



Training Advisor – Higher Apprenticeship IT/Data Analytics

Contract: Permanent

Hours: 37 hours per week

Salary: £27,500 rising to £30,500 per annum pro rata

Who we are

We are a leading provider of training, learning and development solutions. We design, deliver and evaluate a comprehensive range of training and development solutions to service both employers' and employees' and their individual needs.

We deliver apprenticeships and skills training solutions to over 1,200 businesses across Wales and England, specialising within areas such as leadership, insurance and financial services, IT professional, data analytics, project management and contact centres.

What you'll do

We are looking for an ambitious individual who will recruit, retain and support a caseload of learners throughout their "Learning Journey", to achieve qualifications in line with key performance indicators and required criteria. As a Training Advisor, you will be required to; develop excellent working relationships with learners and clients, ensure that learners achieve their qualification within the specified timeframe and ensure that delivery is achieved within internal and external requirements.

You will support learners in the workplace delivering apprenticeships in IT / Data Analytics. The role is field based and fits within the Delivery Team reporting to the Programme Manager.

The Company is fully committed to flexible working and are happy to consider alternative work patterns / arrangements if required. We recognise the benefits that flexible working practices can bring and would welcome discussions around this at interview where necessary.

Training towards achieving relevant Assessor qualifications will be provided.

What we offer

- Starting Salary up to £27,500 per annum pro rata
- Generous holiday package
- Contributory pension scheme
- Healthcare scheme
- Excellent employee benefits

What you are responsible for

- Communicating and liaising internally and externally, using appropriate methods to facilitate the development of profitable business and sustainable relationships with both clients and learners
- Providing support and guidance to ensure achievement of learner qualifications in line with: internal delivery process; internal quality assurance procedures and the standards required by external bodies
- Representing Apprenticeship Learning Solutions (ALS) in a professional manner and promoting all available services as opportunities arise
- Liaising with the sales team to ensure learners are recruited in line with the ALS business plan and targets are met
- Carrying out all associated assessment and verification processes in accordance with internal quality systems, processes and procedures and within required timescales
- Ensuring all associated administrative tasks are completed to the required standards, in line with internal policies and procedures
- Ensuring that all relevant health and safety documents are completed within the necessary timescales, in line with the code of practice and internal policies and procedures
- Monitoring the working environment of the learners; reporting any unsafe practices or surroundings accordingly
- Ensuring a prompt response to any requests which may be made in conjunction with any internal and / or external audits conducted
- Responsible for ensuring that any complaints received from either learners or clients are dealt with professionally and effectively
- Responsible for effectively managing working diary to ensure all learners within caseload are visited accordingly and in line with the stipulated timescales
- Responsible for adhering to all equal opportunities and diversity related legislation in relation to learners, clients and colleagues
- Responsible for adhering to all health & safety related legislation in relation to learners, clients and colleagues
- Responsible for adhering to all ESDGC (Education for Sustainable Development and Global Citizenship) related information in respect of all learners, clients and colleagues

Personal development

- Participating in and contributing to regular team & standardisation meetings and team briefs to ensure up to date knowledge of the direction of the division / company
- Ensuring up to date knowledge of all operational and legislative requirements
- Contributing to team morale and levels of team motivation through continually adopting a positive and enthusiastic approach
- Contributing to a team-working ethos both within the team and wider organisational environment
- Developing personal skills and capability through on-going training, as provided by the company
- Carrying out any other reasonable duties which may be required in the course of your role

		Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Application	Minimum of 2 years' experience within an IT / Data Analytics role	A	Application/ Interview	Delivery of qualifications
Qualifications & Knowledge	A	Application/ Certificate verification	Good standard of education; GCSE [or equivalent] English language and Maths	A	Application/ Certificate verification	Assessing qualification such as A1/2 or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Possess drive, ambition and determination to succeed			
	C	Interview	Problem solving skills			
	D	Interview	Flexible and adaptable in a constantly evolving and changing environment			
	E	Interview	Ability to develop others			
	F	Interview	Proven track record of meeting targets			
	G	Interview	Excellent written and verbal communication skills			
	H	Interview	Ability to work under pressure and organise oneself in a fast-moving environment			
	I	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	J	Interview	Team player with ability to work on own initiative			
	K	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ALS Values			
	B	Interview	Possess a confident and outgoing personality in order to build relationships with internal and external customers			
Other	A	Interview	Hold a full U.K. driving licence			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=1489-26F1BCDA-2297-4057-B144-E46002AEEBAB&VacancyID=19825-DD1DBCB9-CB36-4486-9905-105E793F3BDF>