

JOB DESCRIPTION

Updated January 2022

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| Job Title : | Apprenticeship Trainer (Known as Training Consultant) |
| Location : | Based at HTP Apprenticeship College Grammar School Campus, Newport |
| Department : | Apprenticeship Training Team |
| Reporting to : | Training Manager |
| Reporting Staff : | None |
| Hours : | Full time 37 hours per week |
| Salary : | £20,000 to £26,000 Dependent upon Experience and qualifications |
| Vacancy Reference : | 22-06 September 2022 From Business, HR, Quality Practitioner & Management Hospitality & Customer Service |

Summary and Main Purpose

To engage and work with Apprenticeships, ensuring all qualifications delivered meet both the funding agency and the company standard in Retention, Success, assessment, internal quality assurance and Administration required for Government funded programmes.

Key Accountabilities:

- Managing a caseload of learners ensuring progression of their chosen programme of learning. The learners will be predominantly on Apprenticeships programmes.
- Ensure all training delivery is carried out to agreed HTP standards and that the quality of teaching, learning and assessment is good or outstanding at all times.
- Visits work based learners regularly in the workplace with the support of the employers as per their agreed programmes in line with HTP quality standards.
- Delivery of class based or remote delivery sessions, for apprenticeships to fulfil the required off-the-job training requirements.
- Monitor learner's progression and ensure assessment is completed to enable learners to meet achievement targets for all parts of their Apprenticeship programme on time.
- Maintain learner records accurately.
- Undertake pre-placement and start up visits in-line with agreed procedures and complete all relevant checks documentation ensure learners are safe and supported.
- Undertake assessment and review in line with agreed and documented standards, system and strategy.
- Implement any improvements identified as a result of performance reviews and internal quality assurance sampling.
- Undertake Internal quality assurance duties where required.
- Engage employers in all work based learner reviews and promote a positive image of the company
- Work with HTPs Business Development Team, other Training Team members and Training Managers to maintain existing learner numbers and increase business opportunities in all areas of the company even if these are not related directly to yourself.
- Promote and monitor equality of opportunity and safe working practices as defined by HTP

policies and procedures, both in centre and with employers.

- Attend Training Team, HTP staff and external meetings and training as required.
- Have or be prepared to work towards relevant work qualifications where necessary. These may include but not be limited to Teaching / Training Qualifications, Assessor and Verifier Awards, Safeguarding and Equal Opportunities.

The following are Standard responsibilities for all positions within HTP Apprenticeship College:

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all HTP policies and procedures at all times
- HTP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

| Key Requirements | Essential | Desirable |
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| Qualifications | | |
| Level 4 Assessor Coach Apprenticeship Standard or equivalent | | Yes |
| Learning & Development Consultant/Business Partner Level 5 Apprenticeship Standard, Teaching or Training Qualifications such as Cert Ed, FAETC, PTLLs and DTLLs | | Yes |
| Level 2 Award in Health and Safety in the Workplace or equivalent | | Yes |
| Qualifications relevant to the relevant occupational area that HTP delivers at Level 4 or above | | Yes |
| A good level of Maths and English qualifications | Yes | |
| Current full driving license and access to transport at all times | Yes | |

| Skills / Knowledge | | |
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| Knowledge of Apprenticeship and Traineeship programmes | | Yes |
| Knowledge of government funding programmes particularly apprenticeships | | Yes |
| Drive and determination to achieve objectives and targets | Yes | |
| Commitment to quality and customers | Yes | |
| Excellent interpersonal skills to be able to engage with colleagues and learners (verbal and written) | Yes | |
| Planning and organising acumen to manage learner caseloads in line with HTP requirements, unsupervised if necessary | Yes | |
| Able to meet and exceed retention and achievement targets for qualifications on various learning programmes | Yes | |
| The ability to support growth of programmes and learner numbers | Yes | |

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| in line with HTP and business development targets | | |
| IT Skills – Word and Excel | Yes | |

| Experience | | |
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| Proven experience of planning, delivering and evaluating teaching / training in class based or remote groups of learners | | Yes |
| Proven experience of training assessment | | Yes |
| Experience of internal quality assurance and knowledge of HTP standards | | Yes |
| Proven track record of commercial awareness and business acumen | Yes | |
| Proven competence in the relevant occupational area. | Yes | |
| Proven Supervisory / Management skills gained in the Health and Social Care occupational area. | Yes | |

| Equal Opportunity | | |
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| All job holders are required to conform to the company's policies, with respect to Equal Opportunities, Safeguarding (including Prevent Strategy) and Health and Safety as detailed in the Staff Handbook | Yes | |

| Conditions | | |
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| Able and willing to work outside normal office hours when reasonably required. Able and willing to undertake training and development as agreed. Will be required to visit sites across the contract area Able to provide own vehicle for transport with business insurance | | |