

Animal Care Apprenticeship Practitioner

Contract term: Permanent, full-time

Hours: 37 hours

Location: Field-based

Salary: £23,800 rising to £25,300 per annum pro rata

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do:

We are looking for a passionate individual who will support learners within the workplace in achieving relevant Frameworks. The role involves the assessment of learners against **Animal Care** Qualifications/Apprenticeships including other framework requirements such as Essential Skills (e.g. Literacy & Numeracy).

The role has the responsibility for a caseload of learners (up to approx. 40) ensuring timely achievement of qualifications.

The role is field based covering the South Wales area (along the M4 corridor) and fits within the **Animal Care** Team reporting to the Route Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

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We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



What you are responsible for:

- Deliver and organise training, assessments, digital workshops and centre based activities to enable learners to achieve all learning outcomes on the IALP (including Essential Skills Qualifications) whilst meeting requirements of awarding organisations, Welsh Government, Estyn, and ACT.
- Deliver learning activities through a blended learning approach, following your routes specific standardised delivery model.
- To engage in cross sector working, supporting our schools and traineeship provisions when required
- Use the internal data management systems to manage own caseload effectively to ensure accuracy of all data as dictated by the delivery guide and all ACT policies and procedures.
- Assess, support and develop learner's 'skills and soft skills' throughout the programme as identified in the delivery guide.
- Ensure thorough learner induction onto learning programme as identified in the delivery guide.
- Use a range of digital platforms, applications and digital portfolio to enhance the learner's learning experience throughout the course, as identified by your route delivery model.
- Ensure that all parts of the learner journey are accurately and timely recorded.
- Attend monthly data meetings with IQA/Mentor to discuss caseload actions and learner progress.
- Ensure the learning experience is based on exceptional and innovative teaching that stretches and motivates learners
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet ACT expected end dates and awarding organisation requirements.
- Ensure all relevant Welsh Government and ACT administrative documentation is completed accurately and promptly.
- Maintain own CPD by attending sector, awarding body and internal training. Record appropriately using internal systems

- Contribute towards development of curriculum and strategic plans.
- Ensure all equality, diversity and inclusion policies and procedures are adhered to including safeguarding measures.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Ensure that employers have appropriate digital links to enable Employers to actively engage in the learner journey.
- Develop links with employers to promote new business as appropriate. Act as a conduit between employers and ACT ensuring that all business leads are referred to the Business development team. Recruit new learners as agreed with Line Manager.
- Ensure learner well-being through effective course management and highlight and record any concerns using ACT's 'MY CONCERN' system.
- Carry out health and safety monitoring, as dictated by employer risk banding.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.

- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- To adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

Person Specification

What we are looking for:

		Assessment Method	Essential	Assessment Method	Desirable
Experience	A	Application/ Interview	Minimum of 2 years' experience of working with NEET learners	A	Application/ Interview Working within the Work Based Learning/training sector
Qualifications & Knowledge	A	Application/ Certificate verification	Good level of Literacy & Numeracy: Grade C or equivalent	A	Application/ Interview Knowledge of Work Based Learning sector
				B	Application/ Interview IQA Qualification
	B	Application/ Certification Verification	Level 3 or above qualification in Animal Care	A	Application/ Certification Verification Teaching qualification/assessor, such as PGCE TAQA or equivalent
				B	Interview Welsh speaker
Skills & Attributes	A	Interview	Creative and passionate for training/learning		
	B	Interview	Ability to develop others		
	C	Interview	Proven track record of meeting targets		
	D	Interview	The ability to identify potential barriers to learning and to plan strategies to overcome these barriers		
	E	Interview	Excellent written and verbal communication skills		
	F	Interview	Well organised		
	G	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel		

	H	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	I	Interview	Team player with ability to work on own initiative			
		Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and has access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=21399-6CA7AA84-46F3-4C12-88F6-E5916024E50D>

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