

Work Based Learning Teaching Training & Assessment

Elevate your career through college/ITP*, university, or an apprenticeship



	Job Roles (can include)	Skills (can include)	Knowledge and Behaviours (can include)
Level 4+ Senior Management  	• Managing Director • Quality Manager • Contract Manager • H. R. Manager	• Aligning capacity to deliver to contracts • Overseeing quality of delivery, managing inspections • Managing the delivery of the contract/s • Staff recruitment, development and well being	• Understand strategic / operational planning • Understand quality control, systems development • Understand conflict management, legal awareness, people management 
Level 4 Junior to Middle Management  	• Functional Skills Teacher • Vocational Trainer • Assessor • Internal Quality Assurance / Verifier • MIS Officer • IAG Officer	• Teaching/training on English Maths, IT • Develop of learner's Vocational skills • Undertaking of range of assessments on candidates • Sampling the quality of the assessment work carried out in organisation, liaising with Awarding Bodies • Data entry • Interviewing, initial assessment, careers guidance	• Understand teaching / training methods • Understand purpose of quality assurance • Understand MIS / Data systems • Understand interview and assessment techniques
Level 3 Experienced to Supervisory  	• Workplace Instructor • Reviewing Officer • Administrator • Junior Finance Officer • Sales & Marketing • Vocational trainer	• Good listener, strong verbal and written communication skills • Persistent, not easily discouraged, awareness of people • Organisational ability, happy to broaden experience • Organised approach with good presentation of work • Ability to work with figures • Confident, good customer service skills, good communicator 	• Understand how to support learners • Understand purpose of learners progress with learner and employer • Understand finance principles • Marketing and engaging business principles 
Level 2 Entry level employment to intermediate  	• Classroom assistant • Placements Officer • Administrative Officer • Clerical Assistant • Finance Assistant • Receptionist	• Supporting needy learners in classroom situations • Finding employers willing to take a trainee on • Fulfilling range of jobs within the office • Accurate data entry / database management • Understanding of basic accounting principles • Customer service / front of house services 	• Understanding of basic accounting principles • Understand customer service / front of house services • Understand communication methods • Understand how to support those with additional needs • Understand IT systems

*Independent Training Provider

For further information please contact hello@dstpn.co.uk