**Julie Thompson**

**Assessor/Verifier**

*Member of the Institute for Learning*

**4 Wigston Road, Blaby, Leicester, Le8 4fu. Tel: Mobile 07790976759**

**Email:** [**juliethompson2929@gmail.com**](mailto:juliethompson2929@gmail.com)

**Professional Profile:**

A dynamic and self-motivated professional with over 25 years’ experience of working within public and private educational sector organisations. My experience includes managing and designing educational programme delivery to meet company contractual targets and obligations. I am an accomplished communicator who has worked in further education colleges; work-based learning establishments and private sector organisations to monitor the quality in delivery of a variety of QCF qualifications. I am a natural communicator with the ability to problem solve and build and cement positive internal and external relationships. I am also a proactive, articulate person who is well organised, and I possess excellent managerial skills. Training and business development are my passion and I aim to develop and achieve very high standards of whatever is undertaken.

**Professional Experience**

Experienced and qualified assessor and verifier who has successfully worked in a variety of educational roles. I manage the quality of delivery and assessment within a teaching and learning role nationwide. My role covers the delivery of a large range of qualifications meeting both educational and contract demand. In addition, I train and develop staff internally on the quality of assessment and verification practice to ensure both company and awarding body requirements are adhered to. I have experience in FE college, work based learning provisions and also in a prison environment. I have co-written assessor and verifier delivery packages through an approved training provider (Digital Marketing Mentor Ltd) who now offer accredited assessor and verifier training. I now train a network of assessors and verifiers across the UK to fill the void in providing quality in assessment and verification practice.

**Employment History:**

**March 2019 to date:**

**Managing Director of Digital Marketing Mentor**

**Nov 2017 to Mar 2019:**

**Center Manager for Ixion Holdings Ltd**

**March 2015 to Nov 2017:**

**Self Employed Management Consultant.**

Through my years of management and educational experience my prime objectives are to bring a high standard of quality and achievement to training providers through quality practices. I am able to advise and guide on all quality assurance processes from gaining centre approval to preparing for Ofsted inspection. I assist companies to achieve their objectives for both organisational and staff development. I can improve your team’s performance and implement quality measures to ensure high standards are maintained.I also provide TAQA and IQA training and provide services for verifying and quality assurance. Currently I am working on a variety of consultancy projects with private training providers both developing and implementing strategic business planning to support business growth and demand and prepare for the education reforms.

**From June 2008 to March 2014**

**Approved Centre Manager /Quality Assurance Coordinator (Nationwide)**

**Intraining-Employability (Newcastle College Group)**

Responsible for the Approval, delivery and inspection of qualifications within Intraining. It is my responsibility to standardise the delivery of the training provided nationwide to teams of delivery staff to ensure that they operate according to awarding body requirements, contractual targets and internal policies/procedures. I liaise and support all sites nationwide to maintain high standards with regards to quality and compliance ensuring inspections meet the grades required for company recognition and to protect and maintain direct claims status for the delivery of all qualifications. I also operate as lead Internal Verifier within the organisation supporting and training staff in the development of Employability and Vocational qualification standards. I have obtained direct claims status for the delivery of all B-Tec qualifications’, including Functional skills through the Edexcel examination and recognition process. I continually develop my skills by completing any on-going training necessary to enable me to meet the on-going changes within the business, education and curriculum to ensure I meet the continued business needs of the company.

Within this role I also project manage, train, implement and develop staff in the delivery of a variety of contracts including Foundation learning, Adult Learner Responsive, the work programme and more recently the Programme of study and traineeship programmes.

I also have experience of working within the prison sector ensuring that offenders are more employable upon release by supporting and advising delivery staff in the development of delivery plans most appropriate in meeting their needs.

**2006 to June 2008**

**Senior Engagement Executive**

**Intraining Employability (formally Carter & Carter)**

Responsible for overall team performance against target specifics/ supervision of a team of engagement officers and NVQ Assessors. Collecting and recording of data and statistical information in line with current contracts and business needs. Maintaining positive engagements with employers and placement providers for continued business relationships and development. Observations of staff performance/file checks for standardisation and quality purposes. Also to maintain and control affective budgets to comply with company targets guidelines as set through external contracts.

**From 2005-2006**

**Business Development Executive**

**Carter & Carter Group, Leicester (formally Fern Training)**

Developing relationships with potential employers to help engage customers in work experience activities. Further develop employment opportunities Responsible for marketing customers from disadvantaged backgrounds screening and job matching to employer specifications.

**Placement Advisor**

**Fern Training & Development, Leicester**

Working with unemployed customers referred by Job Centre Plus. Signposting customers to programs that offer training and support to encourage and engage customers in securing valuable work experience placements and opportunities towards sustainable employment.

**From 2003 to 2005**

**Leicester** **College, Freeman Common Campus, Leicester**

**Hairdressing Lecturer**

Responsible for delivering and assessing the theory and practical of hairdressing qualifications to level 4 as well as embedding and integrating Key Skills and Customer service qualifications. In addition to monitoring learner’s progression I am responsible for keeping detailed assessment records as well as conducting progress reviews within the workplace and maintaining the standards set by awarding bodies and the internal organisation.

**From 1999 to 2003**

**Hairdressing Employers Association, London**

**Internal Verifier/Training Advisor (East Midlands Region)**

My job involved observing qualified assessors delivering hairdressing and key skills up to level 3 ensuring awarding body specification requirements were met and adhered to.

**From 1997 - 1999**

**Gilbert Tansley Hair & Beauty Academy, Leicester**

**Lecturer/Assessor (NVQ Level 1, 2&3)**

Organising, preparing and running workshops with groups of learners. Assessing, monitoring and recording progress of learners during group sessions as well as conducting progress reviews within the workplace. Maintaining standards set by City & Guilds**.**

* **Education & Qualifications**
* **Safe & Trained Stewarding Level 2**
* **2016** **Diploma in Management & Leadership Level 5**
* **2014 TEFL advanced Certificate 150 hours (Teaching English as a Foreign Language)**
* **2014 Project Management**
* **2013 Foundation Degree in Education and Training**
* **2012 Social Media for Business level 3**
* **2012 Numeracy Level 2 OCR**
* **2012 Assessor & Verifier updates (TAQA)**
* **2011- Literacy Level 2 OCR**
* **2011- Edexcel Standards verifier training (Osca)**
* **2010 - B-Tec Oscar training to maintain direct claims status for delivery of B-Tec level 1 courses for Edexcel. Further exams to be taken 2011**
* **2009: Intraining Employability**

Advice & Guidance Level 4

* **OCN.** Internal Moderation of Credit-based Learning (Approved Internal Verifier Status with NOCN

**2006: Carter and Carter Group, Leicester**

* Iosh Managing Safely (update.)
* **2004 A1 V1/verifier updates.**

**Customer Service**

**A & V unit updates**

**2003: Leicester College, Leicester**

* Integrated Business Technology Stage 2

**1999: Iosh**

* Managing safely
* Customer services.

**2001: Leicester College, Leicester**

* 7307 Further & Adult Education Stage 1
* 7307 Further & Adult Education Stage 2

**1997: Leicester College, Leicester**

* Hairdressing Diploma for Science

**1993: Leicester College, Leicester**

* NVQ Level 2 in Hairdressing
* NVQ Level 3 in Hairdressing
* D32 / 33 Assessor Awards
* D34 Internal Verifier Awards
* C24 Facilitate Learning through Demonstration & Instruction

**In House Training**

* **2007:** Carter and Carter: Drug & Alcohol Awareness Training
* **2006:** Carter and Carter: Benefit calculations training
* **2005:** Leicester College: Scruples Training
* **2004:** Leicester College: Customer Service Training**.**

**Additional Skills:**

* Full clean driving licence
* NVQ Assessor & Internal Verifier
* Leadership and Management skills
* Quality & Compliance
* Coaching
* Mentoring
* Training
* Networking
* Problem Solving Skills
* Risk assessment
* Negotiating
* Analytical
* Marketing Communications
* Computer literate with knowledge of all Microsoft applications.
* The capacity to liaise and engage with key personnel

**References Available Upon Request**