

**Access to Industry Application Pack**

**Post: Trainer, Digital & Data Skills**

**Enclosed in this pack is:**

[Job Description 2](#_Toc100831008)

[Person Specification 4](#_Toc100831009)

[AI Information 5](#_Toc100831010)

[How to Apply 6](#_Toc100831011)

[Terms and Conditions of Employment 7](#_Toc100831012)

[Recruitment Privacy Statement 8](#_Toc100831013)

**Thank you for your interest in applying for a position with Access to Industry.**

# Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Data/Digital Trainer | **Accountable to** | AI Management Team |
| **Working Hours** | Up to 14hrs per week\* | **Location** | Edinburgh with option for  Midlothian\* (nr Dalkeith) |
| **Salary Range** | £27,581-£32,989\*\* | **Length of Post** | Permanent\*\*\* |
| **Programme** | Various | **Project** | Various |

\*There is the option for this role to work out of a Midlothian training centre as well with additional hours being made available (in addition to those above).

\*\*Placement and scale will be dependent on experience.

\*\*\*The role can be on an employee or self-employed basis.

|  |
| --- |
| **About the Role**: An opportunity has arisen to join Access to Industry as a digital and data trainer/assessor. Your role will include developing digital & data skills for life, entering continued education and moving into jobs. You will be an experienced trainer in the field of ICT, digital and/or data. You will be able to work independently and motivate learners. |

**Key responsibility areas will include:**

**Service Delivery:** You will manage classes within Access to Industry’s (AI) learning hubs at 156 Cowgate. There is also the possibility for additional and regular hours as tutor in Midlothian. You will provide entry level courses for AI clients and make learning accessible to them. Training will be delivered, in the main, as a rolling programme to enable new clients to join the class if a place becomes available. There may also be course delivery over a set period of time. The maximum class size will be 15 in Cowgate (and 8 in Midlothian).

**Qualifications**: The qualifications delivered will include SQA ICT at level 4 & 5 and Introduction to SQA Data Skills at level 3 & 4. You will be familiar with SQA assessment processes.

**SQA Assessor**: AI have recently become an SQA Centre. As trainer you will also be the assessor for ICT. You will maintain standards required by the SQA and will liaise closely with AI’s internal verifier. You will take part in external verification’s where required. Where SQA assessor standards not already held, we may require you to work towards SQA assessor standard/qualification (funded by AI). Data courses are currently delivered in partnership with Edinburgh College.

**Accessibility**: You will maintain an environment that is welcoming and meets clients’ needs, including additional support needs.

**Accountability**: the training needs to meet assessment standards of the SQA. In addition, AI have targets for numbers engaging in learning and qualifications that can be achieved.

**Development**: There will be scope to develop our ICT offer including delivery of NPA Data Science at L4.

**Relationship management:** You will work with AI Caseworkers to support recruitment to the classes; wider support needs of the clients; and input to client progression routes. You will work closely with the Access Data Coordinator. You will support any volunteers recruited as class assistants.

**Administration:** You will be responsible for administering classes and provide feedback and reports as requested.

**Quality Assurance & Management Systems:** You willmaintain excellent records and you may be required to input to the Edinburgh-wide Management Information System, Helix.

**AI Team**: You will play a part in the wider team of AI through attendance at internal meetings and participation in shared services across the teams.

**Health & Safety and Property Management:** You will ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing AI policies and procedures.

**Communications:** You will contribute to internal reporting procedures both through writing and verbally. You will market the project externally. You will ensure client confidentiality at all times. You will contribute to AI’s social media and website presence.

**Other Requirements:** The post holder will be expected to manage their own caseload and work with minimum supervision partly in an outreach capacity.

# Person Specification

|  |  |  |
| --- | --- | --- |
| **Key Areas** | **Essential** | **Desirable** |
| Qualifications and Attainment | Educated to Degree level or relevant background. | A qualification in ICT; further education; training; teaching |
| Knowledge and Experience | Experience of teaching digital skills. | Experience of working within an education environment  Experience of working with people who have barriers to participating in education and/or employment. |
| Knowledge of SQA/Assessment processes. |
| Experience of delivering inclusive learning. |
| Good time management skills and ability to work independently. |
| Experience of developing learning programmes that support achievement of qualifications |
| Able to work cooperatively with others (external and internal) |
| Additional Requirements | You will be empathetic to AI client groups in general. |  |
| You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible |

# AI Information

Access to Industry work with unemployed or in-work/low income people in Edinburgh. We support people to build skills to move them toward continued opportunities in education and into jobs. We have a project in Edinburgh the specifically recruits individuals who have an interest in developing digital and data skills and progressing towards data/digital jobs. This project works with the priority target groups of the Edinburgh and South East City Deal’s Data-Driven Innovation’s (DDI) skills gateway, including parents, people with a disability, from a minority ethnic background, who are neuro divergent, veterans, and women. Our wider project work with people of all ages in recovery from; substances; and offending; and also people who have issues with accommodation. In Midlothian, this will be people who are unemployed and required support to move into employment.

AI have two IT suites in the Cowgate and are about secure space for training delivery in Midlothian.

Everyone we work with is also supported individually by a caseworker. AI’s support is delivered person-centred way and we work holistically with our clients to ensure nothing is missed.

**Working Hours**: it is anticipated that the training will be delivered, within the Cowgate, between the hours of 9-5pm. Our digital class is delivered on a Monday morning so that will be a requirement. Flexibility will be available on other delivery days, but set days will be required so our clients have continuity. These need to fit with the availability of our two digital suites in Cowgate.

**Funding**: The post is offered on a permanent basis though this is dependent on continued funding to AI. AI have an excellent track record in achieving on-going funding.

**Tenure**: This role can be offered as a self-employed or as an employee. The rate of pay would be adjusted if offered on a self-employed basis.

**Staff Development**

Access to Industry support individuals who can have complex needs that act as a barrier to progression. We are constantly reviewing the skills of our employees and developing these to we can best support our staff to meet our client needs. On joining AI, as part of your initial induction your training may include:

* Mental Health First Aid
* SQA assessor training

As you will be delivering SQA units for AI, you will be expected to maintain your own knowledge in the subject area and your continued personal development. AI will support this where appropriate.

# How to Apply

**Digital & Data Trainer/Assessor**

**Application is through a CV and a Supporting Statement.**

* All applications should be marked ‘CONFIDENTIAL: ‘Digital & Data Trainer**.**
* CVs should include two referees one of whom should be your most recent employer. We will not contact referees prior to interview.
* The supporting statement should demonstrate your experience and how these matches with our requirements. This additional information should be confined to a maximum of one side of A4 in minimum font size 11. Additional information over this limit will not be considered. Generic statements not contextualised for the post will be discarded**. Please state on covering statement, the number of hours you wish you would wish to work**
* Closing date for applications is midday Monday 8 July.
* Interviews will be held in Edinburgh in w/b 15 July.
* For informal chat, speak to Sally on 0131 260 9721

**Applications should be sent to:**

**Email:** [admin@accesstoindustry.co.uk](mailto:admin@accesstoindustry.co.uk)

**Postal**: Access to Industry, 156 Cowgate, Edinburgh EH1 1RP

# Terms and Conditions of Employment

|  |
| --- |
| **Digital & Data Trainer** |
| **Salary**  Salary for this post will be £27,581 - £32,989. Placement, and salary scale, will be dependent on experience.  This post is also available to someone on a self-employed basis. The hourly rate would reflect post-holders own responsibility for NI and pension. |
| **Pension**  AI operates an auto enrolment pension. AI contribution is 6%; employee contribution is 2% |
| **Annual leave**  Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum. |
| **Working Hours**  14 hours a week Monday to Friday. Some evening and weekend work may be required. |
| **Equality and Diversity**  Access to Industry work towards the three aims of The Equality Duty to:   * eliminate unlawful direct or indirect discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010. * advance equality of opportunity between people who share a protected characteristic as set out in the Equalities Act 2010 and those who do not; and * foster good relations between people who share a protected characteristic and those who do not. |
| **Performance Review**  A three-month probation review period will be in operation. |
| **Disclosure**  Successful candidates will be required to become a member of the relevant PVG scheme. |
| **Appointment is subject to satisfactory references, disclosure and right to work.** |

# Recruitment Privacy Statement

**How We Use Your Data for Recruitment**

**Background**

This privacy policy covers how we Access to Industry collect, use, store and protect the data that is supplied to us by job applicants and agencies.

**Our Commitment to Job applicants**

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

* Contact information (name address, phone number and email address)
* Information from CV or application form or covering letter (education, skills and qualifications)
* Health records (Night Worker assessment forms, Health questionnaires) where required as part of the role.
* Occupational health report (Higher level screening required for role) with Access to medical Records consent being given by the applicant
* criminal convictions/offences/protecting vulnerable groups information from Disclosure Scotland where a requirement for the role
* References from the names referees that the applicant provides and only with the applicants’ consent.
* Visa and proof of the right to work in the UK documents
* Employment records (including job titles, work history, working hours, training records and professional memberships).
* Salary, annual leave, pension, and benefits information.
* Access to your DVLA portal.

We may also collect, store and use “special categories” of more sensitive personal data which require a higher level of protection such as Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions. Also, information about criminal convictions and offences.

**Purpose of collection**

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Organisation, and to check that you are legally entitled to legally work in the UK.

To enable us to make recruitment decisions and assess suitability for particular work, we will process information about criminal convictions and offences (including alleged offences).

We will process this information to enter a contract with you, to comply with a legal obligation, for our legitimate interests and to exercise or perform employment law rights or obligations.

Any offer of work from us will be subject to a satisfactory criminal record check to allow us to perform our public task and comply with our statutory obligation.

Processing criminal conviction data requires the same safeguards as ‘special categories’ data.

**How the information is held.**

Most information is transmitted by email and is stored on our computers, and paper-based filing.

All this information can only be accessed by authorised staff within our Organisation. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

**Disclosure**

We may disclose the information for the purpose of obtaining referees. Where additional information is required, the information may be obtained from Disclosure Scotland, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

**Complaints**

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Finance Administrator who has responsibility for Data Protection within our Organisation stating the details of your complaint (finance@accesstoindustry.co.uk). We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours, and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner’s Office. If you are not satisfied by our response you may complain to the ICO.