

JOB PROFILE

TRAINING ADVISOR

RESPONSIBLE TO TEAM LEADER

To achieve the targets for recruitment and achievement specified by the Team leader in line with Welsh Assembly Government Profiles and commercial course budgets.

Ensure all learners have a full and comprehensive understanding of their training programme and individual learning plan through the process of induction, and regular visit/review/workshop schedules and their achievement plan.

To complete all internal and external documentation to ensure conformity with NWT, Welsh Assembly Government and Awarding Body requirements and standards.

Ensure your team achieves a minimum of grade 2 for Key Question 1 and 2, participate as required in the achievement of grade 2 in all other Key Questions.

Assist the company to achieve total quality in Administration/Quality procedures by adhering to all internal and contractual processes and participate in both internal and external audits.

Manage time effectively in relation to completion of itinerary planning, learner tracking, visits, marketing and staff development.

Liaise with Team Leaders and adhere to all criteria relating to route development and standardisation.

Submit learner portfolios for verification in accordance with NWT internal verification procedure.

Participate in the induction and mentoring of colleagues as necessary.

Attend all internal and external meetings/training courses as required.

Liaise with all external agencies as required.

Ensure continuous personal development in line with Company Business Plan.

Participate in 1:1 monthly performance review with your Team Leader.

Assist in ensuring your Team achieved a minimum of Grade 2 for achievement on an annual basis for each programme area.

Manage and record your own professional development in line with the Company's Business Plan and Staff Development Plan.

Promote Equal Opportunities in line with Equal Opportunities Policy.

Ensure that all matters relating to Health and Safety are carried out in line with Company Policy and current legislation.

Assist in the Self Assessment Process and the achievement of the resulting quality development plans within your role as Training Advisor.

Undertake other duties as deemed appropriate at the discretion of the Managing Director.

Reviewed August 2006