

14th November 2003

## Job Description Local Training Administrator

**Title:** Local Training Administrator

**Outline:** To assist Assistant County Training Manager in managing the training/learning process in a given area of responsibility

**Responsible for:** Training records and reporting.

**Responsible to:** Assistant County Training Manager, local training.

**Main contacts:** District Commissioners, District Appointments sub-Committee Secretaries, Local Training Managers, Training Advisers

**Appointment requirements:**

### **Main tasks**

- “ Maintain records of Training Advisers and adults allocated to them.
- “ Maintain records of Personal Learning Plans and modules completed.
- “ Liaise with District Commissioners to provide regular up to date reports on the District training status.
- “ Liaise with District Appointment sub-Committees to advise training status at appointments reviews.
- “ Provide administration support to ACTM and LTMs in area of responsibility