Assessor/Learning Coach Profile

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In this brief Introduction, I wish to share how I can help achieve excellent Apprenticeship provision using my Occupational Experience and guidance as a Food Entrepreneur - Gourmet Taste Award Winner and Judge for national Cake Competitions. Additionally, as an experienced Food Law expert, I have consulted and helped businesses obtain up to 5 Star Status for their business by running Audits and Training Management for their staff.

A qualified and experienced Computer Science Lecturer.with a passion for perfection in presentation in person and on paper. I love going the extra mile to make my Clients and Learners feel fulfilled. Having heavily invested in myself and software development skills and licenses, to provide quality resources in my delivery.   I give to others what I expect of myself, QUALITY!

My Current Responsibilities:

VLE Developer for Functional Skills Moodle LMS platform

Created courses for Math; English and ICT
Banner Coding : HTML/CSS
Administrator and Manager of Pages
SCORM Compliant resources created and uploaded
Creative Commons License Thumbnails and Stock sourcing for resources

As an individual, when resources were not available, I created a platform using a sub domain with links to my Education Snippets You Tube Channel and also resources created by myself or sourced with copyright approval. All non-profit. The aim is to Deliver and not make excuses. If there is no resource solution, I generally create one.

Assessor: Framework - Level 3 Social Media in Business

Supporting a caseload of learners undertaking Apprenticeships, including delivery of functional skills.
Visiting learners monthly/arranging at Training Provider training sessions; ensuring they progress towards all components of their qualification and remain on-track.
Attention to detail, adopting a 'right first time' approach when completing and submitting documentation.
Effective organisational/planning skills.
Timely Assessing and feedback within scope of Learning Plan cycles
Ability to communicate at all levels within a business.
Ability to motivate individuals through achievement of their qualification and the understanding of how to set SMART targets
Functional Skills support learners.
Self Motivated and Individual Diary Management
Target driven

Learning Coach: New Apprentice Standards - Level 3 Digital Marketing

Delivering effective learning in class-based and online study weeks/days and ensuring that apprentices achieve their maximum potential throughout the training programme.
Mentoring apprentices to complete the Summative Portfolio and End Point Assessment by ensuring the apprentices have in depth understanding of Level 3 Standards, according to the assessment guidelines, and that timely feedback is consistently provided.
Liaising and communicating with Apprentice employers/line managers to ensure they are fully aware of apprentice's progress and aware how to support them to meet key milestones. Ensuring learning activity is recorded and auditable in line with government funding regulations and uploaded onto the e-portfolio platform (Smart Assessor or One File)

Functional Skills Trainer:
Delivery and development of resources for my Learners in ICT; MATH and ENGLISH for Edexcel Qualifications but also a former Exam Strategist for City and Guilds /EDEXCEL exams. These skills are used to gain passes for Learners and to convert their learnt skills into practical implementation as Apprentices in the Workplace.

Some Licensed Authoring Tools that I use:

- Articulate storyline 3
- Movavi Video Editing Suite
- Movavi Photo Editor
- Movavi Conversion Software (Video, Audio, Image)
- Camtasia
- Adobe Photoshop
- ON1 Photo Editor
- Adobe InDesign
- Easy Sketch Pro 3.0 Whiteboard Animator
- Levidio Premium Animated Templates and various Animation tools

Software Skills:

- Articulate Storyline 3 (License)
- Articulate 360 Suite (Replay 360, Storyline, RISE 360, Studio 360)
- Adobe Creative Suite (InDesign, Photoshop, Spark, Animate, etc (CREATIVE CLOUD LICENSE)
- Camtasia/Movavi (Licenses)
- On1/Movavi Photo Editor (Licenses)
- Hipanni Animator 5.1
- Creating and uploading SCORM compliant content
- MOODLE Administration and Development (Moodle Certificate Building using (CSS/HTML5)

- Proficient in use of Microsoft PROJECT/ Office 365: Sharepoint; Lync towards all components of their qualification and remain on-track.

- Advanced Level Trainer for Microsoft: WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK