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Denby Village

DE5 8PH

# Amy Harris



I am a highly motivated, enthusiastic team leader with over 15 years experience within the Government Funding sector. I have a proven record of managing a team with empathy and understanding to meet ESFA contracts. My roles as mentor, assessor, IQA and business development manager have given me confidence to communicate effectively with people of different backgrounds and abilities.

**Experience**

**Current Role Freelance IEPA.** Conducting end point assessments for Learning and Skills Teacher Level 5 and Learning Mentor Level 3.

Sept 2015-Oct 2021 Qdos Training Ltd

**Managing Director**

* + Responsible for day-to-day quality and compliance and management of staff
  + Creating policies and overseeing lone worker procedures, genera health and safety assessments and safeguarding
  + IQA of Diplomas, IT qualifications Apprenticeships and Functional Skills

(Learning Mentor, Business Administrator, Customer Service Practitioner and Specialist, Team Leader/Supervisor, Operations/Departmental manager, Learning and Skills Teacher, Junior Management)

As part of this role, I supported the development of staff IT capabilities, improving their productivity and quality using the Ed Tech Demonstrator as a basis for this training. During my site visits, I developed my understanding of a range of bespoke software (data management, accounts and safeguarding specific) and supported the organisation to gain the data management ISO standard. I wrote and implemented a range of IT policies and procedures and created marketing using a range of IT systems.

Feb 2014- Sept 2015 Adaptive Business Support Notts

**IQA and Project Management**

* + Head of curriculum for employability, responsible for IQA, whole team, curriculum, delivery, OTLA and JCP/work experience liaison.
  + Project managing internal project such as finding and maintaining new sub contracts, ROTO application, whole staff development plans

2002-2014 DART Ltd Derby

## Various roles

* Assessor and mentor for animal care levels 1-3, working with a cohort of 40 learners
* IQA for animal care and TAQA
* Schools and Study Programme co-ordinator, increasing number of 1416yr old learners, B2B liaison, carrying out health and safety checks and providing IAG to all parties
* Business Development Manager, overseeing a busy sales team to ensure targets and contracts are met, providing a mentor role to staff and increasing learner numbers by developing and expanding business leads across curriculum areas. Developed and managed new structure to guarantee operating profits in excess of 25% by costing out delivery of each learner, initiating new marketing protocols, developing social media use, attending career events and investigating new qualifications
* Assessor and IQA for Sales Qualifications

2000-2002 McMurtry and Harding Vets Ashbourne

## Senior Registered Veterinary Nurse

▪ Working in a busy mixed practice providing general nursing duties and carrying out nurse consultations. Student nurse qualified assessor

1998-2000 Active Vetcare Reading and Southampton

## Registered Veterinary Nurse

* Working in small animal practice achieving a high quality of care to both client and pet
* Providing grooming services

**Education** ▪ 1989-1996 Sutton Centre Sutton-in-Ashfield

* 10 GCSEs, A-C
* 4 ‘A’ levels

**Professional Qualifications**

▪ D32/33/34

▪ DTLLS

* Level 3 IAG
* Key Skills Communication Level 3
* Functional Skills maths Level 2
* Functional Skills English Level 2
* Level 2 Safeguarding
* Level 2 Equality and Diversity
* IOSH
* Level 3 End Point Assessor
* Qualified Fire Marshal
* Qualified Veterinary Nurse

**Interests**

My life outside work is family focused supporting our two children in their education and sports. I enjoy walking the dog, staying fit and travelling abroad.