



## JOB DESCRIPTION

<b>Job Title:</b> Vocational Training Advisor	<b>Grading:</b> 14-17
<b>Directorate:</b>	<b>Reference:</b>
<b>Job Objectives:</b> <ol style="list-style-type: none"><li>1. To deliver training and assess within college and to clients at their workplace or placement.</li><li>2. To engage in quality assurance and quality enhancement activities.</li><li>3. To participate in staff development activities.</li><li>4. To carry out administrative duties as appropriate.</li><li>5. To undertake other reasonable duties that may be delegated from time to time by the Line Manager.</li></ol>	
<b>Reporting to:</b>	
<b>Reporting to the position:</b> None.	
<b>Interface with:</b> College staff, students and clients; prospective staff, students and clients; staff, external verifiers, students and clients of external agencies.	
<b>Approved by:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

### Duties and Responsibilities:

22/07/2025

1. To deliver training and assess within college and to clients at their workplace or placement.
  - (a) To develop guidance materials suitable to the candidate's objectives taking into account the candidate's individual needs.
  - (b) To provide a comprehensive guidance service to candidates and other relevant staff.
  - (c) To ensure effective induction to courses.
  - (d) To assist candidates in the use of training packages.
  - (e) To participate in the development of training materials.
  - (e) To deliver training as appropriate.
  - (f) To support candidates and assessors as appropriate.
  - (g) To assist with the development and designing of new courses.
  - (h) To participate in the design of assessment instruments to meet course standards and in accordance with course regulations.
  - (i) To prepare assessment materials in conjunction with relevant staff.
2. To engage in quality assurance and quality enhancement activities.
  - (a) To co-ordinate approvals of awards and courses.
  - (b) To organise and participate in standardisation meetings.
  - (c) To monitor candidates' progress and achievement.
  - (d) To internally verify clients' work/portfolios.
  - (e) To support the work of External Verifiers
3. To participate in staff development activities.
  - (a) To maintain the required knowledge in relevant subject areas and undertake programmes of development.
  - (b) To participate in the College's Staff Review Scheme.
4. To carry out administrative duties as appropriate.
  - (a) To deal with candidate and potential candidate enquiries.
  - (b) To deal with course enrolments, registration and certification.
  - (c) To assist in the development of promotional materials.
  - (d) To promote and recruit to relevant vocational provision.
  - (e) To maintain stock materials to support training and development of candidates' portfolios
  - (f) To source, evaluate and organise placements in accordance with College procedures and liaison with placement providers.
  - (g) To undertake tasks associated with student placements such as organising PVG scheme membership, corresponding with placement providers and liaising with the Health and Safety Officer.