

23rd May 2003

## Job description Training Adviser

**Title:** Training Adviser

**Outline:** Responsible for supporting and assessing up to four participants through their training up to the award of the Wood Badge.

**Responsible for:** N/A

**Responsible to:** County Training Manager or Local Training Manager (depending on County structure)

**Main contacts:** Local Training Manager, adults undertaking training, the line managers of the adults undertaking training, other Training Advisers, those validating modules, and Area Training Administrator.

**Appointment requirements:** Completion of Module 25, *Assessing Learning*.

### **Main tasks**

- .. Brief new participants about the Adult Training Scheme.
- .. Create a Personal Learning Plan with each participant.
- .. Validate modules for participants as appropriate (some modules may be validated by other people - the Training Adviser does not necessarily need to validate all the modules for the people he/she is supporting).
- .. Meet regularly with each participant to support and encourage the individual; review progress with the Personal Learning Plan; and plan actions to work towards the completion of the Personal Learning Plan.
- .. Review and validate completed Personal Learning Plans and inform Local Training Manager so that the Wood Badge may be recommended to Headquarters.
- .. Maintain records and inform the Local Training and Area Training Administrator of progress.

Meet with other Training Advisers and the Local Training Manager to discuss progress. consider items of concern and issues; keep informed of the local training opportunities; and make plans for developing the support offered to individuals by Training Advisers.