



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

## **Job Description**

Title:	Instructor – Apprenticeship
Grade:	10 to 8 / Career Grade
Reporting To:	Assistant Manager
Division:	Training Centre
Function of Job:	To deliver professional training for all aspects of Phase 2 of the Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.

### **Duties and Responsibilities**

- Instruct the apprentices in all aspects of phase 2 of the standards based apprenticeship i.e. practical skills, personal skills, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus
- Prepare lesson plans, course notes, presentational material and handouts as appropriate
- Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure
- Maintain prescribed course records



- Supervise apprentices and ensure that correct, quality standards and safety procedures are observed
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application
- Prepare and issue progress reports to the employer in respect of apprenticeship
- Ensure adequate security of tools, equipment, machines and materials located in the training area
- Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule
- Plan and ensure the timely delivery of all course material and non-capital tools and equipment
- Raise requests for the purchase and supply of course material and non-capital tools and equipment
- Ensure that course materials are used in an economical and cost effective manner
- Use new technology as appropriate to assist in delivering and administering training
- Undertake such other duties as may be assigned from time to time



**PERSON SPECIFICATION**

**Job Title: Instructor – APPRENTICESHIP**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>MOTIVATION:</b></p> <p>Knowledge of Post / Organisation</p> <p>Personal Motivation</p> <p>Work-related Achievements.</p>	<p>Have knowledge of the national developments relating to apprenticeship, learning and qualifications</p> <p>Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification</p> <p>Proven record of achievement</p>	<p>Have knowledge of modern training methods.</p> <p>Ability to work as part of a team.</p> <p>Previous training experience.</p>
<p><b>WORK EXPERIENCE</b></p> <p>Specify particular experience/ skills required.</p>	<p>5 years post apprenticeship experience in the relevant occupation/trade. Knowledge of current Health &amp; Safety legislation within the industry.</p>	<p>Good Industrial experience.</p> <p>Instructing experience with a level 6 (national diploma) or higher, education and training qualification.</p>
<p><b>COMMUNICATIONS INTERPERSONAL SKILLS:</b></p> <p>Verbal/presentation skills</p> <p>Administrative, record maintenance and assessment skills</p> <p>Special requirements</p> <p>Disposition</p>	<p>Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner.</p> <p>Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems)</p> <p>Having the necessary coping skills to deal with conflict, motivational &amp; disciplinary problems associated with training.</p> <p>The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise.</p>	<p>To display experience in using these skills</p> <p>Some experience in administrative skills</p> <p>Have worked with groups where interdependency was necessary.</p>



<p><b>EDUCATION:</b></p> <p>General Technical Qualifications / Training</p>	<p>A good standard of general education. Senior Trade Certificate/National Craft Certificate/FETAC Advanced Certificate or equivalent.</p> <p>Technical training to a standard that will allow the candidate to be competent in teaching all theoretical &amp; practical aspects of the occupation/trade, including occupation/craft related science and calculations.</p>	<p>Post National Craft Certificate level technical qualification.</p>
---	--	---

