

MARTIN GILLING

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Driving Licence

Car Owner

Personal Statement:

I am a flexible, motivated and highly dynamic quality and management professional with excellent communication skills. I have proven leadership skills in developing people to their full potential. I am a committed individual who is enthusiastic, positive and punctual. I possess the ability to work as a team member with confidence and using good interactive skills. I am an innovative and resourceful person while having a basic quality policy; Right first time, Right every time.

Training and Qualifications:

- QCF Assessor; Eastlea Training Centre; A1 Award for Training and Assessment (Level 3)
- PTLLS; Eastlea Training Centre; Preparing to Tech in Lifelong Learning Sector (7303 Level 4)
- Functional Skills Numeracy / Literacy; Learn Direct; Level 2
- Employability Programme Coach; Sole Developers; Level 2
- Train the Trainer & *Up-Date; Sole Developers
- *The Manchester College; Train the Trainer Level 2, *Level 4
- TAQA; The Manchester College; Internal Quality Assurance Award (QCF) Level 4
- Award in Occupational Health & Safety; NCFE; Level 2 Award
- Operational Management; Alison.com; Diploma in - Operations Management FETAC Level 5
- Certificate in Lean Organisation Management Techniques; NCFE

Career Summary:

Production	July 1996 - 1999	Dewhirst
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Working within a fast-paced production environment with tight deadlines and exceptionally high-quality targets.

Group & Cell Supervisor (Kaizen Lead) / Machine Programme Trainer	Nov' 2000 - June 2011	TRW – Automotive Electronic Safety Systems
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I have 11 years' extensive experience of industrial performance management, lean and process improvement management within the production of safety critical electronic engineering. Involvements included management of gathering data that accurately reflected the condition of the manufacturing process, interpreting the data to identify any trends, variance or discrepancy, and restoring operating parameters to the process specifications promptly by making any adjustments. Ability to carry out an analysis within a chosen area / product range, typically focusing on customer schedules (volume), cost of producing the part, profit for each part as a percentage, manufacturing lead time, quality and the process route. I have the necessary skills and knowledge needed to make full use of text, numeric and graphical information, by interpreting and using technical information extracted from a range of documentation such as engineering drawings, technical manuals, technical specifications, reference tables / charts and electronic displays related to electrical circuit board production with fine pitch placement machinery which mount and secure the electrical components. I have experience with staff development within these areas to include coaching / mentoring and supervision skills. Fully competent in the management of all absence, staffing levels, CPD and appraisal procedures. I also have vast competence and knowledge surrounding all industry based lean methodology and change management areas to include warehousing, customer service, production and quality with a clear demonstrable knowledge of PNA, VSM, 5S/3S, cost analysis, root cause analysis and visual management.

Worked as an NVQ Tutor / Trainer and IQA with The Manchester College. In my short time, I set up and delivered new apprenticeship delivery programmes; Sector 15 Business Suite, Performing Manufacturing Operations, Warehousing and Storage and Business Improvement Techniques. I then supported the design and set up of a business centre to deliver qualifications within the Business suite of qualifications. I designed these programmes with two key factors in mind; the needs and capabilities of the candidates and satisfying the requirements of the qualification specifications and awarding body requirements. Keeping that in mind I implemented the portfolio contents and paper work which best met these needs. I have worked within both City & Guilds and OCR as both an assessor and IQA. As an assessor assigned to a candidate I was responsible for formally judging the candidates' evidence against the national occupational standards and assessment requirements. I helped candidates identify opportunities to demonstrate their competence and to produce evidence. I was part of a coaching and mentoring team of Train the Trainers and delivered the TAQA level 3 & 4 to internal staff across the region.

As an Internal Quality Assurer (IQA) within a centre I was the driver for management and quality assurance in qualifications, both within national frameworks and within the quality and management systems in approved centres. The role, in terms of managing assessment so that it consistently meets national standards, is central to maintaining public confidence in each and every qualification issued. Therefore, internal quality assurance is a key factor in managing 'risk' and ensuring that when certificates are claimed for learners the requirements of the national standards have been reliably met. I have Quality Assured the following areas within The Manchester College, The Business suite; IT, Customer Service, Team Leading and Business Admin. Renewable energies.

Internal Quality Assurance
Owner/Manager of Icep
Freelance

Feb' 2012 – Ongoing

Various companies

Freelance work within Quality Assurance and Assessment Marking / Coaching & Mentoring.

Coach / Quality Assure the following areas;

- Business Improvement Techniques Apprenticeship programme level 2 & 3 / Lean Employability Skills Technical level 2
- Performing Engineering Operations Apprenticeship programme level 2
- Warehousing & Storage Apprenticeship programme level 2 & 3
- Team Leading Level 2 & Management Level 3 & 5
- Sector 15 – Business Administration Level 2 / Customer Service Level 2

Internal Quality Assurance /
Quality & Delivery Manager

Sept' 2013 – Feb' 2015

KF Training

Undertaking Management of Quality Assurance and of a team of tutors / internal quality assurance across all occupational sectors. Lead and development the team for success rate of 85% overall and timely while leading on internal and external quality audits, to include Ofsted and regulatory bodies. Responsibilities included maximising contract value of the delivery of Apprenticeship and Learner Responsive programmes in line with companies' business plan and targets for each contract year. Staff recruitment and selection in line with profile and contract requirements with IQA and Assessor Training and Development planning and completion. Responsible for the effective management of the training and development team ensuring delivery of the required outcomes and quality of provision within all fund providers contracts, against common inspection framework, SFA Guidance, Sector Organisations and Awarding Body requirements. Implementing & reviewing systems, procedures and training materials and quality procedures. Provide Management Information to the Managing Director and contribute Self-Assessment (SAR) and Quality Improvement Planning for overall strategic focus of the organisation. Robust monitoring of Tutors' Performance by tracking monthly KPI, absence/holiday and appraisals/probationary reviews making sure the learner is progressing and still on track to maintain timely achievements and managing the end dates of the Apprenticeship Programme.

Apprenticeship Manager /
Training, Assessment & Internal
Quality Assurance

Feb' 2015 – Sept 2015
Sept 2015 – present

Learning Curve Group

Responsible for managing Apprenticeship Trainers & Apprenticeship Advisors to ensure the Apprenticeship delivery offer an excellent service to employers and effectively signposts them to the most appropriate part of the Apprenticeship system. Experience monitoring work standards, assessing and maintaining quality of deliverables, liaising with clients, developing training programmes, and introducing new tools and techniques for problem solving.

Ability to work with other members of higher management, the marketing team and trainers to ensure targets are met. Taking responsibility for cultivating new business and clients, while managing delivery contracts on a one to one basis.

Responsible for contract and budget management in line with company targets for a substantial business growth, working these budgets alongside funding guidelines. Formulating strategic planning exercises to support business objectives and direction within senior management teams. Having an extensive Lean background allows for good change-management implementation and development of both people and product.

Training, assessment and quality assurance within Sector 15 suite to facilitate the learning and development within industry. Using inclusive teaching and learning approaches to underpin the principles of assessment to coach learners through qualification frameworks. Lead IQA for Manufacturing, Logistics and Lean Organisation Management working and supporting a team of trainers/assessors within sector. IQA within Sector 15 inclusive of Management level 5.

Referees:

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TRW