Elizabeth Louise Watson

CT6 8AL

Date of Birth: 15/12/68

Nationality: British

**PROFILE**

An experienced Senior/Manager/Assessor/Trainer/IQA with good communication skills, combined with a down to earth method of motivation and supervision. Holds the ability to organise effectively and achieve targets set. A loyal, conscientious, forward thinking person, capable of adjusting to constantly changing priorities. Wide ranging experience, enabling all round understanding of various functions. Lively and competent, together with a sense of humour and professionalism.

**EMPLOYMENT HISTORY**

February 2018 to date **Freelance Assessor/Tutor/Trainer/IQA/Quality Manager**

* Delivering the First Aid suite of qualifications to delegates on behalf of St John Ambulance
* Conducting IQA audits and liaising with Awarding Organisations. Leading the IQA function
* Trained observer
* Completion of Ofsted and ESFA audits
* Delivering Recruitment, Customer Service, Business Admin, Team Leading, CAVA, IQA and Management Apprenticeships/Qualifications

September 2016 to February 2018 **Wolseley UK**

**Trainer/Assessor/L&D Facilitator/IQA**

* Carrying out monthly visits into the workplace to support learners to complete all parts of the qualification framework, completing the required documentation and using e-portfolio to manage and record progress.
* Facilitation of Leadership and Management Workshops to colleagues and the 2017 Graduate intake
* Delivery of Level 5 Management training (ILM)
* Quality Assurance of frameworks including part of the team for SAR/QIP and EV visit facilitation

August 2013 – September 2016 **learndirect (formally Expedient Training)**

**Assessor/Trainer, Recruitment Lead Assessor/Counter Signatory**

* Delivering full framework Apprenticeships in Recruitment and Management L3 and Recruitment, Business Admin, Customer Service, Team Leading and Sales L2
* Lead Assessor with involvement in Standardisation Planning meeting with the quality team

November 2012 – July 2013 **Direct 2 Training**

**Consultant**

* Creation of a new training centre, set up through a family link and supporting The Jimmy Mizen Foundation. Achieved SFA Register of Training Organisations inclusion
* Gained accreditation with iCQ for Business Administration, Customer Service, Team Leading, Management and Warehouse & Storage. SQA for Functional Skills to include EV visit. Qualsafe for First Aid

April 2012 – August 2012 **Society of London Manufacturers**

**Young Apprentice Project Manager**

May 2007 – July 2011 **Circa Limited**

**BD Manager Apprenticeships/Recruitment Agency Manager**

Sept 2002 – May 2007 **Director/Subsidiary Company Manager HR Go Plc**

**Bromley Appointments (Commercial Recruitment Agency)**

**Estate Agency Appointments (launched August 2004)**

November 1999 – Sept 2002 **Senior Recruitment Administrator/London Branch Manager**

**ESCA Services Ltd (Mechanical and Electrical Recruitment Agency)**

Maternity break During this time successfully established a CV Consultancy and Design Service, offered candidate Psychometric Testing services.

July 1998 – December 1998 **Career Consultant**

**Office Angels – Moorgate Branch**

September 1997 – June1998 **Associate Director of Operations**

Field Management Ltd (Market Research)

September 1988 – Aug 1997 **MORI (Market and Opinion Research International) Field Dept**

October 1994 - August 1997 **Field Controller/Senior**

* Transferred from administration roles to research, a move only usually made by graduates.

June 1993 - October 1994 **Payroll Manager/Field Secretary**

September 1988 - June 1993 **Payroll/Secretarial Assistant**

**QUALIFICATIONS/COURSES**

* NVQ Level 4 in Management (Edexcel) Orpington College
* Signed off to deliver L5 ILM
* REC Certificate in Recruitment Practice.
* TAQA Certificate in Assessing Vocational Achievement 2012
* PTLLS L3 2013
* Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
* Functional Skills Level 2 in ICT, Maths and English
* BPS Certificate of Competence in Occupational Testing (psychometric) Level A and Level B. Registered with the British Psychological Society.
* Entered for and successfully passed the MORI Graduate Training Scheme.

**OTHER**

* I am a home owner, hold a full, clean driving licence, own my own transport and I am in excellent health.
* Club Secretary and Treasurer for Welling United Youth - 5 years to 2009. Consists of 18 teams and 250+ members. Committee member and Child Protection Officer. Editor of Youth Page Programme for Conference League Fixtures.
* Founder fundraising committee member for The Jimmy Mizen Foundation Charity
* Family and the outdoors