

JOB DESCRIPTION

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

Duties and Responsibilities:

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.