Gillian Childs

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Whitley Bay

NEWCASTLE UPON TYNE

NE25 8SZ

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Learning and Development Manager

Story Homes

I wish to apply for the role of Learning and Development Manager and I believe I have all the necessary skills, experience and qualifications for this role having worked in the education and training sector for over 26 years. I believe I am the person for this role as through my career with Barnardo I have grown and developed through a number of diverse roles and this has given me valuable insight and experience at all levels within a large national employer. Understanding ethos and policy and procedures, professional boundaries, equality and basis and values and I would bring these principles to Story Homes.

Throughout my career I have worked directly with members of the public, service users, local government, academics, business owners, CEO's, funding partners and stakeholders. Within the diverse roles that I have undertaken I demonstrated an ability to work in a flexible way and to successfully work in teams and independently within a fast paced and pressurised environment, working to tight deadlines and steep performance targets. My ability to learn and adapt is key to my career success alongside the satisfaction I get from delivering the best results possible. I was responsible for the growth and development of the regional apprenticeship programme and this pivoted on effective communication, curriculum delivery, knowledge of ESFA and ESF funding, report writing, data analysis, people management skills and to provide robust advice and guidance and training needs analysis. I frequently travel extensively around the North East as well as Nationally. With the implementation of the Apprenticeship levy it was essential that I was aware of how levy funds could be used and the monetary value of our qualifications and provided budget monitoring of this. Understanding funding rules is essential in providing successful learning programmes and robust audit and quality assurance protocols. Having an in depth training analysis gave me the information I needed to utilise funds for learners on our programmes and to establish the correct training path and progression routes.

I am educated to degree level holding a Certificate of Education through Sunderland University which qualifies me to teach in the post 16 sector as well as an HNC in Business Information Technology. I am also a qualified tutor, assessor and internal verifier and work with Awarding Bodies, invigilating exams and submitting and verifying certificate claims. In addition to this I hold L4 Diploma in Advice and Guidance and in Employment Related Services Candidate achievement and progression rates were constantly monitored and robust analytical statistics produced to demonstrate this. The Apprenticeship Programme achieved higher than national average achievement results and a "Good" Ofsted rating in 2015. Many of the recommendations within the National Careers Strategy are already implemented within my curriculum and delivery with many learners going onto positive destinations of apprenticeships, further education and employment. Outcomes for learners was rated “Good” by Ofsted 2015. I work within the 8 Gatsby Benchmarks with advice and guidance being tailored to each learner and promote and source good quality work experience placements and mentoring opportunities with employers forming part of their individual learning plan.

Occupancy targets was a pivotal part of my role and this was done by raising our profile with Connexions, attending Year 10 and 11 Assembly, Apprenticeship Week, learner recruitment events within North Tyneside, Newcastle, Northumberland and Gateshead and being part of linking Education to Business through the North East England Chamber of Commerce. I had input into our self assessment report, was interviewed by Ofsted and contributed towards Ofsted Common Inspection Framework for our centre. I provided valuable information and input as part of Matrix and Fair Train accreditation, compiled and monitored learner and employer questionnaires and evaluations.

I am confident in presentation pitches, meetings and training environments and have been involved in securing Apprenticeship contracts with external Employers, tender bids and case studies as well as agreeing Service Level Agreements and monitoring and agreeing Health and Safety contracts. I sourced funding streams and funding partners through local Business Forums, Local Enterprise Forums and Local Council, member of the AELP, FE Weekly and Apprenticeship Forums. I follow statutory procedures for Safeguarding and Child Protection, Equality and Diversity, Data Protection, Health and Safety, ICT Code of Practice, Prevent and British Values and identify and take part in continual CPD. I hold a current enhanced DBS and hold a valid MIDAS minibus plus trailer certificate.

In my spare time I am a volunteer cycle guide where I plan, deliver and support guided cycle rides for all abilities around the North East and further afield to East and West Coast of Scotland, Cumbria and Carlisle, Yorkshire and Midlands as well as Northern Ireland and Belgium.

I hope this information is satisfactory to you and look forward to hearing from you in due course.

Yours faithfully

Gillian Childs