise with Centre Manager to organise schedule and attendance at off-the-job training.
4. Liaise with mentors to identify, organise and record appropriate on-the-job training for learners.
5. Design and deliver appropriate and stimulating teaching sessions covering knowledge requirements of the qualification the individual is pursuing.
6. Provide flexible and innovative support arrangements to learners to aid portfolio development and achievement.
7. Undertake ten-weekly reviews of all trainees as per the individual learning plan.
8. Ensure where necessary, key skill achievement is fully integrated into the training and assessment process from commencement of the programme.
9. Provide support to all learners with personal / work related problems and complaints which may delay achievement.
10. Carry out ongoing assessment of learners competence in accordance with Awarding Body standards (A1) and ensure that progress is in line with the ILP towards the relevant qualification.
11. Ensure that records of direct and indirect assessment are documented and held on file in accordance with company procedure.
12. Ensure the maintenance of all associated administrative records and systems in line with company procedures.
13. Communicate effectively with internal staff, employers, mentors and learners, keep all parties fully informed of progress and developments in a professional manner and act as an ambassador to the company.

14. Attend meetings, seminars, conferences, exhibitions and other events as necessary / directed.
15. Liaise with all managers, staff and external bodies as necessary and bring to the attention of the Centre Manager any problems, which affect the smooth running of the programme.
16. Be proactive in identifying and seeking out new business opportunities during day-to-day activities and refer them to appropriate staff.
17. Undertake health and safety / equal opportunities monitoring visits of placement companies as directed.
18. Manage physical resources to meet client and contact requirements.
19. Ensure that all relevant machinery and equipment is working correctly, and reports any faults to the appropriate person.
20. Ensure the security of all buildings, equipment and machinery used in conjunction of above duties.
21. To undertake various training activities to continuously improve your own performance
22. Comply fully with all Company policies and procedures, including those relating to health and safety, equal opportunities, investors in people and other internal quality standards.
23. Carry out any other duties as requested by Centre Manager / Internal Verifier.

8. EQUAL OPPORTUNITIES

RWP Training Limited is committed to the principles of equality of opportunity and will apply them to all its relationships with staff, clients and the community, regardless of race, colour, religion, gender, marital status, ethnic or national origin, age, disability or sexual orientation.

No job description can cover every issue, which may arise within the post at various times. The jobholder is therefore expected to carry out other duties as directed by your Manager or his/her Manager or the Chief Executive from time to time which are broadly consistent with those in this document.

Signed by Postholder

Signed by Line Manager