

Role Profile

Job Title: Apprenticeship Trainer

Salary range: £19,000 - £21,000pa (Trainee)
 £21,000 - £24,000pa (Qualified & Experienced)
 £24,000 - £26,000pa (Lead)

General Information					
Accountable to: Performance Manager					
Job Purpose					
<ul style="list-style-type: none"> Manage a caseload of apprentices, training, assessing and teaching in the workplace to achieve performance targets Deliver QCF vocational qualifications and others as dictated by the appropriate Apprenticeship Standards 					
Key Responsibilities					
<p>To Achieve Financial & Performance Targets (KR1)</p> <ul style="list-style-type: none"> Achieve timely & overall success rates to meet business needs Meet targets for self-generating starts to maintain and maximise caseload Achieve pass rate targets for functional skills Ensure that apprentice progress reviews are conducted timely and in line with funding guidelines Record and maintain apprentice progression effectively on OneFile & BKSB Support financial budgets by managing caseload effectively Prepare for monthly monitoring meetings with line manager, presenting relevant data and evidence <p>To Develop the Business and Engage with Stakeholders (KR2)</p> <ul style="list-style-type: none"> Ensure that employers and apprentices are engaged with apprenticeship programmes Maximise training opportunities with employers Identify business development referrals <p>To Ensure Quality Improvement and Achieve Compliance (KR3)</p> <ul style="list-style-type: none"> Comply with all company policies & procedures Contribute to Quest's quality improvement processes to improve provision and other company processes Ensure that Quest is compliant and all audits meet business needs Develop quality and innovative learning materials and resources, ensuring accessibility for all <p>To Develop Self and Support Others (KR4)</p> <ul style="list-style-type: none"> Take ownership of PDP Manage & record own CPD Support and communicate effectively with colleagues across the business Attend & contribute to meetings, attending standardisation meetings in line with company policy 					
Minimum requirements	Personal Attributes				
<p>Essential:</p> <ul style="list-style-type: none"> GCSE A-C Maths, English & ICT/or demonstrate competence at this level* TAQA Assessor Award or equivalent* Occupational competence Excellent presentation and communication skills To travel effectively across a wide geographical area in order to undertake workplace visits Have the right to live and work in the UK indefinitely and without restriction <p>Desirable:</p> <ul style="list-style-type: none"> AET qualification or equivalent Coaching qualification 	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Core Values</th> <th style="text-align: center;">Job Specific</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Managing relationships Communication Meeting customer's needs Involving people Quality conscious Integrity Determination Adaptability </td> <td> <ul style="list-style-type: none"> Initiative Personal organisation Thoroughness Self-control Influencing others Developing people Innovation Personal results </td> </tr> </tbody> </table>	Core Values	Job Specific	<ul style="list-style-type: none"> Managing relationships Communication Meeting customer's needs Involving people Quality conscious Integrity Determination Adaptability 	<ul style="list-style-type: none"> Initiative Personal organisation Thoroughness Self-control Influencing others Developing people Innovation Personal results
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Other requirements					
<ul style="list-style-type: none"> DBS check as appropriate Willing to undertake training & development to meet the needs of the job Willing to travel and undertake overnight stays To be professional, co-operative and flexible to meet organisational and stakeholder needs, undertaking such duties as may reasonably be expected 	<ul style="list-style-type: none"> To be able deliver commercial training if appropriate A strong commitment to promoting and safeguarding the welfare of learners Able to promote Equality and Diversity through teaching and learning Comply with Health & Safety legislation and policy Act with environmental sustainability in mind at all times 				

** Not essential if applying for a Trainee Role, Quest will provide the necessary training & experience.
 Role profiles will be reviewed and amended to meet the needs of the business and external demands.*