

## POST DESCRIPTION

<b>Job Title:</b>	Work Based Trainer
<b>Responsible to:</b>	Head of Apprenticeships
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose</b>
1.1	To engage, work with and provide training for Learners and support the Employers to ensure all training solutions delivered meet both the requirements of the Education Inspection Framework and any mandatory auditable processes.
1.2	To deliver quality training in order to progress individuals through a period of learning that enhances their ability to perform in their current role and improve their chances of career progression.

<b>2.</b>	<b>Key Responsibilities</b>
2.1	Manage a caseload of Learners ensuring timely achievement of their chosen Apprenticeship / Commercial course.
2.2	Ensure all Learners are visited regularly as per their agreed Commitment Statement (minimum every four weeks)
2.3	Monitor the Apprentices / Commercial learners progression and ensure assessment for each element of the qualification is completed, enabling Apprentices to meet achievement targets for all components of their programme on time.
2.4	Maintain Learner records accurately both hard copy (if needed) and electronically and ensure all evidence for all visits is readily available and accessible for audit and quality purposes.
2.5	Undertake pre-placement 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, systems and strategy.
2.7	Implement any improvements identified as a result of Performance Reviews and Internal Quality Assurance Sampling.
2.8	Undertake Internal Quality Assurance duties (where applicable).
2.9	Engage Employers in all Learner Reviews and promote a positive image of Scarborough TEC, Yorkshire Employer Services and the TEC Partnership.
2.10	Proactively work with the Head of Apprenticeships and Business Development Team in order to maintain targeted caseload numbers in line with the ESFA contract value.

2.11	Promote and monitor equality of opportunity and safe working practices as defined by Partnership Policies.
2.12	Attendance at Scarborough TEC, Partnership Meetings and training as required.
2.13	To support new Workbased Trainers and act as a mentor and 'buddy' when required.
2.14	To actively support the Organisation during staff shortages by supporting caseloads out of your usual remit.
2.15	Other duties that may be reasonably assigned by the Line Manager.

<b>3.</b>	<b>Budget Responsibility</b>
3.1	The post holder has no specific budget holder responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnerships' Purchasing and Financial Regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Partnerships' Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnerships' 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

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• 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.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Partnership 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 Partnerships' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	<p>The Partnership 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 Partnership group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p>

<b>9.</b>	<b>Partnership Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Partnership 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	E/D
<b>Qualifications and Training</b>	<p>Level 3 Award in Assessing Vocationally related achievement or equivalent.</p> <p>Level 4 Award in Quality Assurance of Assessment Process and Practice or equivalent.</p> <p>Training Qualifications</p> <p>ENTO HSS8 Health and 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 NVA assessment requirements.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<b>Specialist Knowledge</b>	<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, learners and employers.</p> <p>Excellent communication skills, both written and verbal</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>
<b>Experience</b>	<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>

<b>Other</b>	DBS check carried out on appointment	E
	Current Full clear driving license	E

Qualities identified and determined by:

*E = Essential*

*D = Desirable*

