**Mrs Janet Glentworth**

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**Profile**

I am an extremely experienced manager, assessor and internal quality assurer in the work based team leading, project management, health and social care field, customer service and business and admin but also a very experienced and excellent tutor and assessor both in work based learning and class based provision.
I have extensive working knowledge of apprenticeships, QCF/RQF diplomas, functional skills and developing short and long bespoke training as well as the management and operational skills (both strategic and operational) to run an effective department delivering outstanding results.

I have a vast amount of experience in the assessment and internal quality assurance of NVQ/QCF/apprenticeship learners from various professions and at all levels

I have developed and ran effective workshops and teaching sessions for QCF/apprenticeship and mandatory training for learners to cover underpinning knowledge requirements update skills and obtain qualifications, and have developed numerous teaching resources to enhance the learning and development of the learners often working in conjunction with employers to ensure the teaching and learning was effective. These have been in the learner’s place of work, colleges, training departments etc.

I have extensive experience of EPA as I was part of the trailblazer group and quality team for EPA’s with section skills councils. I was also involved in producing situational judgment tests for EPOs and quality assuring grading and assessor judgements form the start of the new standards with many EPO including Highfield assessment, Edexcel and City & Guilds

I have always been passionate about achieving and maintaining high standards in both myself and from others, and have can do attitude to all aspects of my work.
I enjoy taking on new challenges and set myself high expectations in all my work and am always willing to learn and develop to ensure I maintain my high standards.

**Experience**

**BIoR**

**Teaching and learning improvement lead**

March 2020 – present

Developing, implementing and promoting the Academy’s strategy to enable all teaching/training staff to achieve a minimum of 'good' teaching grades and work with teachers and assessors to improve teaching standards. Supporting the implementation of a Learner Observation Policy. Providing assurance to management and the board that the training provision is of good quality and not risking the reputation of the Academy with Awarding bodies, ESFA, OFSTED. Reporting to management on outcomes and the effectiveness of subsequent action plans. Managing and delivering training and development activities, including teacher training programmes as required. Formally observing staff as part of the annual observation process and undertake supportive observations, as part of the quality improvement strategy.

Supporting the curriculum design and effectiveness to meet the needs of learners. Managing assessment team to deliver apprenticeships and training in recruitment, HR, operational departmental manager, business and project leads.

**AAA Training**

**Lead IQA/Strategic Lead**

July 2019 – March 2020

Lead IQA for a large number of assessors and IQA’s nationally. Overseeing the quality assurance of several apprenticeships and vocational courses. Carrying out observations of teaching and learning using the new CIF on all assessors and IQA’s on a 3-month basis and formulate individual professional development training for assessors and IQA’s based on OTLA feedback. Carry out monthly remote and team meeting standardization meetings. Overseeing and managing resource development for learners via electronic portfolio and VLE. Occasionally trainer for new staff nationally for private health care providers. Online portfolio champion. Assessor and IQA for CAVA courses. Recruitment, training and development of new assessors and admin team liaising with EPOs on good practice and quality issues

**Creative Support**

**Vocational Centre Manager/Levy contracts manager/Placement officer** April 2015-July 2019

Operational manager of a national assessment team and QCF/ apprenticeship programs in Team leading Heath and Care, Management, Business Admin and Operational Management. Lead quality assurance and compliance manager. Member of Trailblazer apprenticeship standards group and large employers network Skills for Care and other sector skills councils. Strategic and Operational lead for apprenticeship provision within the company employing over 6000 staff

Manage levy and contracts with over 20 outside training providers.

Manage and coordinate placements with schools, further education colleges and Universities for work experiences and placements.

Working with HR department and recruitment teams to fill vacancies nationally. Overseeing the recruitment and induction process of assessment team nationally

**Salford City College, Salford**

**Lecturer Health & Social Care** September 2014- April 2015

Developing and coordinating Level 3/2 Btec health and social care course provision
Developing Moodle and virtual learning environment site for learners to access
Maintained 100% KPI's targets

**St Helens College, St Helens**

**Programme Leader Health and Social Care** March 2010 – September 2014

Programme Leader/ Head Assessor/IQA/Departmental manager and senior lecturer/tutor for the health and social care work based/apprenticeship department.

Main IQA/tutor/trainer for Health care apprenticeships and QCF diplomas with 3 NHS Trusts

Assessor and Internal Verifier (IQA) to a large cohort of apprentices and QCF only learners constantly achieving timely success at levels 2, 3 and 5 in Health and Social Care, Clinical Health, Maternity and Paediatrics, Perioperative Support, Healthcare Support and Allied Health Professional Support, Business Admin, Team Leading, Operational Management
Manager/coordinator for all peripatetic and work based assessors/IQA's in the department. Working in conjunction with HR in the recruitment of apprentices and assessment team and administration staff.
Completed performance reviews for all department staff.
Lead IQA and apprenticeship coordinator for the department.
Main link and lead for external awarding bodies visits.
Developed and ran new programs of study and bespoke training for small and large health and social care organisations including NHS & PCT's with repeated increased business yearly.
Developed and ran new short course/distance learning provision and developed training programmes for unemployed via sector skills funding.
Exceeded national benchmarks for KPI's in all provisions (QCF's, Apprenticeships, Higher Apprenticeships).
Completed department self-assessments, audits/quality action plans for department
Achieved grade 2 in recent Ofsted inspection for department.
Graded 1 teaching and learning observations.

**Community Home Care Services, Salford** October 2008 – November 2010

**Director**

Non-executive director of a domiciliary care agency (unpaid volunteer basis) responsible for training and development provision, recruitment and onboarding of new staff.

**Salford City College - Business Centre, Salford**

**Programme/Operational departmental manager Leader Health & Social Care** September 2002 – March 2010

Developed from scratch and managed all the NVQ/QCF programmes in health and social care, short and long term course provisions, bespoke training, and employer forums within the health and social care field.
Main assessor/IQA/trainer/manager for Salford Training Partnership Health & Social care provision/unemployment recruit training (NVQ)
Manager for all assessors/internal verifiers in the department. Developing recruitment packages for Salford Social services and Independent providers
Lead IQA and awarding body link person for the department
Assessor and IQA to a large cohort of QCF/NVQ learners health and social care learners from various organizations - domiciliary agencies, residential care, nursing homes, outreach projects constantly achieving timely success rates.
Increased learner provision over 300% in four years

Tutor for level 2, 3, and 5 NVQ/QCF health and social care programmes.

**Rochdale College, Rochdale**

**Lecturer Health & Social Care** August 2001 – September 2002

Managed both the NVQ and advanced programmes in health and social care.
Became ILT champion for the department, developing use of technology in enhancing the learners knowledge and skills.
Managed a small team of peripatetic assessors and was a lead moderator and internal verifier for a number of courses including NVQ’s

**Salford Mental Health Services, Salford**

**NVQ Coordinator/Strategic Manager** March 1998 – August 2001

Managed and ran the NVQ provision and training for the Trust.
Assessor and verifier to a number of staff on the wards.
Developed and ran workshops and training for all health care staff within the training department in line with NVQ requirements and Trust objectives

**Salford Mental Health Services, Salford**

**Ward Manager/Staff Nurse** September 1988 – March 1998

From qualifying became a staff nurse, working on numerous wards. Obtained a post of ward manager 4 years from qualifying on a hostel based facility in the community.
Trained and mentored student nurses
Managed different levels of staff within the department.
Responsible for budgets and allocations of staff and resources.
Responsible for quality assurance and audits, recruitment and selection of staff.

**Education**

CAVA update C&G January 2020

End Point assessment – quality January 2020

Functional Skills update C&G November 2019

Safeguarding and Prevent update July 2019

Salford College EDI April 2009 – April 2009

Functional Skills Level 2 Maths Pass

Salford College EDI April 2009 – April 2009

Functional Skills English Level 2 Pass

Salford College OCR January 2008 – March 2008

Level 2 ITQ

Bolton Institute September 2000 – June 2002

Certificate in Education (Cert Ed)

Salford College City & Guilds June 2000 – July 2001

7307 Further and Adult Education Teaching Certificate

IHCD January 1999 – April 1999

Internal Verifier Award D34(A1)

City & Guilds August 1996 – November 1996

Assessor Award D32/33

Salford University September 1994 – June 1995

Diploma in Professional Studies in Nursing

Bolton & Salford School of Nursing English National Board July 1994 – July 1995

Enhanced Practice in Mental Health A30

English National Board ENB January 1992 – November 1992

ENB 998 Teaching and assessing in clinical practice

Salford University Nursing and Midwifery Council March 1987 – September 1988

Register General Nurse Registered Nurse

Salford University Nursing and Midwifery Council September 1983 – March 1987

Register Mental Health Nurse Register Nurse

**Full CPD record available**

**Interests**

Researching family history. Use of technology in teaching and education

**References**

Available on request

I also have a full driving licence