

JOB DESCRIPTION

SECTION ONE

Service: Human Resource
Department: Vista Training Solutions
Salary: 23K per year

Post Title: Health & Social Care Trainer/Assessor
Grade: Permanent - Full time
Location: London

SECTION TWO

Responsible to: Training Manager
Responsible for: -

SECTION THREE – Overall purpose of the job

To train and assess learners to QCF/ National Vocational standards levels 3 to level 5 in Health & Social Care
To work with fellow Health & Social Care trainers/assessors to ensure the programme of delivery and assessment complies with national standards by using procedures designated by the accredited centre.
To adopt accepted best practice methods and use such methods to plan and support learners to the achievement of their training programs, NVQ and associated learning.
To support train and assess learners to key skills standards at levels 1 and 2.
To support ethnic minority groups (particularly Albanian speaking community) gain access to tailored training, the advancement and completion of the training programme/s encouraging professional participation and contribution into the society.

SECTION FOUR – Principal Responsibilities

1. To work with fellow Health & Social Care trainers/assessors to train and assess learners to QCF standards in Health & Social Care according to the standards set by the awarding body.
2. To deliver to new learners the full induction process including induction into NVQ, key skills, technical certificate and Centre process (as required). To encourage learners' awareness of safe working practices and personal safety and health.
3. Where necessary, to deliver programmes that satisfy the requirements of competence-based learning including the evidencing of underpinning knowledge and understanding.
4. To work with your colleagues to write and deliver training packages, knowledge questions and to provide a structured approach to portfolio building and the collecting of paper evidence.
5. When required, to train and assess to Technical Certificate standards at levels 3 to 5 and key skills Communication and Application of Number at levels 1 and 2.
6. To arrange and undertake observations and formally assess learners' abilities in the working environment. To arrange such observations and assessments with learners and employers and to complete the Centre's observation and assessment paperwork, thus ensuring that recording systems are sufficiently robust so as to meet (or exceed) the requirements of the awarding body.
7. To provide on an on-going basis, reasonable and measurable targets to each learner in order to stretch their learning capacities and retain their interests in the award. To focus upon retaining each learner until their learning aims are achieved and be prepared to offer information, advice and guidance on matters associated with Health & Social Care especially potential progression routes.
8. To input as necessary to internal verification (IV) processes for all elements of the award. To target your work to the timetables for formative and summative assessments. To comply with the IV's methodologies in terms of portfolio building and evidence gathering.

9. To liaise with fellow Health & Social Care trainers, centre co-ordinator and Vista Training Solutions manager on matters that affect the organisation's accredited centre. To evidence models and methods of training in line with the funding mechanisms of the local Learning & Skills Council and other fee-paying organisations. To assist with the Centre's self-assessment processes and ensure the standards are maintained to at least their current status within national inspection regimes.
10. To attend meetings with your fellow Health & Social Care trainers, centre co-ordinator and IV's on matters that involve individual learners, the programme generally and NVQ/QCF, key skills and technical certificate learning processes. To attend meetings with the Health & Social Care external verifier from the awarding body (two meetings per year) and if required, with the EV for key skills.
11. To attend meetings relating to the Health & Social Care qualification, as requested by Vista Training Solutions manager and to report at such meetings, the outcomes of your work including any issues or concern that you might have.
12. To comply with Vista Training Solutions policies as implemented by with particular reference to Health & Safety and Equality of Opportunity. To be aware of and accept your personal responsibilities in terms of personal safety and health and to ensure that your own practices support the ethos of safe working. To be particularly aware of the risks involved in assessing or observing in working environments and when working in one-to-one situations. To ensure that such events occur under controlled, supervised or casually observed situations.
13. To be prepared to adjust working practices according to any/all contractual changes and system and/or procedural changes as introduced by Vista Training Solutions.
14. To focus on delivering to all customers, a total quality service according to the procedures set by Vista Training Solutions. To support the manager's ethos of continuous improvement, professional development and the business unit's commitment to its standing as an Investor in People.
15. The post holder may from time to time be required to carry out other duties providing that they are within the general level of responsibility of the post holder and are within his/her capabilities.

SECTION FIVE – Main levels of contact

Internal: Vista Training Solutions Staff

External: Our Partners, employers and work place supervisors: awarding body representatives: learners.

SECTION SIX – Special features of the post

- Must have experience and relevant academic background and qualifications in Health and Social Care
- Full drivers license: use of a vehicle during working hours (casual user travel rate applies)
- Flexible approach to work and working hours: able to respond to the time practices of the industry
- Able to work some evening/weekend hours as necessary to provide for the needs of the industry
- Willingness to complete the Criminal Record Bureau (CRB) assessment
- Knowledge of Albanian Language is essential to support our candidates.

SECTION SEVEN

Job Description prepared by: (Manager) Date

Approved by: (Human Resources) Date

Agreed by: (Post holder) Date

PERSON SPECIFICATION

Service:	Human Resources	Post:	Health & Social Care Trainer/Assessor
Department:	Training	Grade:	Full-Time

Attributes	Essential	Desirable	How Identified
Relevant Experience	Evidenced experience (Health & Social Care) training and assessment.	Knowledge and experience of delivering training and assessing to technical certificate and key skills standards	Application Form/CV
Education and Training	NVQ level in Care, Promoting Independence or Health & Social Care or recognised equivalent	PTLLS/A1 sector specific to Care occupations or a willingness to achieve the qualification within a specified period of time D34/V1 qualified or equivalent Knowledge of sector-specific health & safety	Application Form/CV
Special Knowledge and Skills	Thorough knowledge of Vocational requirements and an understanding of Vocational language IT skills Training delivery skills	An understanding of work based learning funding criteria An understanding of the parameters of Health and Social Care, Paediatric and First Aid when dealing with vulnerable individuals.	Interview/Presentation

<p>Any additional Factors</p>	<p>Full drivers license and the use of a vehicle during working hours</p> <p>Flexibility in terms of working hours and the ability to work some non-social hours</p>		<p>Interview</p>
<p>Any additional Factors</p>	<p>As our work is community based we work closely with Albanian communities living in UK hence, knowledge of Albanian Language is essential to support our candidates from this community.</p>		

<p>Prepared by: (Manager)</p>	<p>Date:</p>
<p>Approved by (Human Resources)</p>	<p>Date:</p>