

Role Profile:

TRAINING AND APPRENTICESHIP CONSULTANT

Job Title:	Training & Apprenticeship Consultant	Reports to:	Apprenticeship Manager & Training and Development Manager
Level/Salary Range:		Position Type:	Fulltime
Job Purpose			
<p>The Training and Apprenticeship Consultant identifies, designs, delivers, and evaluates training and development solutions to develop employee's skills, knowledge, and behaviours throughout all stages of their career. The Training and Apprenticeship Consultant delivers nationally recognised qualifications and training solutions informed by the company's strategic business objectives, produced in line with the company's values and beliefs.</p>			
Job Description			
<p>Design and Develop Training Solutions</p> <ul style="list-style-type: none"> • Scope, design, evaluate and deliver high-quality appropriate training and development solutions, working in collaboration with senior leaders and subject matter experts (SMEs) , ensuring that a diverse range of training modalities are deployed • Ensure apprenticeship delivery is compliant and in line with the Company's vision and objectives • Review, update, improve and enhance training programmes against a quality framework and apprenticeship standards to ensure the content remains relevant, engaging, accurate and contemporary, whilst maintaining accurate records of updates and changes • Ensure all training programmes comply with relevant laws and regulations, including regulations linked to apprenticeship delivery. (Awarding organisations, Ofsted, ESFA) 			

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N/A	Role Profile: T & A Consultant	Joanne Pritchard	Joanne Pritchard	1.0	Internal		

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Training Delivery and Coaching

- Deliver a high-quality training provision in line with lesson plans ensuring learning objectives and timeframes are met
- Adapt and adjust training interventions to ensure all learners, irrespective of their experience, are provided with opportunities to develop their skills, knowledge and behaviour.
- Coach and mentor employees in achieving their learning aims, identifying and implementing interventions as required
- Support assigned learners to ensure they are prepared to complete all relevant training courses and pass apprenticeship qualifications to a high standard
- Deliver, document and evidence one-to-one coaching sessions as required by the programme to ensure progress in learning and applied work-based evidence is captured
- Assess employee's competencies against a standard and provide developmental feedback
- Engage and work with managers across the business to ensure that knowledge, skills and behaviours are embedded following all learning interventions
- Conduct regular progress reviews with assigned learners
- Coach learners to develop their maths and English skills in line with their training plan and individual needs.

Professional Development

- Review the L&D and Apprenticeship industries regularly for continuous innovation, ensuring best practice, maintaining links with professional bodies to keep up to date with development solutions, compliance, processes and practices
- Assess and develop own skills and knowledge within the training and recruitment industry sector and commit to continuous professional development.

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- Take ownership of own professional development

General Duties

- Maintain good communication and engagement with the business
- Represent and champion training and apprenticeships in meetings and working groups advocating for the highest standards of quality
- Work with the wider People Services Department to ensure an aligned approach to employee support and issue resolution in line with company policies and procedures
- Provide a high-quality onboarding experience for new starters with the SWS Group, providing support and guidance where required
- Share best practices with others both within the Training and Development Department and the wider business
- Complete mandatory training such as safeguarding and Prevent annually
- Foster a collaborative environment that actively champions continuous learning and growth within both our training and apprenticeship provision
- Support with quality assurance activities when required

Essential qualifications, skills, or experience

- Relevant industry qualification at level 3 or above or proven experience within a training and development or apprenticeship delivery role

Desired qualifications, skills, or experience

- Functional skills at level 2 in English and Maths
- TQ UK level 3 or equivalent assessor qualifications
- Proven experience supporting apprentices with Maths and English training

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| <ul style="list-style-type: none"> • Excellent communication skills • Excellent IT skills • Excellent organisational skills • Experience of classroom delivery | <ul style="list-style-type: none"> • Proven experience delivering apprenticeship training |
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Key Competencies

Winning Good Business:

Results driven	Contribute to setting clear and challenging targets and demonstrate drive and enthusiasm to make a difference and achieve objectives, ensuring your plans are aligned to others. Remains positive when faced with setbacks.
Innovation	Generates new ideas and solutions for day-to-day issues which can add value to the learning experience through creativity, collaboration and challenging the status quo.
Decision Making	Assesses issues objectively, evaluates options by considering implications and consequences; chooses an effective option to ensure outcome is successful.
Resilience	Maintains progress (while maintaining quality) when handling multiple tasks and projects, even under stressful situations or when faced with competing deadlines.

Improving Efficiency:

Analytical thinking	Uses information in a logical way, establishing patterns and carrying out analysis. Breakdown complex issues into understandable elements.
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Problem solving	Identifies problems and takes responsibility for finding a solution and fixing mistakes regardless of the causes.
Knowledge sharing	Actively seeks opportunities to learn by formal and informal means; learns from others by adopting and sharing best practice and expertise with the wider team.
Communication	Actively listens and considers the most appropriate way to convey information; ensures that information is received as intended. Using communication skills to persuade and influence others.
Delivering Operational Excellence:	
Continuous Improvement	Recognises problem areas, strives to understand causes to recommend solutions and prevent re-occurrence
Adaptability	Embraces change and identifies new challenges or areas of focus to continue to deliver high quality solutions
Customer focus	Understands customer need, builds and maintains strong relationships and manages expectations; uses feedback to deliver great service
Self-direction	Takes accountability for own actions and takes initiative to make things happen; achieves objectives
Developing the Best People:	
Develop Self	Supports own personal development; accepts and gives feedback and is not afraid of 'how?', committed to continuous personal development and self-assessment; own sector expertise and training skills are continually reviewed.
Motivation	Effectively manages time, resources and relationships to ensure that work is done efficiently. Motivates others to learn and finds opportunities to stretch others
Teamwork	Identifies ways to involve others and use their knowledge, ideas & skills to achieve goals more effectively; celebrates success for everyone and is motivated to contribute to the team. Ensure that your own plans are aligned with those of others

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