

# Part-time Lecturers Register 2016-17

Guide for Applicants



## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

**Terri Scott**  
**Principal and Chief Executive**

## Contents

Prior to completing the application form we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

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## **1. Northern Regional College Profile**

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 900 staff and had more than 18,000 enrolments during 2014/15 in over 700 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtonabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

<b>Student Focused</b>	Putting the student first in all we do.
<b>Innovation</b>	Challenging ourselves to be innovative and drive continuous improvement.
<b>Collaboration</b>	Engaging proactively with internal and external partners to achieve joint goals.
<b>Inclusiveness</b>	Promoting equality, diversity, transparency and opportunity.
<b>Sustainability</b>	Focusing on the long-term future of our College.
<b>Development</b>	Committing to ongoing development of our staff.

### **3) Part-time Lecturer**

#### **i) Role Description**

Job Title: Temporary Part Time Lecturer

Responsible to: Designated Assistant Head of Department

Purpose: To promote and develop a programme of courses in a curriculum area appropriate to the educational and training needs of the area and ensure its effective and efficient delivery so as to achieve agreed performance indicators.

#### Specific duties

- Teaching a range of subjects in the curriculum area.
- Preparing and implementing schemes of work for relevant teaching programmes.
- Preparing student assessment schedules and profiles.
- Working as a leader or member of appropriate course teams
- Designing and preparing course submissions for validation purposes.
- Maintaining a safe and healthy working environment for self, students and colleagues and carrying out risk assessments as required
- Marketing courses and services offered within the school studies programme including designing publicity materials in collaboration with the Marketing Unit.
- Maintain a knowledge base relevant to the post through appropriate staff development.
- Recruiting students to the school studies programme in the College.
- Following agreed financial procedures.
- Liaison with employers, Higher Educational establishments and professional associations.
- Contributing as part of a team to careers seminars, student industrial placements, and educational visits.
- Completing administrative duties relating to the post including, eg internal verification of student progress, marking of registers.
- Promote and support equal opportunities throughout the College

#### Other duties

- To supply information, as requested, by Senior Management within the responsibilities and remit of the post
- To be an ambassador for the Northern Regional College by representing the College on local/national committees

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and the salary attached to this post.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

**All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.**

## ii) Selection Criteria

Applicants must meet the following eligibility criteria and essential criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

### Eligibility Criteria:

- The eligibility criteria for each subject area is contained within the subject listing.

Applications will also be considered from applicants with relevant formal qualifications **considered by the selection panel to be of an equivalent or higher standard to those stated** above. If putting forward an equivalent qualification, please state the type of qualification and the date awarded. The date awarded is the date on which you were informed of the result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with the details of modules studied etc so that a well-informed decision can be made.

### Essential Criteria:

- Proven ability to impart subject knowledge and/or vocational skills at an appropriate level in a teaching context.
- Proven ability to analyse, translate and effectively communicate information to staff and customers.
- Proven ability to use a range of ICT.
- Proven ability to work effectively as part of a team in the planning, implementation and completion of tasks.
- Proven ability to motivate and enthuse self and others to meet deadlines and achieve targets.

### **iii) Terms of Appointment**

- The salary for this temporary position will be Grade 5 - £22.37, Grade 4 - £30.47, Grade 3 - £35.67, dependent upon the level of course taught.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

This is an application to the Temporary Part Time Lecturers Register for this academic year. Should there be an identified need for a PTL within the curriculum area you have applied for, a selection exercise will be undertaken and if you are successful in being shortlisted you will be called for interview.



### **3B) Part-time IT Technology Mentor**

#### **i) Role Description**

Job Title: Temporary Part Time IT Technology Mentor

Responsible to: Vice-Principal for Business Development & Transformation

Purpose: In collaboration with the Business Development Team and specified academic and support staff, to identify opportunities for innovation and to deliver technical mentoring and support to improve services/efficiencies for business partners by effective deployment of IT systems and practices.

#### Specific duties

##### **Business Engagement and Technology Transfer**

- Perform analysis of business processes within organisations and assess the level of modern IT solutions already deployed.
- Assess the level of skills within the organisation and how up-skilling support including specialist training could improve business efficiency.
- Promote business innovation within Small and Medium Enterprises (SMEs) in the area and showcase how IT can drive growth.
- Assist in the development, plan, and delivery of business solutions, including mentoring and up-skilling of employees and the deployment of technology to boost productivity and/or quality of delivery.
- Keep abreast of best practice with respect to innovation, business improvement through the use of IT.
- Assist in design, develop and deliver up-skilling programmes linked to the area of specialism.

##### **Marketing Support**

- Work with the College Marketing & Communications team to develop marketing collaterals to enable the proposition on offer in relation to IT business improvement to be communicated.

##### **Performance**

- Strive for continuous improvement in the delivery of IT solutions and associated up-skilling support to industry and to promote a culture of innovation in this context.
- Ensure the service meets and/or exceeds requirements for all internal and external stakeholders.

##### **Financial Accountability**

- Work with the College Business Development team, ensuring accuracy in preparation of proposals and delivery records so that project finances are in accordance with College practices.

- Liaise with Business Development and Finance to ensure accurate and timely preparation of funding claims and invoices for business customers.

### **External Links and Partnerships**

- Work with the College Business Development team to develop and strengthen partnership working with a range of external stakeholders including employers, professional bodies, and government departments.

### **Teaching**

- Teaching a range of subjects in the curriculum area.
- Preparing and implementing schemes of work for relevant teaching programmes.
- Preparing student assessment schedules and profiles.
- Working as a leader or member of appropriate course teams
- Designing and preparing course submissions for validation purposes.
- Maintaining a safe and healthy working environment for self, students and colleagues and carrying out risk assessments as required
- Marketing courses and services offered within the school studies programme including designing publicity materials in collaboration with the Marketing Unit.
- Maintain a knowledge base relevant to the post through appropriate staff development.
- Recruiting students to the school studies programme in the College.
- Contributing as part of a team to careers seminars, student industrial placements, and educational visits.
- Completing administrative duties relating to the post including, eg internal verification of student progress, marking of registers.

### Other duties

- Promote, implement and ensure compliance with all College policies and procedures.
- Carry out other relevant duties as assigned by the VP of Business Development and Transformation.
- Supply information, as requested, by Senior Management within the responsibilities and remit of the post.
- Ensure full compliance with the College's quality assurance systems and procedures in accordance with College policies and procedures.
- To be an ambassador for the Northern Regional College by representing the College on local/national committees.
- Promote and support equal opportunities throughout the College

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and the salary attached to this post.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

**All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.**

## ii) Selection Criteria

Applicants must meet the following eligibility criteria and essential criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

### Eligibility Criteria:

Applicants must have at least:

- a. a relevant\* Level 6 qualification or equivalent;  
**AND**
- b. a minimum of 5 years' demonstrable employment experience working in software and or the development and deployment of IT solutions in a business environment;  
**AND**
- c. access to a form of transport

***\*relevant defined as: Mechanical Engineering; Manufacturing Engineering; Manufacturing; Systems Engineering; Product Design Engineering; Mechatronics or any other engineering related discipline.***

Applications will also be considered from applicants with relevant formal qualifications **considered by the selection panel to be of an equivalent or higher standard to those stated** above. If putting forward an equivalent qualification, please state the type of qualification and the date awarded. The date awarded is the date on which you were informed of the result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with the details of modules studied etc so that a well-informed decision can be made.

### Essential Criteria:

- Technical knowledge of practices and principles of IT systems for efficient support of business processes and innovation.
- A working knowledge of:
  - how computer systems and applications interact over local and wide area networks;

- how on premise and cloud based applications and infrastructure differ in terms of infrastructure, flexibility and commercial models; and
  - how business processes can be supported through use of business applications, networks and digital data repositories (including databases and document repositories)
- Ability to establish working relationships with internal and external stakeholders.
  - Ability to rapidly develop and understanding of key business processes in businesses and where IT could improve efficiency, flexibility and overall business performance.
  - Self-motivation with a commitment to delivery of excellent customer service.
  - Interpersonal skills.

### **iii) Terms of Appointment**

- The salary for this temporary position will be £35.67 per hour.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

This is an application to the Temporary Part Time Lecturers Register for this academic year. Should there be an identified need for a PTL within the curriculum area you have applied for, a selection exercise will be undertaken and if you are successful in being shortlisted you will be called for interview.

## 4. Specialist Support Tutor

### i) Role Description

Job title: Specialist Support Tutor

Responsible to: Education Support Co-ordinator

Job purpose:

- To act as a member of the Student Services Department.
- To promote the vision, mission and core values of the College.
- To assist the Education Support Co-ordinator in the promotion and achievement of high quality Education Support and services.
- To assist the Education Support Co-ordinator to develop, implement and regularly review the appropriate, policies and procedures relating to Student Education Support services.
- To provide assistance to the Education Support Co-ordinator in the effective administration of the Needs Assessments, and follow up support mechanisms.

### Key Contacts

**Internal:** Head of Student Services and Marketing, Head of Section, Student Services, Learner Support Manager, Assistant Head of Department, senior managers, tutoring staff and students.

**External:** Educational partners, other regional colleges, external statutory and voluntary support agencies.

### Specific Duties

#### Key Areas

##### Operational

- To assist the Education Support Co-ordinator in ensuring that the provision for student education support, reflects the priorities set by Government policy and the strategic direction and mission of the College and the Support and Development Directorate.
- To contribute to a systematic process of review, evaluation and planning of the Student Education provision.
- To be an integral part of the Education Support Unit on a designated campus grouping and ensure work is carried out as effectively and efficiently as possible.
- To ensure that students who have a learning need find the service effective and efficient and is consistent across the College.
- To contribute to the Student Services Operational Plan and to the College Development Plan.
- To provide support to students in relation to the organisation / management of their work to meet course deadlines and schedules.

- To provide appropriate tutorial support to students in an academic or vocational subject area, and approaches to study on a one-to-one basis.
- To provide tutorial support to students in relation to the content and grammatical presentation of their coursework.
- To develop resources which will support an inclusive learning ethos / environment and meet the individual needs of students who have additional learning needs.
- To support students by using appropriate enabling technology.
- To contribute to the standardisation of student education support procedures across campuses which will assist in maximising student retention, satisfaction and achievement.
- To assist in monitoring the quality of student education services across the College and to contribute to improvement strategies.
- To adhere to performance criteria and achieve agreed targets for all areas of Education Support.
- To assist the Education Support Co-ordinator in developing a quality provision for learning support for students.
- To ensure that, as part of a team, the Student Services provision across the College is equitable and an effective service is provided.
- To contribute, as part of a team, so that the Education Support Unit responds quickly and effectively to the needs of students with learning difficulties or disabilities, in an equitable manner.
- To assist in developing policies, procedures and operational management of the Education Support Unit in adherence with best practice models.
- To contribute to an ethos of high quality customer care.
- To act as an advocate for students who may have a learning difficulty or disability.
- To participate, as required, in staff development training and performance reviews within the Unit.
- To ensure that an appropriate level of service is available and accessible across all campuses, and is maintained throughout the calendar year and College day.
- To undertake duties, as appropriate, in support of the wider Planning and Customer Services Directorate.

**All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.**

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and the salary attached to this post.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

## ii) Selection Criteria

Applicants must meet the following eligibility criteria and essential criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

### Eligibility Criteria

- Applicants must have a recognised qualification in teaching, at Level 5 or above
- Recent experience, within the last five years, of educational support of students with a disability and/or learning difficulty e.g. dyslexia
- GCSE English and Maths (or equivalent) at Grades A-C

Applications will also be considered from applicants with relevant formal qualifications **considered by the selection panel to be of an equivalent or higher standard to those stated** above. If putting forward an equivalent qualification, please state the type of qualification and the date awarded. The date awarded is the date on which you were informed of the result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with the details of modules studied etc so that a well-informed decision can be made.

### Essential Criteria

- Proven record of contributing to the development and implementation of education support strategies, policies and procedures.
- Proven experience in the delivery of a high quality provision of education support.
- Proven track record of working as part of a team.
- Proven ability to use IT in the context of education support.
- Proven ability to build and maintain effective relationships with a range of stakeholders, both internal and external.
- Proven ability to meet deadlines and achieve agreed targets.

## iii) Terms of Appointment

- The salary for this position is £22.37 per hour.

This application is an application to the Part time Lecturers' Register for this academic year. Should there be an identified need for a Specialist Support Tutor a selection exercise will be undertaken and if you are successful in being shortlisted you will be called for interview.

## 5. Recruitment and Selection Process

To apply in the first instance please email completed application form to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

Hard copy applications can be sent to: Human Resources, Northern Regional College, Farm Lodge, Ballymena, BT43 7DF

**Though applications to this register will not close until Mid-February 2017, it is anticipated that an initial round of shortlisting and interviews will take place April – June 16.** Please note the onus is on the applicant to ensure applications are received by HR.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the eligibility criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the eligibility criteria for the role.

### Applicants

Applicants to the register will have their details held on file for the duration of the relevant academic year. Only those candidates shortlisted from the information given on their application form will be invited for interview. Applicants to the part



time lecturers' register will only be contacted should a vacancy arise in the curriculum area they are deemed suitable to teach in and they are shortlisted for interview. Please note information regarding availability given in the application pack will also be used for shortlisting purposes therefore should your availability change during the academic year it is your responsibility to keep us informed.

### **Shortlist**

The first stage in the selection process will be to conduct a shortlist of completed application forms against the eligibility criteria when the need for a PTL in a particular curriculum area is identified. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

### **Interview**

Following the shortlisting exercise the selection process will involve a competency based interview and a teaching session against the essential criteria for the role. It is intended that the interviews will take place from April 2016 until the next register is advertised.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending for interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

### **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

### **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

### **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

### **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

‘due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.’

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

#### **Further Information**

Should you have any further queries about this selection process, please contact Claire Nutt on 02825 664257.

**5. PART TIME LECTURERS - SUBJECT LISTING 2016/17**

The essential criteria below are the minimum required for each subject area; subjects are listed in alphabetical order. Additional Essential criteria may be used and/or the criteria below may be enhanced to meet the requirements of specific vacancies. Equivalent qualifications to those listed below will be considered.

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Accounting	A degree or postgraduate qualification in Accounts, Finance OR a related academic or professional qualification at Level 4 or above OR qualified accountant status OR three years' accounting experience		
Accounting Software	A qualification at Level 3 or above in Accounting Software (preferably SAGE) OR two years' experience using accounting software		
Acting	Three years' relevant teaching experience at Level 3 or above in the past five years OR at least five years' recent industrial experience		
Administration	A degree or postgraduate qualification in Administration; OR, a related academic or professional qualification at Level 4 or above; OR, three years' administration experience within the last five years working at supervisory or management level.		
Airline Operations	A qualification which includes the study of Airline Operations at the required level OR one year's relevant experience in the industry		
Animation	Three years' experience working as an animator in the Animation industry in the past five years		

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Applied A Level in ICT	Minimum of HNC/D in Computing/IT/related discipline	One years' recent relevant industrial experience AND/OR recent teaching experience	
Aromatherapy	Qualification in Aromatherapy at level 3 or above	One year's industrial experience	
<b>Assistive Technology Tutor</b> - To provide tuition in computer use with a focus on training groups on Assistive Technology /software	A minimum of six months practical teaching / tuition experience	Evidence of having undertaken a similar role training families / carers/ learners etc on the implementation of assistive software support	
Autism training (Empower Project)	A Level 5 qualification or equivalent in Psychology, Education or related discipline	Six months' experience of delivering training in Understanding Autism and associated areas of need	
Bakery	A level 3 Qualification in Bakery	Three years' industrial or teaching experience in Bakery.	
Barbering	Barbering Certificate at level 3 or above	Three years' industrial experience	
Beauty Therapy	NVQ Level 3 Beauty Therapy or equivalent	Three years' industrial experience	
Brickwork	NVQ 3 in Brickwork or C&G Advanced Craft in Brickwork	Three years' post qualification industrial experience.	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
British Sign Language Levels 1 & 2	British Sign Language Level 3	Six months' recent experience of delivering British Sign Language Level 1 & 2	
Building Studies and related subjects from GCSE Construction to HND/Foundation degree level	Minimum of HNC/D in Construction/Architectural Technology, Building Studies/Civil Engineering or equivalent or degree in a Construction or Technology related discipline	Minimum of three years' industrial or teaching experience (HNC/HND) Or minimum one year's industrial or teaching experience (degree)	
Business Studies	A degree or postgraduate in Business OR a related academic or professional qualification at Level 4 or above OR two years' business experience		
Business Taxation	A degree or postgraduate qualification in Accounts, Finance OR a related academic or professional qualification at Level 4 or above OR qualified accountant status OR three years' accounting experience		
Carpentry and Joinery	Advanced Craft qualification or NVQ 3 in carpentry and Joinery	Three years' post qualification industrial experience.	
Catering	Level III or a Higher Level qualification (e.g. 706/3 NVQ 4, HND/C, degree) in Catering, Professional Cookery or Culinary Arts	Three years' industrial experience of working in the Hospitality and Catering Industry	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Certificate of Professional Competence (Driver Qualifications)	Minimum OCR Level 3 CPC in National & International Haulage	Minimum of three years' recent relevant industrial experience	
CIPD Tutors	Minimum of 2 years Experience in delivering Chartered Institute of Personnel Development courses		
CISCO Networking	Must be a qualified Cisco Instructor		
Complementary Therapies	Qualification in Holistic Therapy at level 3 or above	One years' industrial experience	
Computer Programming e.g. Visual Basic/ASP/~PHP, Java, C#	Minimum of HNC/D in Computing/IT/related discipline		
Construction AutoCAD	CAD to HNC Level, CAD/CAM Systems to HNC Level or C&G 4351 or 4251 -03 <b>or</b> equivalent	Minimum of three years' industrial OR teaching experience.	
Construction Technology and related subjects up to Foundation degree Level	Minimum of HNC /D in Construction/ Architectural Technology, Building Studies /Civil Engineering or equivalent or degree in a Construction or Technology related discipline	Minimum of three years' industrial or teaching experience in Sustainable construction methods and techniques (HNC/HND) Or minimum one year's industrial or teaching experience in Sustainable construction methods and techniques (degree)	



Subject	Criterion 1	Criterion 2	Criterion 3
Counselling Supervision	A Therapeutic Counselling Diploma (min 450 hours) AND EITHER a Supervision qualification OR three years experience of supervising in a Counselling Agency	Min 40 hours personal therapy <b>AND</b> a current member of a professional association	Be an accredited counsellor
Counselling/ Coaching	A counselling qualification at or above the level of the qualification being taught	A minimum of 100 hours post qualification practice and <b>EITHER</b> currently working as a practising counsellor/coach with professional body accreditation with <b>OR</b> working towards accreditation	
CSR Health & Safety	NEBOSH – Health & Safety Certificate CEF accredited CSR Trainer	Three years' post qualification industrial experience	
Subject	Criterion 1	Criterion 2	Criterion 3
Databases, Spreadsheets, Web Development, Networking, Computer Hardware	Minimum of HNC/D in Computing/IT/related discipline		

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Digital Graphic Design	A relevant degree and at least three years' teaching experience in graphic or web design software OR 3 years' experience in a related industry in the past five years'		
Digital Marketing/Social Media	3 years' relevant industrial experience in the past five years'		
Dressmaking	Practical experience in producing work in this area of study		
Dyslexia	OCR/RSA Level 5 Certificate/Diploma for Teachers of Learners with Specific Learning Difficulties or equivalent qualification	A minimum of one year's experience of tuition with adults and/or children with specific learning difficulties	
Electrical and/or Electronic Engineering	Minimum of Level 5 in Electrical and/or Electronic Engineering or related discipline	One years' recent relevant industrial experience	
Electrical Installation	C&G Electrical Installation Part 2 <b>or</b> NVQ Level 3 <b>or</b> equivalent qualification in a related discipline	Three years' post qualification industrial experience	
Emergency (First) Aid	Registered General Nurse (RGN) or First Aid Instructors qualification		
Engineering CAD	Minimum Level 5 in Engineering or related discipline	Three years' industrial experience using Solidworks and/or AutoCAD	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Engineering CAM & CNC	Minimum Level 5 in Manufacturing/Mechanical/Production Engineering or related discipline	One years' recent relevant industrial experience	
Engineering Fabrication & Welding	A minimum of NVQ 3 in Fabrication & Welding	One years' recent relevant industrial experience	
Engineering Maintenance (Electrical) up to NVQ Level 3	Minimum of NVQ 3 in Engineering Maintenance or related discipline	One years' recent relevant industrial experience	
Engineering Maintenance (Mechanical) up to NVQ Level 3	Minimum of NVQ 3 in Engineering Maintenance or related discipline	One years' recent relevant industrial experience	
Engineering Workshop Practice (Fitting, Turning, Milling, CNC)	Minimum of NVQ Level 3 or equivalent	One years' recent relevant industrial experience	
English – GCSE	A degree in English or related discipline		
English for Speakers of Other Languages (ESOL)	Certificate or Diploma in ESOL, TEFL, CELTA or a degree in Linguistics/Languages		

Subject	Criterion 1	Criterion 2	Criterion 3
Enterprise and Entrepreneurship	A degree or postgraduate qualification in Business and Enterprise or related qualification		
Environmental Technology to A Level	A degree in a Built Environment related Discipline with a substantial content on Sustainability and Renewable Technologies	Three years' post qualification industrial experience or minimum one year's industrial or teaching experience in Sustainability and Renewable Technologies.	
Equine Studies	Minimum HNC in Equine Studies or degree in Equine Studies or BHS Assistant Instructor's Certificate	Minimum one year's industrial or teaching experience	
<b>Existing Essential Skills tutors who are currently employed and recognised by DEL to teach Essential Skills will retain their recognition. Please ensure you provide full details of your essential skills recognition on your application form. The essential criteria for all new entrant Lecturers is as follows:</b>			
Essential Skills ICT	A degree obtained at a university in the UK or Republic of Ireland, of which ICT forms a minimum of 50% of the subject studied.	A teaching qualification recognised by DEL for the purpose of delivering Essential Skills. All new entrant part-time Essential Skills lecturers, who do not hold a teaching qualification that is recognised for teaching in the Northern Ireland FE sector, must achieve the Certificate in Teaching - Year 1 of the Post Graduate Certificate in Education (Further Education (PGCE (FE))) within the first year of appointment. *Please note the college cannot facilitate payment of this qualification for PTLs.	GCSE (or equivalent) in English (grade A* - C) OR Essential Skills Level 2 (or higher) in Communication; <b>AND</b> GCSE (or equivalent) in Maths (grade A* - C), OR, Essential Skills Level 2 (or higher) in Numeracy.

<p>Essential Skills Literacy</p>	<p>A degree obtained at a university in the UK or Republic of Ireland, of which English forms a minimum of 50% of the subject studied.</p>	<p>A teaching qualification recognised by DEL for the purpose of delivering Essential Skills. All new entrant part-time Essential Skills lecturers, who do not hold a teaching qualification that is recognised for teaching in the Northern Ireland FE sector, must achieve the Certificate in Teaching - Year 1 of the Post Graduate Certificate in Education (Further Education (PGCE (FE))) within the first year of appointment. *Please note the college cannot facilitate payment of this qualification for part-time lecturers.</p>	<p>GCSE (or equivalent) in English (grade A* - C) OR Essential Skills Level 2 (or higher) in Communication; <b>AND</b> GCSE (or equivalent) in Maths (grade A* - C), OR, Essential Skills Level 2 (or higher) in Numeracy.</p>
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Essential Skills Numeracy	A degree obtained at a university in the UK or Republic of Ireland, of which Mathematics forms a minimum of 50% of the subject studied.	A teaching qualification recognised by DEL for the purpose of delivering Essential Skills. All new entrant part-time Essential Skills lecturers, who do not hold a teaching qualification that is recognised for teaching in the Northern Ireland FE sector, must achieve the Certificate in Teaching - Year 1 of the Post Graduate Certificate in Education (Further Education (PGCE (FE))) within the first year of appointment. *Please note the college cannot facilitate payment of this qualification for part-time lecturers.	GCSE (or equivalent) in English (grade A* - C) OR Essential Skills Level 2 (or higher) in Communication; <b>AND</b> GCSE (or equivalent) in Maths (grade A* - C), OR, Essential Skills Level 2 (or higher) in Numeracy.
Fitness Instructor	A qualification in Fitness Instruction at Level 2 or above	A qualification appropriate to the teaching of fitness at the required level	
Food Craft	Level 3 qualification in an area of food craft	Three years' practical experience in producing work in the area required	
Food Safety	CIEH Level 3 in Food Safety or higher qualification recognised by CIEH	Current CIEH Professional Trainer Certificate or equivalent	
Foreign Language Conversation	Proven fluency in relevant language		
Hairdressing	Minimum VRQ/NVQ Level 3 Hairdressing	One year's industrial experience	
Healthier Foods & Special Diets	Level 3 qualification in Nutrition or equivalent e.g. degree or Diploma in Food Science Technology or Home Economics	Current CIEH Professional Trainer Certificate or equivalent	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Horticulture	Minimum NVQ Level 3 in Horticulture <b>or</b> equivalent qualification	Minimum of three years' industrial experience in horticulture	
Hospitality	Qualification in Hospitality and Catering OR related subject at Level 4	Three years' industrial experience of working in the Hospitality and Catering Industry	
Indian Head Massage	Level 3 qualification in Indian Head Massage	Two years' experience of teaching Indian Head Massage within the last five years	
Irish Language Conversation	A Gold Fainne award for competency in speaking fluent Irish		
Law	A degree or post graduate qualification in Law or a degree or post graduate qualification that contains a minimum of 50% of Law	A minimum of one years' recent relevant industrial experience AND/OR one years recent teaching experience	
Leadership and Management	A degree or postgraduate qualification in Leadership and Management OR a degree or postgraduate qualification that contains a substantial amount of Leadership and Management e.g. Masters in Business Administration, MEd Educational Leadership, Masters in Management, Masters in Applied Management, MSc in International Business and so on OR a related academic or professional qualification at Level 5 or above	A minimum of three years' in an organisation working in a senior management role e.g. Managing Director, Chief Executive Officer, Production Director, Sales Director, Marketing Director and so on.	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Level 1 Access to Opportunity (This is a 1 year course which aims to provide young people with the qualifications, skills, motivation and opportunities to access employment or further FE courses at Level 2 or above)	Minimum of HNC / HND or equivalent	Six months' recent experience working with young people in an education, work or community setting	
Level 2/3 BTEC Extended Nationals Diploma in IT	Relevant experience teaching Level 3 IT in the last three years		
Level 3 Award in Education and Training	A recognised teaching qualification	Minimum of one years' recent teaching experience	
Level 4 Certificate in Education and Training	A recognised teaching qualification	Minimum of one years' recent teaching experience	



Subject	Criterion 1	Criterion 2	Criterion 3
Manufacturing/Mechanical/Production Engineering	Minimum Level 5 in Manufacturing/Mechanical/Production Engineering or related discipline	One years' recent relevant industrial experience	
Mathematics – GCSE	A degree in Mathematics or related discipline		
Media, Television camerawork, Editing, Presentation Skills	Three years' relevant industrial experience in the past six years'		
Motor Vehicle Engineering (HEAVY)	Level 3 qualification in <b>Heavy</b> Motor Vehicle Engineering e.g. IMI Level 3 Technician Cert.	Three years' recent relevant industrial experience	Desirable - HNC in Vehicle Engineering or related qualification
Motor Vehicle Engineering (LIGHT)	Level 3 qualification in <b>Light</b> Motor Vehicle Engineering e.g. IMI Level 3 Technician Cert.	Three years' recent relevant industrial experience	Desirable - HNC in Vehicle Engineering or related qualification
Music - Instrumentation	Three years' teaching experience in guitar or keyboards in the past five years'		
Music Production and Technology	A degree in Music Technology OR three years' relevant industrial experience in the past five years'		
Musical Theatre	Track record in Musical Theatre production at a professional level OR minimum of five years' teaching experience in this or related subject		

Subject	Criterion 1	Criterion 2	Criterion 3
Performing Arts (Performing Arts Business, Music Theory and Performance Techniques, Musical Theatre, Dance, Drama and Stagecraft)	A degree in Performing Arts or Music (or related area) or one years relevant industrial experience within the last five years		
Personal Development / Parenting skills in a family setting - working directly with families	A minimum of one years experience in the last five years in the delivery of communication, personal development or parenting skills in a Family Support Role	Give examples of practical teaching experience in any of the following areas: implementing structure, behaviour management, goal setting, boundaries, Building resilience, confidence building, capacity building, Stress management, social skills, motivation, Creation of visual aids/social stories or similar subject areas	
PGA Golf Tutor	Recognition as a PGA Golf Professional		
Plastering	NVQ 3 in Plastering or C&G Advanced Craft in Plastering	Three years' post qualification industrial experience	
PLC Programming	Familiarity with Siemens PLC and associated BUS Systems	One years' recent relevant industrial experience	

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Plumbing	NVQ 3 in Plumbing or C&G Advanced Craft in Plumbing	Three years' post qualification industrial experience	Knowledge of domestic and industrial plumbing installations.
Practical Coded Welding	Coded to 6G (HL045 all processes)		
Practical Electronics	NVQ Level 3 or equivalent	One years' recent relevant industrial experience	
Princes Trust	Minimum of HNC/D	Three years' experience of working with youth community groups or Prince's Trust groups	
Production Arts (Stage Lighting, Sound Operations and Management, Set Design and Props, Live Sound Engineering, Event Management)	A degree in Production Arts (or related area) or one years experience in a Production Arts related industry in the last five years		
Production and Project Management	At least three years' experience in setting up and managing small businesses in the Interactive Design industry OR three years' experience in project managing in an established Interactive Design environment		

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Public First Aid	Qualified/current paramedic or nurse currently on the UK Central Council for Nursing register or a recognised teachers qualification	Hold current public first aid certificate	
Public Services	A level 5 Qualification in a public services discipline (uniformed or non uniformed) or related field	Three years' industrial experience of working in the Public services sector	
Reflexology	Qualification in Reflexology at level 3 or above	Minimum of one years' industrial experience	
Sage Payroll	A qualification at Level 3 or above in SAGE PAYROLL OR two years' experience using SAGE PAYROLL		
Science	A degree or HND/C in a relevant science subject or a closely related subject		
Science e.g. Biology / Chemistry - GCSE to HNC (level 2 to level 5)	A degree in a relevant science subject or a closely related subject		
Singing	Three years' relevant teaching experience at Level 3 or above in the past five years' OR at least five years' recent industrial experience		

Subject	Criterion 1	Criterion 2	Criterion 3
Social Care and Early Years (including Social Sciences)	A Registered General Nurse (RGN) or a degree in Nursing, a level 5 or above qualification in Social Care or Early Years or CQSW or related qualification		
Soft furnishings and Upholstery	industrial /Professional experience in producing work in this area of study		
Special Needs (Inclusive Learning)	A minimum of a level 4 qualification in a subject relevant to the ' <b>special needs curriculum</b> ' when working with people with moderate learning difficulties. The ' <b>special needs curriculum</b> ' may include: Employability, Personal and Social development; Life skills; Essential skills; Art; Retailing; Catering; horticulture; admin.	A minimum of one years' teaching experience including teaching practice.	
Sport Studies/ Science	A degree or HND/C or qualification at Level 4 or in Sports Studies/Sports Science or a related field.		

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
Sports Coaching	Coaching qualification in the specific sport as required.	Coaching qualification appropriate to the teaching of sport at the required level	
Sport - Strength & Conditioning	A degree or HND/C or qualification at Level 4 or in Sports Studies/Sports Science or a related field. A minimum of a L2 UKSCA S&C qualification, desired L3	Three years' experience in the field of S&C, applying strength science, strength training, conditioning, movement development and rehabilitation for development athletes	
Supporting Teaching and Learning (Formerly Classroom Assistants course)	A degree in Education or relevant qualification or level 3 in Classroom Assistants/Early years/STL.	Six months experience within the last two years in the Education Sector	
Training, Assessment and Quality Assurance / Learning and Development	A minimum of one year's experience in the last two of delivering Learning and Development qualifications	Hold the assessor and verifier awards i.e. Level 3 Certificate in Assessing Vocational Achievement (6317-33) or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (6317-42)	
Travel and Tourism	A degree or HND/C or qualification at Level 4 or above in Travel and Tourism or a related field		

<b>Subject</b>	<b>Criterion 1</b>	<b>Criterion 2</b>	<b>Criterion 3</b>
University Access (Research & Social Policy)	A degree or post graduate qualification that incorporates elements of research or social policy or both		
Veterinary Care e.g. L2	A Level 3 Qualification in a relevant Veterinary Care discipline		
Web Design	Three years' industrial experience in the past five years'		

