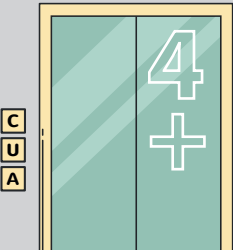
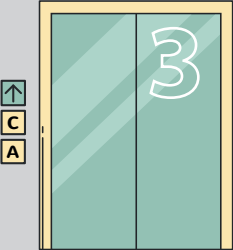


Work Based Learning Teaching Training & Assessment

Elevate your career through college/ITP* , university , or an apprenticeship 

	Job Roles (can include)	Skills (can include)	Knowledge and Behaviours (can include)
Level 4+ Senior Management 	- Managing Director - Quality Manager - Contract Manager H. R. Manager 	- Aligning capacity to deliver to contracts - Overseeing quality of delivery, managing inspections - Managing the delivery of the contract/s - Staff recruitment, development and well being 	- Understand strategic / operational planning - Understand quality control, systems development - Understand conflict management, legal awareness, people management 
Level 4 Junior to Middle Management 	- Functional Skills Teacher - Vocational Trainer - Assessor - Internal Quality Assurance / Verifier - MIS Officer - IAG Officer 	- Teaching/training on English Maths, IT - Develop of learner's Vocational skills - Undertaking of range of assessments on candidates - Sampling the quality of the assessment work carried out in organisation, liaising with Awarding Bodies - Data entry - Interviewing, initial assessment, careers guidance	- Understand teaching / training methods - Understand purpose of quality assurance - Understand MIS / Data systems - Understand interview and assessment techniques
Level 3 Experienced to Supervisory 	- Workplace Instructor - Reviewing Officer - Administrator - Junior Finance Officer - Sales & Marketing - Vocational trainer 	- Good listener, strong verbal and written communication skills - Persistent, not easily discouraged, awareness of people - Organisational ability, happy to broaden experience - Organised approach with good presentation of work - Ability to work with figures - Confident, good customer service skills, good communicator 	- Understand how to support learners - Understand purpose of learners progress with learner and employer - Understand finance principles - Marketing and engaging business principles 
Level 2 Entry level employment to intermediate 	- Classroom assistant - Placements Officer - Administrative Officer - Clerical Assistant - Finance Assistant - Receptionist 	- Supporting needy learners in classroom situations - Finding employers willing to take a trainee on - Fulfilling range of jobs within the office - Accurate data entry / database management - Understanding of basic accounting principles - Customer service / front of house services 	- Understanding of basic accounting principles - Understand customer service / front of house services - Understand communication methods - Understand how to support those with additional needs - Understand IT systems