

Capital City College Group - Job Description

Job Title:	Chartered Institute of Procurement and Supply (CIPS) qualification trainer
Grade and Salary:	£24,000 pro rata (£40,000 FTE)
Service:	Training Arm Apprenticeship
Centre:	Regents Park
Reporting to:	Apprenticeship Manager
Job Purpose:	<p>To undertake Training of CIPS level 4 diploma, preparing our learners for CIPS external exams. This role also involves training learner for an apprenticeship programme by carrying out formative assessments, review of the progress of the learners within the occupational area(s), in order to achieve Capital City College Training outcome targets.</p> <p>The trainer must be able to mentor and assesses the professional competency of learners within the workplace or College, whilst supporting them towards a nationally recognised Standards & qualification and in-work progression to meet the End Point Assessment and identify progressions routes. The overall purpose of the role is to support Learners to develop their Knowledge, Skills and Behaviours to successfully complete their Apprenticeships.</p> <p>The CIPS Trainer will be responsible for on programme delivery of apprenticeships skills and behaviour standards, this will include coaching and provision of high-quality support, guidance and feedback for all apprentices enrolled on Procurement and Supply apprenticeship standard.</p>

Main Tasks:
1. Provide a structure and appropriate development journey for the apprentices enabling them to maximise their full potential
2. Deliver induction, level 4 diploma in Procurement and Supply and industry relevant skills and behaviour sessions both face to face and online, conduct learner observations, assessment planning, and record of evidence of learning.
3. Ensure monthly performance update on learners and progress reviews with line managers and Learners
4. Provide feedback to the learner on progress against knowledge skills and behaviours relevant to the standard
5. Communicate effectively with learners via an Electronic portfolio portal (Smart Assessor) and other appropriate tools and actively encourage learner engagement with their programme using the resources available.

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6. Provide continuous development of learner e-portfolio and be responsible for safeguarding of all learners.
7. To ensure embedded learning of literacy, numeracy and employability within the delivery.
8. Ensure all documentation is fully compliant with internal and external quality assurance standards.
9. Ensure appropriate quality assurance systems and procedures are complied with at all times.
10. To conduct learner observations, assessment planning, and evidence learning.
11. Contribute to the development of learning materials, lesson plans and curriculum planning (Scheme of Work)
12. Manage own caseloads within timely completion rate as required by assessment and verification processes.
13. Actively promote CCCT Apprenticeships and programmes, generating sales leads and source learners to maintain 100% caseload, including the progress of learners onto higher apprenticeships.
14. Ensure a professional and positive working relationship with internal and external customers, government agencies and continually strive to exceed customer expectations.
15. Adhere to the company's policies and procedures at all times, including Equal Opportunities, Quality improvement, Health and Safety and IT.
16. Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
17. Carry out any other such duties as may reasonably be required by the organisation.
18. Contribute to the development of appropriate programme systems and processes
19. Contribute towards learners' gateway review and support and guide them through the End Point Assessment phase to ensure meeting targets for retention and completion, leading to maximum success rates for Apprenticeship programme.
20. Other activates as and when required by CCCT

Person Specification:

Area to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree-level or other equivalent and/or relevant industry competency and experience in Procurement and supply. • Hold CIP membership (MCIP) • Must be fully or part qualified assessor (A1). Holding a teaching qualification or desire to working towards achieving the a Teaching qualification • Level 2 qualification in ICT, English and Maths 	<ul style="list-style-type: none"> • Internal Quality Assurance qualification or working towards achieving this qualification.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communications skills • Excellent presentation skills • Excellent Customer Services • The ability to effectively plan, organise and prioritise workload • Ability to communicate professionally and work closely with and support all stakeholders • Excellent all round IT skills, e-portfolio(Internet, databases, MS Word, MS Excel) • Self-motivated • Experience of working autonomously and managing own workload efficiently • An ability to take responsibility to develop own knowledge and skills • Ability to negotiate and influence outcomes. 	
Experience	<ul style="list-style-type: none"> • Significant Procurement experience in relevant industry. • Experience of managing Employer Relationships • Coaching/ mentoring both formally and informally • Experience with working in CIPS centre of study. 	<ul style="list-style-type: none"> • Experience in teaching at the graduate or professional level or of delivering training and seminars in a commercial context, relevant to the discipline • Work Place Training • Experience at using video/webinar conferencing systems • Experience working in an academic environment

Values	<ul style="list-style-type: none">• Learner-focused• Ownership and accountability• Team orientation• Target / results driven	
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