**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Learning & Development Apprentice**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** To support the administration requirements for Learning & Development that ensure staff are trained and developed to enable them to be safe and successful in their roles. Whilst completing a level L&D Practitioner qualification.

**RESPONSIBLE TO:** Learning & Development Manager

**RESPONSIBLE FOR:** n/a

**REGULAR CONTACTS: External** Training Vendors/Providers

Colleges/Education Providers

Professional Associations/Bodies (e.g. CITB)

**Internal** Fleet Support Managers

Solutions Managers and Teams

Installation and Electrical Managers and Teams

All Departmental / Branch Managers

Finance Team

HR Team

SHEQ Dept.

Business Technology Department

**MAIN RESPONSIBILITIES:**

* Meet targets related to your Apprenticeship and role performance agreed by your company appointed Mentor and attend all college, training, assessments, and progress reviews.
* Attend all formal learning sessions related to your Apprenticeship
* Successfully pass the appointed Apprenticeship qualification
* Support L&D Administrator in booking specific Branch training as assigned by the L&D Coordinator
* Support L&D with the sourcing and organising of compliance, core and domain specific training as required by the business, either in-house or externally as needed and delivered via all learning methods within agreed timeline.
* Support L&D with organising training venues/hotels/caterers etc.
* Become proficient at issuing joining instructions for compliance, core and domain specific training to delegates prior to sessions being delivered.
* Support the checking of confirmation of attendance during session and follow-up with non-attendance
* Support co-ordination of completion Certificates to be recorded; checked; distributed; diarised for renewal & system updated.
* Become proficient in the renewal training process within agreed timelines.
* Contribute to the smooth running of Training Inbox and co-ordinate to meet business/department needs.
* Manage the certificate process – ensuring they are sent to those required and stored in the system.
* Support L&D to ensure all training process are complete for Leavers; Transfers; Job Changes; Probations etc. as required
* Become competent at inputting new starters training records onto database to meet business needs.
* Support the output of L&D Inbox as requested.
* Support Reception as required.
* Support L&D Co-ordinator’s and L&D administrator’s general duties as required during annual leave or staff sickness/absence.
* Support Department audits and tenders as directed

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

**Essential**

* Computer literate (Basic level MS Office applications, in particular)
* Detail conscious, with good administration skills
* Professional and confident with excellent interpersonal and communication skills. The successful candidate will have the ability form effective relationships with people at all levels and to communicate well over the telephone, face to face and in writing.
* Excellent planning, organising skills, with an ability to prioritise and juggle a busy workload and multi-task.
* Pre-emptive and able to assimilate new information quickly.
* English & Maths Level 3.
* Adaptable and Flexible approach, using initiative.
* Ability to work independently, and as part of a team.

**Preferred**

* Previous training and/or HR administration experience.
* Knowledge of training requirements within the Construction industry, engineering, logistics or similar industries where there are complex training requirements.