

Job title:	Trainer-Assessor
Reporting to:	Local Manager or Team Leader
Purpose of Role:	<p>To support, assess and train approximately 45 'learners'. Learners would be hospitality staff working in the industry whose employer has agreed to work jointly with HIT to enable these staff to obtain their NVQ professional qualification, funded by government skills programmes such as Apprenticeships or 'Train to Gain.'</p> <p>The Trainer-Assessor would be responsible for guiding their 'learners' through the NVQ qualification, assessing their vocational competence against the NVQ national standards, ensuring the learner understands the technical knowledge needed to undertake their job role and to deliver on a one-to-one basis any deficiencies in this knowledge.</p> <p>Trainer-Assessors must have practical hospitality vocational work experience in the sector they will be assessing and training, preferably with an appropriate hospitality vocational or management qualification.</p>

Principal duties:

- To undertake NVQ assessments of their learners to the national NVQ standard and to record all assessment decisions to meet HIT and the Awarding Body (City & Guilds) requirements.
- To deliver, supervise and mark learning activities, projects, and tests with learners on a 1 : 1 basis on employers' premises.
- To support their case load of learners to achieve their NVQ qualification within HIT prescribed timescales.
- To obtain the necessary 'A1' Assessor Qualification (if not previously held) within six months of joining HIT. Training and support will be given.
- To manage a case load of approximately 45 learners. This would involve frequent visits to the learner at their work place and in addition to NVQ training and assessment also:-
 - Provide Information, Advice and Guidance to their learners on career progression and opportunities in the hospitality industry
 - Ensure the learners' welfare and safety whilst on the training programme and carry out checks and monitoring on their workplace's health and safety, equality of opportunity and adherence to employment legislation.
 - Record all the activities relating to the learners training and assessment and all other aspects required by the funding and awarding bodies on the prescribed paperwork.
 - 'Sign-up' and induct new learners using prescribed documentation and procedures
 - Maintain learners' records and activities, on prescribed paperwork or electronically on our I.T. management system.
- Maintain the caseload of learners, replacing those who complete their qualification or leave early by:
 - Engaging any other eligible employees on sites with current learners onto HIT's programme.
 - Respond to leads supplied by Skills Brokers, our telesales team, or local marketing initiatives.
 - Undertake sales activities to recruit new learners on your own initiative or as part of your area team.
 - To promote HIT by attending industry events, careers exhibitions, and participating in sales and marketing activities and presentations.

Additional Duties

- To undertake delivery of training courses, subject to suitable qualifications and delivery experience
- To undertake NVQ internal verification activities if experience and qualifications allow.