

RTA - Role Description

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1 Introduction

The Regional Training Advisor team is a highly qualified, experienced and totally committed group of people that form the crucial link between the Programme Director and each salon or centre involved in the Cheynes Training programme. This link ensures a vital line of communication that allows information about the operation of the programme to pass both to and from the salon or centre and the programme leadership team.

Regional Training Advisors make regular visits to each salon or centre and during these visits, holds meetings with Candidates in order to assess their progress, guide and encourage them and to identify any problems that may be building. The Regional Training Advisor also meets regularly with those responsible for co-ordinating and delivering training in the salon/centre and with the salon or centre assessors. The aim is to ensure that, at all times, the centre is operating to the national standards for hairdressing National Vocational Qualifications (NVQs) and Key or Core Skills and is fully meeting the requirements of the various funding bodies we deal with such as the Learning and Skills Council, etc.

Above all, Regional Training Advisors - as indicated by their role title - are advisors and as such they will offer the Head of Centre, the salon or centre team and each Candidate, practical help and guidance on all aspects of the planning, organisation, delivery, assessment, and control of high quality NVQ training.

2 Training

New Regional Training Advisors will receive training in all aspects of the programme before taking up the position. On-going training, mainly in time spent with the Technical Director or the Programme Manager and training given during Regional Training Advisor Conferences also play a major part of the role.

3 Regional Training Advisor Manual

Each Regional Training Advisors will receive a programme manual. The manual records in detail every aspect of the programme. The manual is regularly up-dated and Regional Training Advisors are responsible for the security and updating of their copy.

4 Compacts

Each Regional Training Advisor shall have a group of salons or centres under their care and control. This group, or network, of salons or centres is divided into one or more City & Guilds Compacts and these are identified by a 'suffix', a letter that follows the Cheynes Training centre number, 728289.

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5 The Role of Internal Verifier

The main role of the Regional Training Advisor revolves around becoming a 'friendly advisor', however, we need to ensure that awarding body standards are being met and maintained. Regional Training Advisors are therefore asked to 'police' aspects of the programme and, as internal verifiers, keep to the requirements laid down in the NVQ Code of Practice, 'Ensuring Quality' and the Habia Assessment Strategy.

6 Prospective New Salons or Centres

When a new salon or centre joins the programme one of the Regional Training Advisor team is asked to make a preliminary visit in order to assess their potential for inclusion on the programme.

7 Initial Visit / Pre-placement Checklist

Initial visits are used to assess the salon or centre against a standard Pre-placement Checklist to ensure that everything is in place prior to the commencement of the programme. In addition, a preliminary assessment of Health & Safety at Work at the salon or centre must be made.

8 Quarterly Visits

Each salon or centre must be visited at least once each quarter. During the visit, the Regional Training Advisor will check the progress of each Candidate using a special Quarterly Visit Report. The Regional Training Advisor will also check that other key elements of the programme are in place. For example to ensure that a Candidate Individual Learning Plan is in force.

9 Special Visits

There may be times when a salon or centre needs additional visits. This is more usual at the start of a salon or centre's involvement with the programme. In the event of problems being experienced by the salon or centre either with awarding body procedures or funding body requirements, Regional Training Advisors are required to seek authority from their Team Leader and use their initiative to plan special visits.

10 External Verifier Visits

City and Guilds will appoint an external verifier (EV) to each compact. The EV is responsible for measuring the standard of assessment throughout the compact. A key aspect of the Regional Training Advisor's role is to meet with the EV and to undertake joint visits to salons or centres. These visits should normally coincide with standard quarterly visits.

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11 Liaison with Government Agencies

From time to time, representatives from various Government agencies (for example, from the Learning and Skills Council) may wish to visit salons or centres to monitor progress. Regional Training Advisors are asked to be present during these visits. Arrangements for visits are normally made directly with the Programme Director who will contact the Regional Training Advisor to pass on information.

12 Liaison with the Technical Director and the Programme Manager

The role of Technical Director has been created to ensure that the programme continues to meet awarding body standards and that standardisation is maintained throughout the programme. The role of the Programme Manager is to co-ordinate field and head office activity. Both act as Team Leaders and each will spend at least two days each year with all Regional Training Advisor allocated to them undertaking accompanied visits to salons or centres and offering support. All questions relating to assessment and verification should be first directed to the Technical Director.

13 Standardisation Meetings

Regional Training Advisors are expected to act as the 'Chair' at regional Standardisation meetings. These meetings are to be held at least every six months with reports of meetings sent to the Programme Director.

14 Qualifications

The current requirement for internal verifiers is L&D A1 or TDLB D33 and L&D V1 or TDLB D34. Please note, the A1 qualification must be held for at least 12 months prior to starting V1. When appointed, Regional Training Advisors who do not hold the required qualifications must immediately start working towards. Regional Training Advisors must be prepared to undertake other qualifications if required, particularly where this forms part of the Continuing Professional Development requirements specified by the awarding body.

15 Policy Forming

Learning and education is a fast moving and ever changing subject area. In order to keep up with new developments, programmes need to be flexible and able to respond quickly to fresh challenges. The wide range of expertise and experience held by Regional Training Advisors means that they are expected to help form and amend our operational policy by freely expressing their views and opinions at all times, and in particular at Regional Training Advisor Conferences.

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16 Health Checks

At least annually, Regional Training Advisors must conduct an in-depth health and safety check on each salon or centre. This should be undertaken using Salon Health Check documentation. When completed, any concerns must be action planned and action tracked. If doubt exists about the on-going health and safety of any Candidate, the Regional Training Advisor must immediately contact the Programme Director.

17 Candidates at Risk

Regional Training Advisors must immediately notify the Programme Manager of any Candidate who they consider is at risk of not achieving any of the five outcomes set out by the government in the Every Child Matters programme, these are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

18 Continuous Professional development

It is a condition of service that each Regional Training Advisor has in force a current CPD development plan for all areas within which they assess or internal verify (for example, hairdressing, barbering, Key Skills, Learning and Development, etc. CPD development plans must be agreed in advance with the Technical Director and achieved in the required timescales.

19 Regional Training Advisors Summary of Monthly Activities

A summary of all programme activity undertaken should be sent to the Programme Director on the special form provided. Fees paid for Regional Training Advisor activity are calculated on the basis of information provided on this form.

20 Additions to the Role of the Regional Training Advisor

Given the great importance and the wide-ranging nature of the role of the Regional Training Advisor, it is impossible to outline all of the activities involved. The above list is, therefore, not necessarily complete. New features of the role may be identified and added as they become apparent and changes to the role will only be made with the full agreement of Regional Training Advisors.