**TRAINING ADVISOR – MOTOR VEHICLE**

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| Criteria | Essential/Desirable | Method of Assessment |
| Qualification |  |  |
| Level 2 qualifications in Maths and English | E | Application Form/Certificates |
| Hold or be willing to undertake a recognised Health & Safety Qualification to IOSH level or equivalent if required | E | Application Form/Certificates |
| Knowledge and Experience |  |  |
| Up to date knowledge of apprenticeship provision | E | Application Form / Assessment Centre |
| Experience of working with Business Development Teams to meet annual apprenticeship target profile | D | Application Form / Assessment Centre |
| Experience of managing employer relationships | D | Application Form /Assessment Centre |
| Experience of completing apprentice sign up paperwork and managing off the job training hours | D | Application Form / Assessment Centre |
| Experience of completing workplace reviews in different settings | D | Application Form / Assessment Centre |
| Experience of target setting with learners to show evidence of individualised progress | D | Application Form / Assessment Centre |
| Experience of working in a further education or training setting, particularly apprenticeship provision | D | Application Form / Assessment Centre |
| Skills and Abilities |  |  |
| Self-motivating and the ability to work as part of a team | E | Assessment Centre |
| Excellent record keeping and organisational skills | E | Assessment Centre |
| Able to use OneFile online portfolio to follow an apprentice learner journey | D | Application Form / Assessment Centre |
| Excellent I.T., communication and interpersonal skills | E | Assessment Centre |
| Ability to work to deadlines and meet targets | E | Application Form/Assessment Centre |

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| Other |  |  |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Committed to the College Equality and Diversity agenda | E | Assessment Centre |
| Willing to work flexibly | E | Assessment Centre |
| Own transport or the ability to visit sites external to the College in a timely manner. | E | Application Form / Assessment Centre |

Author: Head of Operations (Apprenticeships)

Date: March 2024