

IQA Vocational Coach

JOB DESCRIPTION

TITLE OF POST: CIPS IQA/Trainer L3/L4

RESPONSIBLE TO: Delivery Manager

Salary: £26.78 per hour (holiday excluded)

Job Purpose

To undertake training, assessments, and reviews within the occupational area(s), to include Occupational Qualifications where required in order to achieve Capital City College Training outcome targets. To carry out course Internal Quality Assurance and/or course Moderation in line with Awarding Bodies Quality Assurance Policies and the Groups quality assurance procedures and systems. To ensure effective quality control and continuous improvement.

IQA/Trainer coaches, mentors, and assesses the professional competency of learners within the workplace or College, whilst supporting them towards a nationally recognised Standard & qualification and on the job progression to meet the end point assessment and identify progression routes. The overall purpose of the role is to support, mentor, coach, deliver and assess to enable Learners to develop their Knowledge, Skills and Behaviours to successfully complete their Apprenticeships and other learner programmes within business needs.

Job Background

The IQA/trainer will be responsible to ensure effective quality control and continuous improvement across vocational areas that the post holder has competence in. They will be required to carry out course Internal Quality Assurance and course Moderation in line with Awarding Bodies Quality Assurance Policies and the Groups quality assurance procedures and systems. The IQA will work closely with the Delivery Manager to implement course design and development, to implement standardisation within the teams and maintain continual professional development.

The IQA/Trainer will also be responsible for on programme delivery of learners' skills, knowledge, and behaviours, this will include coaching, delivery and assessing alongside the provision of high-quality support, guidance, and feedback for all learners enrolled in a learning programme within CCCT.

Key Responsibilities

Provide a structured and appropriate training and development programme for apprentices and other funding stream learners.

1. To carry out course Internal Quality Assurance and/or course Moderation in line with Awarding Bodies Quality Assurance Policies and the Groups quality assurance procedures and systems. To ensure effective quality control and continuous improvement
2. To implement course design and development to implement standardisation within the teams and maintain continuous professional development in conjunction with the Delivery Manager.

3. To support, mentor, coach, deliver and assess Learners to develop their Knowledge, Skills and Behaviours to successfully complete their Apprenticeships and other learner programmes within business needs.
4. Plan and deliver induction and industry-relevant skills, knowledge and behaviour training and development sessions both face to face and online; conduct learner observations if required, plan assessments, and collate evidence of learning.
5. Ensure performance update on learners and progress reviews with line managers and learners take place every 8 weeks.
6. Provide feedback to learners on progress against knowledge, skills, and behaviours relevant to the standard and relevant qualifications.
7. Communicate effectively with learners via Smart Assessor and other appropriate tools and actively encourage learner engagement with their programme using the resources available.
8. Provide continuous development of learner e-portfolios and safeguarding support to learners.
9. To ensure Functional Skills, ICT, Maths, and English are embedded within the delivery.
10. Ensure all documentation is fully compliant with internal and external quality assurance standards.
11. Ensure appropriate quality assurance systems and procedures are complied with at all times.
12. Develop and update learning materials, delivery plans, and learning schedules for Standards and relevant qualifications.
13. Manage an average caseload of 40 learners pro-rata within timely completion rate as required by assessment and verification processes, reporting to sector Delivery Manager in 1:1 meetings.
14. Actively promote CCCT Apprenticeships and learning programmes, attending careers, promotional, and induction events when required including progressing learners onto higher apprenticeships or other programmes.
15. Ensure a professional and positive working relationship with internal and external customers, and continually strive to exceed customer expectations.
16. Adhere to the company's policies and procedures at all times, including Equal Opportunities, Quality, Health and Safety, and IT.
17. Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
18. Carry out any other such duties as may reasonably be required by the organisation.
19. To ensure all quality assurance and procedures adhered to as appropriate.

Additional Responsibilities

1. Contribute to the development of appropriate programme systems and processes.
2. Contribute towards learners' gateway review and support and guide them through the end point assessment phase to ensure target retention and completion rates for apprenticeship
3. Other activities as and when required by CCCT
4. Organise and attend all mandatory standardisation and CPD events as required and update via CPD records and PRD process.

Persons Specification Qualifications & Experience

	Essentials	Desirable
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<p>Qualifications</p>	<ul style="list-style-type: none"> • Educated to degree-level or other equivalent and/or relevant industry competency and experience across a number of Standards (e.g. from Level 2 to Higher Apprenticeships) • MCIPS level 6 qualified/certified • Must be fully or part V1 Qualified - must hold current V1 awards • Teaching qualification minimum level PTTLs • Level 2 Functional Skills ICT, English, and Maths • Must be able to travel to multi-site locations if required • IQA/Moderation Level 4 Qualification 	<ul style="list-style-type: none"> • Industry relevant accreditations or certificates • A1 qualified
<p>Experience</p>	<ul style="list-style-type: none"> • Significant experience of delivering the CIPS diploma at level 3/4. • Experience of managing Employer Relationships • Coaching/mentoring both formally and informally • Experience of delivering face to face sessions to individuals and groups • Experience of delivering online sessions using MS Teams • Experience of supporting learners through EPA • Experience and confidence in assessing learners' submissions prior to EPA • Experience and abilities to complete learners timely • Experience of giving verbal and written feedback on assignments and projects 	<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 • Experience of delivering the CIPS Level 4 apprenticeship • Experience working in an academic environment • Experience of using Smart Assessor • Experience of registering learners with CIPS, booking exams, and using ACE360 • Significant Practitioner experience relevant to the industry
<p>Skills</p>	<ul style="list-style-type: none"> • High level of organisational and administrative skills and experience of tracking and monitoring data • Excellent written and verbal communications skills • Excellent presentation skills • Excellent customer service skills • 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, Intranet, 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 	<ul style="list-style-type: none"> • Familiar with CIPS registration, exam, and EPA booking system

	<ul style="list-style-type: none">• Ability to negotiate and influence outcomes• Attention to details	
Values	<ul style="list-style-type: none">• Learner-focused• Ownership and accountability• Team orientated• Targets/results driven	