|  |
| --- |
| This document provides an outline for a specific role within the organisation. This document is not a total definition of the job or its functions. |

|  |  |
| --- | --- |
| JOB DETAILS | |
| Job title: | Learning and Development Advisor |
| Aim of the job: | Development and delivery of learning and development training |
| Department: | Training |
| Reporting to: | Directors |
| Working hours: | As outlined in your contract of employment |

|  |
| --- |
| JOB SUMMARY |
| Summary of position: |
| * Deliver the L&D Apprenticeship programme (10-20 learners per annum) * Supporting the recruitment of learners onto the programme * Ensuring all compliance paperwork e.g. inductions and reviews are completed. * Ensuring good communication with the Lead Provider * Liaising with employers to provide regular updates on learner progress * Develop the curriculum as standards and WG requirements change * Delivering Assessor qualifications * Deliver IQA qualifications (depending on experience and qualifications) * Deliver Award in Education and Training / Training Skills / Train the Trainer as and when required * Develop and deliver bespoke training for WBL / Vocational / Community Education practitioners as and when required * Awarding Organisation administration – registration, IQA and certification to meet requirements as and when required   Skills and competencies required   * PGCE / PCET / AET / L&D Assessor qualifications essential * IQA qualification desirable * A minimum of 2 years’ experience of working in the post-16 education sector * Digitally Literate * Full clean drivers licence |
| Summary of the persons the employee will work with: |
| * Directors * ALS quality team to deliver L&D qualifications * Employers * Agored Cymru Centre Manager |

|  |
| --- |
| KEY TASKS |
| * Apprenticeship Programme Delivery– assessment of 10-20 learners, compliance paperwork completed to correct standards and by required deadlines, delivery of workshops, liaising with ALS, attending standardisation meetings, * Assessment of Assessor and Verifier qualifications * Keep own knowledge up to date of current practices in E&T through regular research and CPD * Content Development – of L&D qualifications and bespoke workshops, including digital resources * Awarding Organisation administration – registration, IQA and certification to meet requirements |

|  |
| --- |
| KEY PERFORMANCE INDICATORS |
| * Visit all learners on a monthly basis (unless otherwise agreed in exceptional circumstances) * Achieve a minimum of 85% attainment rates * 0 outstanding actions on monthly contractor reports * Register and Certificate learners within timescales shown in the IQA policy * No sanctions on Awarding Organisation EQA visits * 90% good or excellent customer and partner feedback |

|  |
| --- |
| I acknowledge that I have read and understood the above job role.  SIGNED............................................................................................ DATED........................  by the employee  SIGNED............................................................................................ DATED........................  on behalf of Company. |