**Christopher Thomas Major**

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**PROFILE**

A highly motivated individual with a relentless drive to succeed. A confident and resourceful strategic thinker with extensive negotiating and influencing skills. A fast learner who works well under pressure with the ability to communicate well at all levels.

**QUALIFICATIONS**

* NVQ Level 3 Advanced Electrical Apprenticeship– Electro-technical Services (Electrical Installation) (Buildings & Structures)
* L5 Diploma in Management
* EDEXCEL BTEC Level 4 teaching in the lifelong learning sector
* IOSH Managing Safely
* EAL Level 3 Certificate in assessing vocational achievement
* EAL Level 4 NVQ Award in understanding the internal quality assurance of assessment processes and practice.
* EAL Level 4 NVQ Award in the internal quality assurance of assessment processes & practice.
* EAL Level 4 NVQ Certificate in leading the internal quality assurance of assessment process and practice.
* BTEC National Diploma - Sport & Exercise Science
* Highfield Level 2 First Aid
* Fire Marshal Certificate
* Key Skills - Application of number, Communications & Information Technology
* 9 Higher GCSE’s

**CAREER HISTORY**

**Gen 2 Training**

**Training Manager CAMNS Head Office**

**March 2017 – Present**

* Manage the curriculum of the CAMNS delivery centre including Apprentice training, commercial delivery and on site assessments For Engineering and business support service Apprenticeships/qualifications.
* Project managed the “fit out” of the new £5 million training Centre & Closure of Two other training facilities
* Manage the Health & safety of the Training Facility
* Ensure all GEN 2 KPI targets are being met on a monthly basis
* Ensure the training centre meets ISOQAR Standards for yearly inspections.
* Mentoring of Staff to aid in achieving OTLA Grade 1 Outstanding
* Take a lead role in the GEN 2 Self-assessment review/report
* Liaise with Customers regarding the apprenticeship Levy
* Development of new training programmes and implement the new apprenticeship standards
* Set commercial course schedules to meet the demands of Sellafield, Sellafield contractors & all other commercial customers.
* Management of EDGE Funded Courses
* Management of the Energy Coast UTC Contract & delivery
* Prepare and assist in internal and external audits (OFSTED, ESFA etc.)
* Assist in developing and maintaining the current engineering & Business support service course material including lesson plans and schemes of work for a range of courses.
* Development of the VLE Material
* Control of the budget set by the Board, with a view to exceeding company profit targets
* Organisation of company induction, delivered to an average of 350 apprentices PA.
* Management of key employer accounts

**Gen 2 Training**

**Training Manager Carlisle Skills Centre**

**March 2015 – March 2017**

* Manage the curriculum of the Carlisle delivery centre including Apprentice training, commercial delivery and on site assessments.
* Manage the Health & safety of the centre.
* Ensure the training centre meets ISOQAR Standards for yearly inspections.
* Liaise with the customer on all aspects of delivery.
* Liaise with sales in order to have a profitable centre.
* Prepare and assist in internal and external audits.
* Assist in developing and maintaining the current engineering course material including lesson plans and schemes of work for a range of courses.
* Control the budget set out by the Board.
* Organisation of company induction, delivered to an average of 80 apprentices PA.
* Manage key employer accounts

**Gen 2 Training**

**Electrical Assessor/Trainer**

**August 2013 – March 2015**

Roles and Responsibilities:

* To deliver and assess Electrical & Instrumentation engineering & Commercial courses up to and including level three.
* To develop and maintain the current Electrical & Instrumentation engineering course material including lesson plans and schemes of work for a range of courses.
* Assist in assessing, changing curricular needs and offer plans for improvement.
* Maintain effective and efficient record keeping procedures.
* To review course content and delivery methods on a regular basis.
* Assume responsibility for meeting his/her course and learner performance goals.
* To ensure all relevant evidence of learning is accurately and correctly documented and completed for each learner.
* Provide feedback and support to learners on a one to one/ group basis.
* To assist in the overall development of the training centre.
* To assist in the delivery of course material outside of the subject of Electrical & Instrumentation engineering.
* To prepare and assist in internal and external audits.
* Perform other duties and responsibilities as assigned by the Training Manager.
* To provide pastoral care and support to students.

**Armstrong & Major Ltd**

**Self Employed Electrical Contractor (Joint Proprietor & MD of Armstrong & Major Ltd)**

**January 2010 – August 2013**

Roles and Responsibilities:

* Source electrical work/contracts
* Produce presentations/documents/quotes for potential clients
* Manage advertisement and branding of the company
* Produce risk assessments and method statements for works carried out
* Undertake electrical installations (wiring systems, wiring enclosures and equipment, single phase installation,3phase installation, inspect, test and commission installations, diagnose and correct faults)
* Generate and record invoices for payment. Using Sage accountancy I also managed all accounts

**Ashworth & McIntosh Ltd**

**Electrical Contractor**

**August 2005 – December 2009**

Roles and responsibilities:

* Manage electrical contracts on a regular basis
* Carry out electrical installations and maintenance of domestic, commercial and industrial properties
* Worked with single and 3 phase systems
* Record daily and weekly job/time sheets
* Co-operate with other sub-contractors on planning of jobs
* Organise colleagues daily work schedules

**INTERESTS & HOBBIES**

I enjoy socialising and entertaining with friends & family. I have a Daughter of 3 Year old & a partner of 8 years. I enjoy a passion for cooking and sampling foods of different cultures. I also take a keen interest in the stock market, and successfully manage my own stock portfolio.