

## LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD



### TRAINING & CPD TEAM VACANCY: CPD ADMINISTRATOR (PUBLIC SECTOR MGT)

#### JOB SPECIFICATION

Department: Training & CPD  
Job Title: CPD Administrator- Public Sector Management  
Reference: LCTD/CPDAD/22/2  
Date posted: Monday 1 August 2022.  
Salary: £26,900  
Employment Status: Full Time (Mon- Friday) (10am – 5pm)  
Start Date: Monday 15 November 2022.  
Reporting to: Director of Studies (Olanrewaju Sharafa)/ Training & CPD Manager.

#### ABOUT LCTD

LCTD's mission is to remain a highly reputable education provider that creates opportunities, success and futures for everyone. We provide students with the opportunity to progress with their career aspirations. LCTD prides itself as a leading training provider that does everything 'exceptionally' to ensure our staff, assessors, and learners achieve their full potential.

Since March 2016, LCTD has provided relevant, accredited and professionally recognized adult qualifications. The London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities. ASIC is an independent body providing accreditation services for independent, further and higher education colleges.

Awarding Bodies, licensed by Ofqual, accredit the courses offered by LCTD. These courses are available from RQF level 2-8. As an ASIC-recognized training provider, all our qualifications are open to UK residents and international students.

LCTD is currently in a transition phase towards the actualization of a contemporary and vibrant rebranding that reflects the success and aspiration of our "Greenwood Committee IHE Project 2024." The committee aim to expand the business through maintaining or gaining recognitions and approvals that support our international students' recruitments into our (i) Foundation courses, (ii) English Language courses, (iii) Executive Masterclass, (iv) CPD and conferences.

#### LCTD INSTITUTIONAL & EDUCATIONAL PARTENER

London Centre for Training & Development (LCTD) is:

- Fully accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC),
- A Further Education member of UKCISA.
- An accredited agent of:
  - University of Northampton, London.
  - Anglia Ruskin University, London.
  - British School of Marketing International (A registered Student Sponsor Student College).
  - London Graduate School.
- A member of the National Network for the Education of Care Leavers (NNECL). LCTD membership of NNECL signifies our commitment to the care-experienced agenda. Care leavers are a priority target of the LCTD strategic mandate.
- A member of the South East London Chamber of Commerce. We are proud to align with the South East London Chamber of Commerce's vision that ensures "South East London continues to thrive as a prosperous and connected community.
- Recognized by Awarding Bodies, licensed by Ofqual, including- OTHM, HIGHFIELD QUALIFICATIONS, QN UK and endorsed CPD provider for the Institute of Public Sector Management, UK.

## LCTD STRUCTURE, MANAGEMENT & OPERATIONS

The senior management team (SMT) is supported by external professionals currently overseas LCTD operations across various activities, projects and initiatives. Our core focus is exporting British education and supporting local businesses and communities through our business and employability units. LCTD's full range of services, units and income streams includes:

- Offering Level 3 Courses in (i) Health & Social Care (ii) Business Mgt (ii) Education & Training.
- Offering Functional Skills English Language qualification to Local & International students.
- Provide CPD & Endorsed courses in (i) Public Sector Mgt (ii) Forensic Accounting (iii) H & S Care.
- Organizing professional events and conferences.
- Business and Employability units were established to support local businesses.

The Centre Manager, as well as the senior management team (including the Director of Studies, Managers and external professionals), ensures the smooth operation of LCTD. The core objectives of the senior management team are mainly to build the LCTD brand and reputation so that it can deliver on the provision of:

- Foundation courses,
- Professional courses,
- University pathway services,
- Business and Employability projects.

The teaching, assessment, administrative and business support services of LCTD are carried out at the South-East London location. LCTD adopts an International students' recruitment model with the ambition of exporting British qualifications.

## ABOUT THE JOB

### PURPOSE:

As the **CPD Administrator- Public Sector Management**, you will be responsible for providing all the support required by students who wish to enrol onto endorsed public sector qualifications. You will be responsible for driving learners' satisfaction and experience throughout their journey on the Public Sector Management course.

This role will require you to make phone calls, send emails and meet the students virtually or in person from time to time. You will also support accreditation and endorsement of the course with professional Institute and awarding bodies such as:

- 1) Institute of Public Sector Management UK.
- 2) The CPD Certification Services.
- 3) Any Ofqual Awarding Body selected as a preferred choice of the LCTD SMT for endorsement.

You will support the Director of studies and International Regional Manager to develop partnerships in a predefined geographical area. This will include reaching out and setting up partnerships with public sector organizations, universities or international education institutions so that the public sector management CPD can be offered to a broader range of individuals associated with partners.

The purpose of this role is to provide administrative responsibilities which covers a range of duties across the Public Sector Management CPD platform including, but not limited to, students enrolment, CPD activities and feedback, individual CPD allocations, event registrations and documentation, certificate issuance and dispatching, reporting and evaluation. The position also requires excellent customer skills to deal with prospective student enquiries and liaise with awarding bodies and external partners.

## **OTHER KEY RESPONSIBILITIES WILL INCLUDE:**

**Responsibilities:** As a CPD Administrator, you will support and coordinate events for our continuing professional development (CPD) programme in Public Sector Management. The role involves providing administrative support to meet the needs of students enrolled on the public sector management course, awarding and accreditation bodies that endorsed the course. Among other things; your role could involve:

- Process applications for enrolment onto the CPD Public Sector Management.
- Process and dispatch or upload CPD certificate for each learner upon completion.
- Assist with the management and administration of online CPD modules.
- Assisting in ensuring that the CPD scheme is 'fit for purpose and that the CPD diary and CPD activity approval services offer an excellent standard of service to learners.
- Working closely to support other team members, answering learners' queries and providing guidance and information.
- Ensuring all communications, including enquiries by email and phone, are replied to accurately and meet quality assurance standards.
- Supporting the Director of Studies and the Training and CPD Manager, including helping with their calendar, meetings, event bookings and travel bookings.
- Maintaining a good relationship with our bank of CPD reviewers and scheduling reminders for them to review applications.
- Assist in the planning and running of CPD seminars, webinars and other activities
- Prepare and submit quarterly reports of key CPD data for interpretation by the Training Manager and Director of Studies.
- Liaise with employers, partnership organizations and other parties/bodies as required
- Any other duties relative to the role on an ad-hoc basis as required by the Director of Studies or Training Manager.
- Support collaborative arrangements, including student onboarding from international partners such as the Institute of Corporate & Public Sector Professionals, Unique Business School, and the Graduate School of Public Sector Professionals.
- Support with maintaining established ongoing relationships with local and international partners and institutions.

## REQUIREMENTS

### PRIMARY REQUIREMENTS:

You will be a well-motivated individual with the confidence and ability to work with or without supervision. We expect you to have a high degree of energy and enthusiasm, which you can transmit to support learners' journey. We also expect you to demonstrate a problem-solving attitude and have the ability and willingness to adapt and develop in the role as the course enrolment increases both in terms of enrolment and region of sales. The post-holder must possess

- Good communication and interpersonal skills
- Administration experience
- Self-commitment to Continuous Professional Development (CPD)

### (A) Qualification & Experience:

- i. Degree or vocational qualification at a minimum of Level 6.
- ii. Be able to provide an up-to-date criminal record check.
- iii. Membership of a professional body.

### SECONDARY REQUIREMENTS

*Candidate must be able to meet at least **TWO** of the following criteria (B-D)*

### (B) Communication, IT skills and values

Highly effective interpersonal and communication skills (including oral, written/literacy, numeracy, and presentation). Evidence will comprise:

- i. ability to use IT to support students and discharge administrative responsibilities (MS Word, MS Excel, MS PowerPoint, Windows 10 or Mac)
- ii. evidence of the use of e-portfolio for evidence submission and assessment (e.g. Laser System, or any other related short-course system)
- iii. ability to translate LCTD values into action

### (C) Developing enterprise activities and external links

The ability or the potential to develop valuable connections with businesses to generate enterprise income and networks. Evidence will comprise:

- i. generating consultancy and CPD income
- ii. active professional body membership that can increase the esteem and influence of the Centre
- iii. Significant engagement with external organizations (public bodies/charities/NGOs) increased the Centre's esteem and influence.
- iv. International exposure i.e. evidence of visiting country outside home country.

### (D) Improving the learner experience

The ability or the potential to undertake activities that enhance the wider student experience. Evidence will comprise the development of initiatives to:

- i. support extra-curricular learner activities
- ii. raise levels of learner satisfaction
- iii. improve levels of learner retention and progression
- iv. enhance levels of learner employability

## NOTES TO APPLICANTS

You must submit the attached application form, a CV, and a cover letter for this role. Please address all sections of the job description, providing evidence about each element of the selection criteria where applicable. Your complete application form, with your CV and cover letter addressing the responsibilities of the post as outlined in the specification, are to be submitted by **close of business on Friday, 26 August 2022**.

You can apply (in-person) at our London office or email relevant documents to [info@lctd.co.uk](mailto:info@lctd.co.uk) and cc [pauline@lctd.co.uk](mailto:pauline@lctd.co.uk). *You can also apply through our website at [www.lctd.co.uk](http://www.lctd.co.uk).*

The first and second interviews will be held between 1<sup>st</sup> and 9<sup>th</sup> September 2022, with a resumption start date of mid-November 2022.

## EQUAL OPPORTUNITIES POLICY STATEMENT

LCTD is committed to equal opportunity as an employer and a responsible, independent training provider.

LCTD will promote good relations among its staff and learners and create conditions that contribute to its members' full development and potential.

## NO SMOKING POLICY

Applicants may wish to note that LCTD has a no-smoking policy, which means that smoking will not be permitted anywhere in the Centre buildings.

## INTERNATIONAL APPLICANTS

At LCTD, our many international staff and students are a valued part of our vibrant and diverse community and play a vital role in the future of the Centre. We welcome international applicants who have the right to work in the UK or are eligible for sponsorship under the Skilled Worker Route (SWR) or the Global Talent Route.

At LCTD, we are an A-rated UK license holder, which means we can make visa-sponsored applications.

Please be advised that currently, LCTD will only support the Certificate of Sponsorship for any employment visas and will not support the payment of the employment visa for the offered candidate and/or dependents.

The new points-based immigration scheme will work for the whole of the UK and will apply to all nationalities other than British or Irish citizens from January 2021 post-Brexit and ends free movement for EEA Citizens.

Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant on the grounds of national origin.

We strongly recommend that you consult the Apply for a UK visa section of the Home Office [web pages](#) to determine your eligibility for a UK visa. This also applies if you are an EU, EEA or Swiss citizen (including Iceland, Liechtenstein and Norway); you and your family can [apply](#) for FREE to the EU Settlement Scheme to continue living in the UK after 30 June 2021.

Employer sponsor licenses for Tier 2 will automatically transition to the SWR on 1 December 2020. All applicants coming to work under the SWR will require 70.

Skilled Worker Route (SWR) Points Based System	Points	Meets✓ / Does Not Meet ✗
Mandatory criteria (50 points)		
A job offer from UK licensed sponsor required	20 points	✓
Above the minimum skill level Regulated Qualifications Framework (RQF) 3 or above (A level or equivalent)	20 points	✓
Offered candidate speaks English to an acceptable standard	10 points	✓
Mandatory points Total must be 50		50
Further criteria of one from below (20 points)		
Offered salary is above £25,600 p.a. (jobs can only be offered on a full-time basis)	20 points	✓
The applicant holds a relevant PhD, and this qualification is required for the role	20 points	✗
The advertised role is on the shortage occupation list (SOL)	20 points	✗
Further criteria Total maximum 20		20
Overall SWR points total (must meet 70 points)		70

Under the UK Government PSB scheme, this role **meets** the criteria to be sponsored by LCTD for an SWR application.

## APPLICATION FORM

Position

Name\*

First

Last

Email \*

Nationality

Phone

National Insurance Number\* (N/A- if you do not have)

Full Address:

LIST OF QUALIFICATIONS & EXPERIENCE (Please see attached up to date CV)

Further Information (If any)

Details of two References (*Name, Position, Email, Telephone and Relationship to you*)

Please provide details of two referees, one of whom should be your current or most recent employer/institution.

## Declarations

- Data Protection Act
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:
- Criminal Convictions

To comply with Data Protection obligations, the Centre reserves the right to use the information you have provided in the application form for personnel records and payroll purposes.

Data may be held both electronically and manually and will be processed for management reporting, supplying statistical information to our funding bodies and for any authorized requests from external third parties.

You have the right to ask for a copy of the information held in our records. You also have the right to correct any inaccuracies in your information.

Further information can be obtained from the Data Protection Officer.

## Criminal Conviction: Declaration Form

- I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information may lead to termination of employment.

## GDPR Agreement \*

- I consent to have my submitted information stored; so they can respond to my inquiry.