	New Links Training Solutions Ltd	Form: NLTS JD 001
	Job Description / Contracted Trainer	Version 2.0

Title: **Contracted QQI Trainer**

Responsible to: Director of Training / Training coordinator


Main Purpose of the job: Delivery of QQI training programmes

Main Duties:

1. To design QQI programmes in accordance with New Links Training Solutions (NLTS) validated programme descriptors in line with NLTS Quality Assurance procedures where necessary.
2. To deliver NLTS training QQI modules as per programme descriptor following procedures as set out in the Tutor Induction and Tutor Handbook.
3. To adhere to New Links Training Solutions policies, quality guidelines, Code of Practice and Tutor Handbook.
4. Submission of overall training plan, assignment brief, marking scheme, lesson plans, course material and course check list a minimum of two weeks prior to course delivery. The Director of Training must approve all course material being delivered.
5. To deliver fully graded and complete learner portfolios within agreed timeframe.
6. Maintain a full attendance record of learners and ensure that all registered learners are supported through to the successful completion of their specific module of training.
7. To represent NLTS in a professional, ethical and business-like manner at all times
8. To support NLTS quality systems by ensuring that all compliance material is provided to NLTS as required.
 - a. Feedback forms
 - b. Evaluation forms
 - c. Assessment tools
 - d. Learner Portfolios,
 - e. All other compliance forms and online data entry
9. To cater for trainees with diverse needs as per NLTS policies.
10. To communicate effectively with learners and NLTS co-ordinator on a frequent and ongoing basis as per guidelines
11. To ensure that programme outcomes are achieved to the highest standards.

Essential Duties of the role:

- a. Create a learning environment suitable to the ability and aspirations of learners
- b. Monitor learner progress and ensure that the learner focus is firmly on progression opportunities
- c. Monitor and report learner attendance by collating daily attendance record sheets
- d. Report problem issues to the training coordinator
- e. Return relevant attendance records/issues arising to the training coordinator daily
- f. Attend regular tutor meetings
- g. Ensure that learner portfolio work is completed in a scheduled and timely fashion and that the work is kept in your possession or locked in a secure cabinet on site at all times.

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Mandatory Requirements:

1. Applicants must have a minimum of three years proven training experience in the discipline for which they are applying.
2. Applicants must have a recognized training qualification – a FETAC/QQI Train the Trainer certificate* is preferred. Applicants must have completed their qualification at least one calendar year prior to the application closing date however relevant professional experience will be considered.
*E30179 is acceptable. Due to the introduction of the new QQI Award 6S3372 (two modules) is also acceptable.
3. Applicants must be in possession of a third level qualification related to the discipline in which they are offering their services or relevant work experience
4. Applicants must have a proven track record of delivering QQI programmes – evidence of this will be required from shortlisted applicants.
5. Applicants must have a proven track record of tutoring diverse groups of mixed ability

Essential Requirements:

1. Ability to self-reflect and engage in reflective practice
2. Proven ability to complete projects and mandatory administration on time
3. Results focused
4. High level group facilitation skills
5. Ability to interact with learners by engaging a variety of adult tutoring methods based on modern theories
6. Excellent administration skills including MS Office – Word, Excel and PowerPoint
7. Proven ability to achieve high level outcomes
8. Ability to self-manage in challenging environments
9. Excellent communication skills
10. Conflict resolution skills

Recruitment Process:

Shortlisting will apply. All successful applicants who are invited to an interview for the position of tutor with New Links Training Solutions must complete the following processes:

- Telephone Screening
- Formal Interview
- Tutor Skills Assessment / Presentation
- Sample Work Submission
- References from previous recent employers.