

Role description for a ... County Training Administrator



Item Code FS330066 Date May/04 Edition no 1

0845 300 1818

Title: County Training Administrator

Outline: Responsible for the administration of all aspects of training/learning process for adults the County, maintaining records of Training Advisers and adults undertaking training

Responsible for: N/A

Responsible to: County Training Manager

Main Contacts: County Training Managers, Local Training Managers, Training Advisers, District Commissioners, Appointment sub-Committee Secretaries, District Secretaries, Local Training Administrators and County training team.

Appointment Requirements: Completion of Module 1, *Essential Information* and Module 30, *Supporting Local Learning*, computer skills relating to database and spreadsheet management. Access to email and the Internet would be useful.

"General" Main Tasks	"Specific" Tasks Agreed with CTM
<ul style="list-style-type: none"> Maintain records of Training Advisers including their training/learning needs 	
<ul style="list-style-type: none"> Provide records and information as required by the Local and County Training Managers 	
<ul style="list-style-type: none"> In co-operation with Local Training Administrators, maintain records of progress on all adults undertaking training \ learning 	
<ul style="list-style-type: none"> Maintain financial records associated with the costs incurred/authorised by the County / Local Training Manager 	
<ul style="list-style-type: none"> Act as Course Registrar for all County-run training sessions 	
<ul style="list-style-type: none"> Assist the County Training Manager undertake regular communication with the team 	
<ul style="list-style-type: none"> Work with Local Training Managers and Administrators with the aim of maintaining consistency and accuracy of reporting 	