

Dear Sir/Madam,

As a Functional Skills Trainer/IT Assessor and IQA Candidate, I have developed an entire system that delivers and gains pass marks towards full ACE Certification and Approval for funding for the subject areas: IT Procoms - Social Media and Marketing; Plumbing; Electrical Trailblazer; Business; and Sport Apprenticeship Frameworks.

Given the New Levy and End of Assessment funding and recruitments for Functional Skills to be complete, I understand the rudiments of the Apprenticeship provision. Currently, I manage all Functional Skills for Apprenticeships and Assess candidates in the Apprenticeship Framework/Standards. I have developed a system to manage this caseload in a situation where there was no system at all. This involved eLearning development skills that I possess using Software Licences in Authoring and Multimedia tools, such as: Camtasia, Movavi, Articulate Storyline 3, Adobe Creative Suite (full suite).

Having worked with Adult Learners as well as Further Education Learners, I am equipped for both age groups experientially and in terms of delivery that is suited to age groups, using various Pedagogical methods and differentiation.

If I may share some of the qualities that will be a suitable fit for the role that I have:

### **Occupational Experience**

My Occupational experience lends itself to the Assessor role given my industry expertise in: Customer Service; Business Administration and Management; IT Software Development; Food Legislation Consultant and Food Hygiene Training. Legal Secretary. With experience in these industries, I understand the requirements of the Learner for the employer and how their Functional Skills play a vital role in their Personal Development. Additionally, Occupational Competence in these fields allows me to give the benefit of my extensive experience to assist the Learner in their roles and achieving excellence as Apprentices.

### **IT Skills for eLearning Development**

I am extremely IT Savvy and love using eCourse Development Tools to create resources online that allows learners to understand and repeat a concept. I simply love software applications and sharing what I find with others (a little geeky with it), so that they can improve their performance too. It is important to put the learning in their hands so that they feel a sense of accomplishment. Using Blended Learning Methodologies, lends itself very well to this. As a firm believer in inclusivity, by using eLearning as a continual development tool, my role would encourage compliance with "accessibility as a contribution to inclusion" for those with disability.

### **Inclusive Learning**

In my experience, I have found that the listen and do as I say approach (University Lecturer style) is no longer effective, nor is it an empowering model for the Learner. Blended, Micro-Learning; and eLearning has been my recent and most effective means of gaining the Learners attention to open an opportunity for exploring and discovery learning. It lends itself to challenging learners and their colleagues to think beyond just what they see before them. Delivery has been by: Emails; Calls; Online Content; 1:1 Sessions; and Drop-in Sessions, in addition to Face to Face sessions.

### **Coaching Others to Achieve**

As a trained small business Coach and former commercial IT Trainer, I work face to face with Learners; 1:1; whole class; or Fast Track Workshop; Emails; Phone calls; Skype Sessions; Visits to the Workplace or By Appointment Visits.

### **Pedagogical Applications**

In my pedagogical applications to delivery, using eLearning, I have used: Scaffolding - building blocks to developing the understanding of a concept; I have asked Learners how they would like to learn and even let them create the activity and supply questions and answers - if at a loss I provide these; Learners prior learning or contextualising material and/or discussions for concept delivery; promoting healthy discussion; and debate around a topic.

This enhances critical thinking and evaluation. These approaches have been successful and applied to my eLearning development style. Some of my work can be seen at:  
[www.janiceweirgermia.com](http://www.janiceweirgermia.com)

The samples on my website are very small variations on what I offer. I would use Articulate Storyline 3; Articulate Replay or Articulate 360: In this suite of tools, I have also used RISE to create a Multi block course using: timelines; tabs; feedback questions; hotspots; voice; video and various other formats as appropriate. I also use Camtasia ; Movavi; Full Adobe Creative Suite for creating innovative and interactive resources for use on an LMS, depending on the requirements for Training programmes. I look forward to discussing your requirements further and thank you for perusing my website in advance.

Kind regards

Janice Weir-Germia