

Appointment of Electro-technical Trainer Assessor (2536)

Ballymena
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 in relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott
Principal and Chief Executive

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 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 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 Newtownabbey 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

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

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

3. Northern Regional College – an Employer of Choice

Working for the Northern Regional College is a rewarding experience. Our employees are key contributors to the continued success of the college and we offer a wide range of both financial and non-financial benefits and support to reward their commitment.

The Terms and Conditions of Employment for the role of Electro-technical Trainer Assessor are:

- **Salary Scale** – the salary scale for this post is **Band 5, £23,398 to £27,668** per annum.
- **Hours of Work** – the hours of work are **36 hours** per week.
- **Holiday Allowance** – annual leave entitlement is **23 days** per annum; an additional 7 days are awarded after 5 years' service. In addition there is an entitlement to a minimum of 11 statutory holidays in a leave year.
- **Contributory Pension Scheme** – new support staff are automatically enrolled onto the Northern Ireland Local Government Pension Scheme (NILGOSC).

Other employee benefits include:

- **Continuous Professional Development** – the opportunity to undertake accredited staff development. Successful Trainer Assessor candidates who aspire to attaining a lecturing role with the Northern Regional College can apply for college funding and support to achieve a relevant Level 5 qualification within their first 3 years of employment, followed by the PGCE(FE).
- **Childcare Vouchers** – scheme administered through Employers For Childcare.
- **Health & Wellbeing Initiatives** – including free health checks and free use of the onsite gym facilities.
- **Cycle to Work Scheme.**
- **Staff Counselling Scheme.**
- **Occupational Sick Leave & Pay.**
- **Occupational Maternity, Paternity & Adoption Leave & Pay.**
- **Special Leave.**
- **Flexible Working.**

4. Job Description

Job Title: Electro-Technical Trainer Assessor

Responsible to: Assistant Head of Department [Engineering & Built Environment]

Purpose of Post: To train and assess the skills and underpinning knowledge necessary for trainees undertaking vocational qualifications. Responsible for advising management and curriculum on trends within the electro-technical sector.

Main Duties and Responsibilities

To plan and undertake trainee assessments within vocationally relevant locations.

Prepare trainees for vocationally relevant assessment; this should include relevant training in practical skills and underpinning knowledge, assessment planning and Internal Quality Assurance, time management and target setting, protocols and procedures for assessment under the awarding body requirements.

To train and assess trainees in the workplace, in work related activity and in vocationally relevant realistic working environments as defined by the college.

Use a range of assessment methods relevant to the trainee and the assessment environment.

Develop, implement and regularly evaluate a portfolio for the Performance units.

To build upon and develop new relationships with the electrical contracting sector in order to establish a pipeline of employment opportunities for current and future learners.

To identify new and emerging trends employed within the electro-technical sector.

To provide adequate formative feedback to assess trainees for them to undertake further self-review and give the necessary guidance to support progression to summative assessment.

To continually review trainee's progress against attainment targets and devise methods to ensure completion against targets.

To assist trainees in preparation of portfolios and to comply with awarding body requirements.

To interact with teaching, training and support teams to ensure successful completion by trainees within appropriate time frames.

Develop a detailed working knowledge of the contractual requirements for the delivery and assessment of Job skills/Training for Success and/or Modern Apprenticeship/ Apprenticeship NI programmes.

Seek, receive, monitor and record all necessary documentation from employers, DFE and academic training and support staff to ensure completion of trainee tracking, claims and records.

Quality assurance and verification of records to ensure compliance with relevant contracts.

Provide support for recruitment and marketing initiatives.

Attend regular formal meetings with academic and other relevant staff involved in the training process.

To fully prepare apprentices for the AM2 Test to provide evidence of competency that is derived from the National Occupational Standards.

Participate in all aspects of the apprenticeship programme including Training Plans and Reviews and links with stakeholders to ensure milestones are claimed.

Trainee and Employer Support

Ensure employers' understanding of their role in the training process

Identify and capture training need requirements in order to ensure that tailored work based training is planned, delivered and assessed which meets the diverse requirements of the electro-technical sector.

Ensure that the workplace meets general Health & Safety requirements and bring any issues that require attention to the Training Support Officer

Ensure that all accidents are reported and recorded according to College procedures and Health and Safety Executive procedures within the required timescale

Negotiate and monitor employer contributions to the College

Provide on-going induction for trainees to ensure awareness of correct procedures and requirements for their specific programme

Visit trainees to an agreed schedule and complete trainee progress reviews within the prescribed timeframe

Adhere to the College's Student Discipline Policy and Procedures regarding trainee discipline and process the necessary paperwork to the appropriate external contacts

Process all relevant documentation regarding payment of employer bonus

Provide a mentoring service in conjunction with other relevant personnel

Administration

Process all the necessary documentation for trainees, pertaining to Jobskills/Training for Success and Modern Apprentice/ApprenticeshipsNI programmes, including Participating Partnership Agreements and Delivery Agreements

Collect and process examination certificates/results slips prior to entry

Monitor trainee progress in relation to the requirements of the occupational frameworks and targeted qualifications in order to ensure successful achievement for the trainee

General

To give industrially relevant information to employers

To work closely with course team to ensure trainees reach milestone targets and that relevant financial remuneration is claimed.

To participate in regular course team meeting and trainee reviews.

To contribute/implement trainee PTPs and portfolio monitoring.

To monitor attendance and report any non-compliance of trainees within funding or assessment regulations.

To comply with internal and external quality control mechanisms

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.

5. Person Specification

Applicants must meet the following eligibility criteria by the closing date for applications.

Qualifications	How Assessed
<ul style="list-style-type: none"> • Applicants must possess an NVQ Level 3 qualification in electro-technical installation, or equivalent. • EITHER hold, or be in the process of completing Assessors Award (A1/A2 or equivalent), OR give a commitment that you will undertake the Assessors Award (A1/A2 or equivalent) within one year. • Hold, or be in the process of completing Verifiers Award (V1/V2 or equivalent), OR give a commitment that you will undertake the Verifiers Award (V1/V2 or equivalent) within one year. 	Application Form
Experience	
<ul style="list-style-type: none"> • Two years post Apprenticeship experience in the electrical installation industry. • Evidence of professional development undertaken during the last two years; demonstrating knowledge / skills gained on current developments in the Electro-technical industry. 	Application Form
Desirable	
<p>In accordance with the College selection procedures the following eligibility criteria may be used should this vacancy attract a large number of applicants:</p> <ul style="list-style-type: none"> • Applicants must have an NVQ qualification, or equivalent, at least one level higher than the curricular area in which they wish to assess. • Applicants must provide evidence of extensive professional development undertaken during the last two years. 	Application Form
Other	
<ul style="list-style-type: none"> • Access to a car to fulfil the duties and responsibilities as described. The post-holder may be required to work in any of the Colleges locations as necessary. 	Application Form

Competencies

Key Competencies	
<ul style="list-style-type: none"> Proven ability to communicate confidently, clearly and concisely, both orally and in writing, with a wide variety of internal and external stakeholders. 	Interview and additional assessments (where appropriate)
<ul style="list-style-type: none"> Proven ability in implementing knowledge of relevant vocational area. 	
<ul style="list-style-type: none"> Proven ability in competent use of IT packages, in particular the MS Office Suite. 	
<ul style="list-style-type: none"> Proven ability to work as part of a team and also to work on own initiative. 	
<ul style="list-style-type: none"> Proven ability in effective and efficient administration skills. 	
<ul style="list-style-type: none"> Proven ability to be able to effectively plan, prioritise and manage own workload making the best use of time and resources; maintain a focus on detail and accuracy and produce work of a high quality. 	

6. Recruitment and Selection Process

How to apply

To apply in the first instance please email completed application form to jobs@nrc.ac.uk

Hard copy applications can be sent to:

Human Resources
Northern Regional College
Farm Lodge
Ballymena
BT43 7DF

The closing date for applications is **Tuesday 20 February 2018 at 1.00pm**. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

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 essential and desirable 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 criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. 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.

Selection and Interview

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based interview and will include a test/presentation against the essential criteria for the role. It is intended that the interviews will take place during March 2018.

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 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

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 Gardner on 02825 664231.