



JOB DESCRIPTION

LDQ Training Officer

Directorate and Section / Unit:	Corporate Services, Learning, Development and Wellbeing Centre
Scale:	4-5
Reporting to:	Learning and Development Adviser (NVQ)
Responsible for:	

Main Purpose of Role:

- To deliver underpinning knowledge to candidates undertaking the LDQ Induction units
- To undertake marking of the LDQ Induction assignments in accordance with City and Guilds marking criteria.
- Support and advise candidates and managers

Responsibilities, duties and tasks:

- To deliver training in line with LDQ centre requirements to candidates undertaking the LDQ. This training may be based at Tolladine Road learning and development centre or at any other venue across the county.
- To tailor the delivery of training packages to meet the needs of candidates from a broad spectrum of organisations.
- To evaluate the effectiveness of the training packages, make recommendations based on those findings and support the LDQ co-ordinator in developing training packages
- Undertake the marking of assignments with constructive feedback to candidates, giving clear guidance as to the requirements of the award.
- To be responsible for keeping accurate records of all marking activity and to track the progress of assignments from marking to verification.
- Liaise with the Internal Verifier for the scheme to ensure that the standards required by the awarding body and LDQ centre are met.
- Attend LDQ markers standardisation meetings to ensure consistency of practice.

General Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Disability Discrimination Act requirements

- Reasonable adjustments will be considered as required by the Disability Discrimination Act

Contacts

- In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.
- **Internal**
Learning Disability staff teams, LDQ candidates, operational managers, NVQ Assessors, Internal Verifiers, NVQ Development Workers, Social Services Training Team
- **External**
City and Guilds External Verifier, external customers of the LDQ centre from the statutory and independent sector, operational managers, staff teams, NVQ Assessors, Internal Verifiers from the statutory and independent sector

Notes

- The post is subject to a criminal records check under the arrangements established by the Criminal Records bureau
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Sarah Foster

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