

JOB DESCRIPTION

Job Title:	Skills Officer
Faculty:	Business, IT and Aplus Training
Hours:	37hrs/wk
Status:	Permanent
Grade/Salary:	EC5/6
Regulated Activity:	Yes

Reporting/Department details:

Responsible to:	Head of Faculty
Responsible for:	Not applicable
Functional links with:	Faculty Staff Employers Faculty verification team Quality & Human Resources Department MIS Skills Development Team Business Solutions

The ideal candidate will be able to assess a range of subjects including accountancy and business.

Job Purpose:

To be responsible for reviewing, assessing, tutoring and the training for a caseload of work based learners. To track the progression and co ordinate the framework/learning plan to ensure learners achieve on/before time. To be a part of the verification team within the faculty.

Main Duties:

1. Recruit to an agreed target to ensure performance/contract targets are met
2. Carry out activation and enrolment of learners
3. Ensure relevant learner data is collected and passed to MIS in line with LSC / College engagement procedures using new technologies to maximise efficiency
4. Act as a mentor to learners
5. Ensure employer fully understands the training programme and their role and responsibilities
6. Attend and contribute to regular team meetings

7. Keep up to date with current developments relating to vocational qualifications, internal and external verification requirements.
8. Ensure own continuing professional development and take part in College staff development events as appropriate
9. Ensure adherence to both College and Awarding Bodies policies and quality processes
10. Work with or develop links with other College curriculum and support teams where appropriate
11. Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options
12. Actively promote the work of the team through participation in open evenings, recruitment and trade events, conferences and other marketing events
13. Deliver underpinning knowledge to learners in the workplace
14. Carry out learner assessment in the workplace
15. Utilise new technology to ensure assessments are carried out on a regular basis and to an agreed standard
16. Track and assess key skills
17. Carry out comprehensive induction and enrolment session
18. Arrange and provide learning support as required
19. Track and monitor learners throughout the qualification and provide feedback as appropriate
20. Ensure learner portfolios are ready for Internal Verification (IV) and External Verification (EV) and IV is carried out at regular intervals according to faculty IV plan
21. Ensure learner files, attendance records and other paperwork is accurate and kept up to date
22. Assist with the development and implementation of new strategies to improve recruitment, retention and achievement levels
23. Support the course leader in monitoring progress of team towards targets

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Commitment to Equal Opportunities.
3. Generate new business and business links

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

Sept 17

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION – SKILLS OFFICER- Accountancy / Business

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Working within the industry	A/I	Assess and train young people and adults against industry standards	A/I
	Working effectively within a successful team	A/I	Involvement in developing training solutions	I
	Using own initiative	A/I	Achieving targets	I
			Experience of internal and external verification processes	I
<u>Skills & Abilities</u>	Good communication skills (at all levels)	I	Attention to detail	I
			Customer Service Experience	A
	Vocationally competent in area of work	A/I	Management or Team Leader Experience	A
	IT Literate – use of databases, Microsoft office (Word, Excel, Access and Powerpoint)	A	Able to assess business	A
	Able to Assess accountancy	A		
Driving Licence held for 2 years with no more than 6 points		A		

	Essential	How Identified*	Desirable	How Identified*
<u>Qualifications</u>	Recognised vocational qualification at level 3 or above	A	Preparing to teach/Teaching qualification (P/CTLLS)	A
	TAQA, A1 or equivalent assessors award	A	Verifiers award or willing to work towards it	A
			AAT or ITQ	A
	GCSE Maths & English at grade C or able (or equivalent)	A	Information, Advice and Guidance qualification at level 3 or above	A
<u>Personal Qualities</u>	Enthusiasm and drive	A/I	Excellent time management	A/I
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College	I		
	Commitment to equal opportunities	I		

*Key: A = Application Form
I = Interview