

JOB DESCRIPTION

Job Title: Skills & Development Advisor **Reporting to:** Review Team Leader

Main Aim:

To support the progress of learner development within GET's training centre and within the workplace environment to include conducting regular progress reviews and undertaking assessments of evidence when submitted by the learner.

Duties Include:

- To undertake NVQ assessments of the learners in GET's training centre and out in company during years 1, 2, 3 and 4
- Carry out observations of apprentices in company to support judgements on NVQ achievement, and assess evidence submitted. Provide information, guidance and advice to support the learners to show evidence that they have achieved competence to the required standards.
- Maintain learner's records and documentation in accordance with company policies and data protection
- Ensure all assessments and observations meet the relevant NVQ standards and are in line with company and awarding body policies and procedures
- Support employers with the management of learners/employees in company
- Act as the first point of contact between nominated employers and GET with regards to the progress and development of their learners/employees.
- Work with nominated employers on their in-company training plans, helping them identify training needs and support in-company coaches.
- Ensure the learners' welfare and safety whilst on the training programme, ensure equality of opportunity and compliance with appropriate employment law.
- Attendance at appropriate internal and external meetings (e.g. standardisation, team brief)
- Promote GET and its business in a positive manner at all times
- Promote the equality, diversity and safeguarding of learners, staff and visitors at all times
- Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes
- Maintain discipline and cleanliness at all times within the centre
- Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times

- Ensure own training and development is up to date and relevant to current industry standards
- Comply and assist with GTAE requirements, audits and inspections
- We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events

Skills and / or Qualifications:

Essential

- D32/33/A1 qualifications
- Excellent written and oral communication skills
- Excellent interpersonal and organisational skills
- Willingness and capability to study for Assessor Award
- Industry experience

Desirable

- PTLLS qualification