

**JOB DESCRIPTION/PERSON
SPECIFICATION**

Job Title:	Work Based Trainer
Responsible to:	Operations Manager / Sector Lead
Responsible for:	N/A

1.	Job Purpose:
1.1	<p>To engage, work with and provide training for Apprentices and support for employers to ensure all training solutions delivered meet the requirements of the agreed Apprenticeship programme.</p> <p>To deliver quality training in order to progress an individual's knowledge, skills and behaviours through a period of learning, resulting in positive achievement. To enhance their ability to perform their current role and support progression opportunities in the future. To ensure the Apprenticeship and learning programme meets all audit and funding body requirements.</p>

2.	Key Responsibilities:
2.1	Managing a caseload of learners ensuring timely achievement of their Apprenticeship in line with the agreed Apprenticeship programme of delivery. Coordinate the apprenticeship, working closely (where required) with other trainers and tutors on additional timetabled delivery, ensuring all components meet the required knowledge, skills and behaviours.
2.2	Ensure all learners are visited at work place regularly as per their agreed Apprenticeship learning plan and in line with the guided learning hours of the qualification/standard and where necessary additional visits are carried out to support any additional needs.
2.3	Monitor learner's progress and ensure assessment for each element of the Apprenticeship is completed, enabling learners to meet achievement targets for all parts of their programme on time, working towards achievement and/or end point assessment.
2.4	Maintain learner records accurately, ensure all evidence for all sessions and visits is readily available and accessible for audit and quality purposes.
2.5	Undertake pre-apprenticeship and start up visits in-line with agreed procedures.
2.6	Undertake assessment and review (at each visit) with every learner in line with documented standards, system and strategy.
2.7	To maintain and undertake new learning to support knowledge of apprenticeship standards and end point assessment criteria.

2.8	Implement any improvements identified as a result of performance reviews and Internal Quality Assurance sampling.
2.9	Undertake Internal Quality Assurance duties (where applicable)
2.10	Engage employers in all learner reviews and promote a positive image of Workforce Skills and the Grimsby Institute.
2.11	Proactively work with Operations Management and Engagement Team in order to maintain targeted caseload numbers.
2.12	Promote and monitor equality of opportunity and safe working practices as defined by Group policies.
2.13	Attendance at WFS, College meetings and training as required.
2.14	To support new Work Based Trainers and act as a mentor and 'work buddy' when needed.
2.15	To actively support the company during Trainer shortages by supporting caseloads out of region.
2.16	Other duties that may be reasonably assigned by the line manager.

3.	Budget Responsibility:
3.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

4.	Continuing Professional Development:
4.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
4.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

5.	Health and Safety:
5.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.

	<ul style="list-style-type: none"> • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment
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6.	Equality and Diversity:
6.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

7.	Safeguarding Children and Vulnerable Adults:
7.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

8.	Group Policies and Procedures:
8.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	Essential	Desirable
Qualifications and Training	<p>Level 3 Award Assessing Vocationally Related Achievement or equivalent</p> <p>Level 4 Award in the Quality Assurance of Assessment Process and Practice or equivalent</p> <p>Training Qualifications</p> <p>ENTO HSS8 Health & Safety Award or equivalent</p> <p>Qualifications to assess on a number of disciplines</p> <p>Knowledge of work based learning funding and framework requirements and NVQ assessment requirements</p>		<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills & Specialist Knowledge	<p>Knowledge of apprenticeship standards</p> <p>Knowledge of work based learning funding and framework requirements.</p> <p>Drive and determination to achieve objectives and targets</p> <p>Commitment to quality and customers</p> <p>Proven track record of commercial awareness and business acumen</p> <p>Excellent interpersonal skills to be able to engage with colleagues and learners</p> <p>Excellent communication skills verbal and written</p> <p>Planning and organising own caseload and diary unsupervised</p> <p>Able to meet and exceed retention and achievement targets for qualifications and frameworks</p> <p>The ability to grow and maintain learner numbers in line with budget and business development targets</p> <p>IT Skills – Word and Excel</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
Experience	<p>Proven experience of work based learning assessment</p> <p>Experience of internal verification and knowledge of qualification standards</p> <p>Proven competence in occupational areas delivered</p>	<p>E</p> <p>E</p> <p>E</p>	
Other	<p>DBS check carried out on appointment</p> <p>Current Full Driving Licence</p>	<p>E</p> <p>E</p>	