

Job Description

Job Title:	Accredited Associate	
Reporting to:	Accreditation Manager	
Company Objective:	To provide high quality learning & development services to clients at a competitive price	
Type of position:	<input type="checkbox"/> Part-time	Hours: As required Start time on site: 8.30am Finish time on site: 5.00pm
JOB HOLDER'S OBJECTIVES:		
<p><i>The Accredited Associate must:</i></p> <ul style="list-style-type: none"> • Effectively deliver agreed elements of Cherith Simmons accredited programmes using the learning materials provided • Manage relationships between the company, its clients, and programme participants through effective training delivery to achieve a minimum rating feedback of 7/10 • Provide guidance to participants on the completion of progressive assessment relevant to their area of expertise and delivery • Provide specific feedback and information to partners, associates and colleagues on programme delivery, evaluations and any issues. <p>Optionally</p> <ul style="list-style-type: none"> ▪ Deliver telephone tutorials to programme participants to mutually acceptable schedules ▪ Provide marking and tutorial feedback on assignments and business cases 		

Delivery of on site training for open access and client commissioned programmes

The Accredited Associate will be required to maintain and enhance client relationships by:

- Training effectively to a minimum participant rating of 7/10
- Engaging with participants in a proactive and stimulating way
- Attending programme venues and setting up the learning environment effectively using appropriate equipment
- Compiling accurate programme evaluation reports using Cherith Simmons supplied on line template or paper forms
- Attending development meetings where appropriate to help secure new business
- Identifying and assisting in the creation of proposals for new business opportunities for mutual benefit

Programme management and administration

The Accredited Associate will be involved in programme management and administration by:

- Downloading and printing course material for their own use in delivery as required
- Liaising with the accreditation manager and client service manager as requested on the scheduling of upcoming delivery dates
- Accessing our electronic planning software (T-Rapla) regularly to be aware of new opportunities and to advise of availability.
- Ensuring they have downloaded material correctly for each programme they are delivering at least three working days before the event in liaison with the Client Service Manager for that programme or client.
- Checking that all equipment, room layout and details are correct on arrival at the venue and liaising with venue staff and the CSM to ensure that all is in order
- Facilitating participants to complete the requirements to gain certification through explanations of Progressive Assessment where appropriate
- Raising invoices correctly within 48 hours of completion of each training/ or consultancy event using the Accredited Associates version of FlexiLearner
- Contributing comment and feedback to the Accredited Associates version of FlexiLearner.

Distance Learning Tutorials

An additional earning opportunity is the delivery of schedule tutorials by phone or skype with distance learners.

These are scheduled by the relevant Client Service manager in liaison with the Accredited Associate and the learner – we usually prefer to batch these in order to simplify work allocation and administration and to keep to programme deadlines

Undertaking scheduled feedback sessions with distance learners in their own subject areas by downloading participants submission through our LMS

Optional – Marking

An additional earning opportunity is the delivery of scheduled grading and marking assignments from participants in our accredited programmes, however their learning is delivered

These too are scheduled in batches with turn round time geared to our service promise to learners

These require on line access to our LMS in liaison with the appropriate CSM

- Marking and grading progressive assessment submissions in their area of expertise
- Marking and grading assignments, business cases and business plans

General duties and responsibilities

The Accredited Associate must adhere to the general standards expected by:

- Conduct themselves in a professional manner
- Represent themselves as being an Accredited Associate of Cherith Simmons Learning and Development
- Adhere to the programme content and material provided which have been approved by our accrediting bodies
- Responding to all written communication (including emails) within 24 hours.
- Dressing in smart casual attire for programme delivery
- Adhering to Health and Safety requirements at all times
- Adhering to equal opportunity policies at all times
- Adhering to company I.T policies
- Being aware that behaviour which is deemed in any way disrespectful to other members of staff or participants will be viewed seriously
- Taking personal responsibility to maintain a clean and tidy environment when delivering programmes

WORKING CONDITIONS

- Home and delivery venue based
- Travel to courses and clients
- Must use own transport
- Must provide own laptop and projector
- Flexibility to respond to clients/company needs

PAYMENT

Item	Rate
Delivery	
Induction and observation	At candidates own expense
Observed training	£200.00 per day
Solo delivery	£250.00 per day
After satisfactory evaluations (7/10 average over 3 days delivery)	£300.00 per day
Half day training	£150.00 per half day
Distance learning webinars	£50 (1 hour 30 mins maximum)
Marking of distance learning workbooks	£5 each workbook
Expenses	
Travel	45p per mile or standard rail fair
Accommodation	Prebooked and paid by Cherith Simmons
Subsistence	£6.50 per day
Evening meal where overnight	£15.00 per day
Admin allowances	
Download and print workbooks and guidance	£10.00
Download and print paper based exercises	£5.00
Downloading attendance sheets and evaluation forms	£5.00
Uploading evaluation scores	£5.00
Tutorials and Marking	
Tutorials	£25.00 per 90 minutes
Progressive assessment segments	See marking invoice
Business case & plan (ILM only) (all parts)	£35.00
Service improvement Certificates	£25.00
CPD plans	£10.00