

INFORMATION GUIDE
INSTRUCTOR (1 Year Fixed Term)
INITIAL ROLE AND RESPONSIBILITY; Apprenticeship Electrical Instructor
ATHLONE TRAINING CENTRE

Longford and Westmeath Education and Training Board is currently recruiting for an Instructor who will initially undertake duties to deliver to our apprentices all aspects of the Phase 2 Electrical Standards Based Apprenticeship programme to the prescribed standards and in accordance with the relevant syllabus under the direction of a designated Manager. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard. A panel may be formed for the 2021/2022 session.

Entry Requirements and Eligibility

- Have the requisite knowledge, skills and competencies to carry out the role
- Be capable and competent of fulfilling the role to a high standard
- Have reached Leaving Certificate standard or equivalent
- A recognised formal Electrical qualification (National Craft Certificate in Electrical Trade or equivalent/higher)
- Good knowledge of the Phase 2 Apprenticeship in Electrical and aware of the national developments in relation to apprenticeship, learning and qualifications
- Have proven experience within an Electrical field
- Excellent time management and organisational skills
- 5 years Electrical experience
- Very good ICT skills
- Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner
- Experienced in work related administrative skills e.g. estimating, ordering materials, quality systems
- Self-Starter / High Initiative
- Proven record of achievement;
- Available immediately.

Desirable qualities

- Recognised Training and Development Qualification
- Understanding of Apprenticeship programme's planning and delivery

Function of the job:

To plan, organise and deliver all aspects of Electrical Phase 2 Standards Based Apprenticeship to our Electrical apprentices.



Duties / Responsibilities

- Instruct apprentices in all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, maths, science, drawing, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, overheads and handouts to an excellent standard and maintain as technology and the programme advances as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administration tasks as set out by LWETB QA procedures.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeats procedure.
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, quality standards, health & 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 each apprentice.
- 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.
- Always ensure proper observation and implementation of health & safety and legislative protocols
- Lead and assist in the identification and procurement of new and modern training equipment
- Plan and ensure the timely delivery of all course materials and non-capital tools and equipment.
- Raise Requests for Purchase for the supply of course material and non-capital tools and equipment and ensure training equipment and materials are available and to required standard at all times
- 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.
- Motivate and manage groups of trainees
- Be able to work using own initiative and be self-motivated
- Show attention to detail with a high regard for the quality of workmanship
- Impeccable attention to detail along with keen workshop organisational skills and ability to organise and maintain a clean and tidy workshop and learning environment
- Participate in continuous improvement programmes
- Assist with instructor cover of other classes from time to time
- Any other duties which may be specified from time to time

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.



PERSON SPECIFICATION
INITIAL ROLE AND RESPONSIBILITIES; Apprenticeship Phase 2 Instructor
ATHLONE TRAINING CENTRE

AREA	ESSENTIAL	DESIRABLE
<p>MOTIVATION: Knowledge of Post/ Organisation</p> <p>Personal Motivation</p> <p>Work-Related Achievements</p>	<p>Aware of Phase 2 Standards Based Apprenticeship</p> <p>Knowledge of subject matter and its relevance within industry.</p> <p>Highly motivated for delivery of training programmes.</p> <p>Impeccable attention to detail along with keen workshop organisational skills and ability to organise and maintain a clean and tidy workshop and learning environment.</p> <p>Record of achievement in own career</p>	<p>Good knowledge of LWETB Training Services, its aims and objectives.</p>
<p>WORK EXPERIENCE: Specify Particular Experience/Skills Required</p>	<p>Ideal candidate should be occupationally competent and technically knowledgeable in the areas Phase 2 Electrical Apprenticeship. This knowledge must be to the same level as the training being delivered.</p> <p>Five years' work experience in the Electrical Field.</p>	<p>Instructing/training/teaching/ supervisory experience.</p> <p>Understanding of programme planning and delivery</p>
<p>EDUCATION: General</p> <p>Technical</p> <p>Qualifications/Training</p>	<p>Leaving Cert Standard.</p> <p>Practical & Theoretical qualifications</p> <p>National Craft Certificate in Electrical Trade or higher.</p>	<p>A degree or its equivalent in the Electrical field.</p> <p>Train the Trainer Qualification or equivalent, National diploma or higher, education and training qualification. Safety representative qualification.</p> <p>IT Skills</p>

<p>COMMUNICATION/ INTERPERSONAL SKILLS:</p> <p>Verbal/Presentation Skills</p> <p>Writing Skills</p> <p>Special Requirements</p> <p>Disposition</p>	<p>Ability to deliver training modules to a wide range of learning abilities. Capable of assessing learners' progress and ability to pass on skills and knowledge to learners.</p> <p>Excellent written skills.</p> <p>Excellent facilitating skills.</p> <p>Ability to motivate individuals and groups.</p> <p>A proven ability to perform in a role demanding a high level of interpersonal skills.</p>	<p>Ability to self-assess their effectiveness in passing on skills and knowledge to the learner.</p> <p>Experience in administrative skills/record keeping.</p> <p>Have worked with groups where interdependency and teamworking was necessary.</p> <p>Ability to assess the learners' progress in training.</p>
<p>CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB:</p>		

Salary: €40, 666 – €64,701

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new incremental scale. This is not negotiable. An incremental salary scale may apply thereafter. Previous public sector experience in the same grade may be eligible for incremental credit. This will be determined upon appointment if applicable. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Particulars of the Position

The post is one-year fixed term position - 37 hours per week.

Shortlisting

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview

Selection, from shortlisted candidates, shall be by means of a competency-based interview conducted by LWETB. A three-stage interview process may apply including a technical demonstration. Candidates will be provided with further details if successful at each stage.



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Citizenship Requirement:

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply.

Health and Character:

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Base: Athlone Training Centre.

The successful candidates will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service exigencies require.

Application and selection process

- Full details are available on www.etbvacancies.ie. Candidates who wish to apply, must apply through www.etbvacancies.ie **not later than 13:00 hours on Friday 14th May 2021**. For details on the services LWETB provides see www.lwetb.ie
- Provisional date for first stage interviews is week commencing: 24th May 2021. Please note there may be a three stage selection process.
- Interviews may take place via video conference due to current restrictions as a result of COVID-19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Candidates should read the info guide on how to complete the application.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. **Incomplete applications will not be considered.**
- Please not by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. If you do not a confirmation message via your portal within two days, please email recruitment@lwetb.ie.
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Late applications will not be accepted.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- Canvassing by or on behalf of the applicant will disqualify.



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- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- LWETB may contact the named referees and / or employers for a reference should you be called to interview without further contact with you.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath is an equal opportunities employer
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie

Ms. Liz Lavery, Chief Executive (Acting) LWETB