**Lewis L Capes (BA Hons)**

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**Full driving license holder. Current DBS.**

**Personal Statement**

In my current role I am involved in managing a team of trainers and designated Lead IQA for a training company delivering a range of apprenticeships to a range of employers. The company is in its first year of delivering apprenticeship standards but has been established in personnel supply for many years. I have been tasked to help introduce policies & procedures in preparation for Ofsted and ESFA inspections. I have been responsible for introducing ‘Ofsted’ style internal inspections, writing internal inspection reports, chairing meetings, writing minutes, CPD and training to support tutors in their delivery of British Values, Safeguarding, E&D, H&S, Prevent and functional skills. In addition I will be preparing the Self Assessment Report (SAR) and quality improvement plan (QIP) with our current employer partners. I am responsible for a team of 15 trainers / educators that deliver on standards from level 2 to level 5 and also provide functional skill delivery where appropriate. I have also created positive working relationships with all of our customers that employ the learners to develop bespoke programmes that provide the most effective learning environment for the apprentices. I have also been tasked to develop the business where I have been meeting a number of awarding bodies to explore the introduction of new apprenticeship standards to add to our current portfolio. In addition I have attended and qualified in End Point Assessment which will help me understand the process for when apprentices I am responsible for will be entering gateway.

In my previous role I managed a team of 12 staff that delivers in FE and HE which has recently achieved a Grade 2 in internal inspections. Over the last 10 years I had tripled the size of the sports department by creating specific learning programmes that meet needs of a variety of learners that want to go either into industry, HE and elite sports. The HE provision started 5 years ago with Anglian Ruskin University which now has created an alternative pathway for our FE learners. Responsibilities’ include carrying out ‘Ofsted’ style internal inspections, writing internal inspection reports, chairing meetings, writing minutes, CPD and training to supports tutors in their delivery of British Values, Safeguarding, E&D, H&S, Prevent and functional skills. In addition to supporting managers in writing SARs and quality improvement plans, audit compliance of centres, reporting to the Director of Quality I also project manage external contracts that produce an income stream to the college as I have been successful in winning contracts that have introduced over £250,000 annually of business to the college providing study programmes to external partners in the community that provide elite sport opportunities. I have created positive relationships with Awarding Bodies such as 1st 4 Sport, YMCA, Activ IQ, NCFE, OCR, and Edexcel where I act as the first point of contact to maintain quality and introduce new courses to our study programmes.

In addition to my current role I have extensive knowledge of apprenticeship frameworks and standards where I am currently managing and internally verifying a cohort of apprentices for the League Football Education which is a Grade 1 institution by Ofsted where I cover the East Region. I provide support, guidance to tutors and verify the NVQ’s all of learners are enrolled on as well as working with other partners. Past experience in traineeships and bespoke programmes has enabled me to have an overall knowledge to be able to appreciate customer needs. I am fully aware of the recent Government reform and Levy within industry. I have over the last six months communicated how the Levy will impact the industry and also been informing how apprentices will be managed leading up to end point assessment.

I have been in Further Education for over twelve years but before that I owned a training company and was a Board Director of a security firm that offered may types of personnel supply and training services. Whilst a Board Director I was responsible for the training & development of over 500 members of staff delivering and managing industry recognised qualifications and designing internal bespoke programmes. Whilst project managing a wide range of customers totaling over a turnover of £8 million I was able to provide many alternative newly developed positions after auditing their services for a range of customers that met their business needs. I have extensive knowledge and experience from the initial tender completion to the actual delivery of service on the ground. For example I created the first licensed Warden Scheme in London for the Greater London Authority as I worked closely with Mayor Ken Livingston to launch this service where we were the first private company to enforce bye laws and I took this model to customers such as Network Rail, WAGN Rail, Silverlink Trains, C2C Rail Link and a number of councils throughout the country.

I always identified further opportunities with current customers to offer bespoke training programs where for example I wrote a course for Revenue Protection officers that manned Silverlink trains collecting non-payment fairs to help with conflict management. As security supply is part of the Leisure industry we also created relationships with leisure companies such as Haven and Butlins providing security and bespoke courses. Capes UK security was one of the largest security and training providers in the leisure industry for over 20 years. Whilst owning my own training company I was fortunate to explore funding opportunities through a range of colleges on a franchise agreement before legislation changed funding. I was able to offer a range of NVQ programmes such as Customer Service / Team Leader / Supervisor that met the needs of retail, health & leisure, holiday parks, transport and customer service in many industries.

I have proved that I am more than capable of working under pressure to meet the demands of the role from meeting deadlines for the completion of quality documentation to carrying out appraisals, monitoring staff performance and targeting retention and success. I have participated in all CPD and training which has included planning and preparation for Ofsted inspections with the current Common Inspection Framework (CIF), completion of the appropriate quality documentation that Ofsted will be reviewing together which the completion of Self Assessment Reports, Quality Improvement Plans and briefing papers for each of the areas that I have been responsible for. Appropriate qualifications for this post include an ILM Level 5 in Leadership and Management which I have achieved. Aside from my managerial posts I have been an active observer, assessor, IQA and coach to staff where I share good practice as I have achieved a catalogue of Grade 1 observations over the years. Recently I have been delivering the ILM Leadership & Management where I have coached and mentored on a 1:1 basis staff that have entered the college’s management program since 2017.

I believe my experience in education both public and private has enabled me to demonstrate and utilise the skills to undertake the duties for a range of roles. I am more than able to make judgements and decisions, planning and prioritising in order to meet the challenges created in the development and vision of the role. This has involved, working independently as well as with colleagues, staff teams, external agencies and senior management. I have demonstrated written, verbal and team working skills in each of my job roles. Within my role I have also demonstrated excellent communication and interpersonal skills through working with a range of people of all ages and backgrounds both in education and industry. In my work prior to joining my current employer, I was dealing with a variety of organisations and people in a commercial environment, where communication skills, written and verbal, were essential for success. I am computer literate and use IT on a daily basis in all aspects of my work.

**Qualifications:**

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| Jan 2019 Lead IV OSCA Edexcel for Functional Skills  Nov 2018 Lead IV OSCA Accredited Edexcel Sport Science  June 2018 Level 3 Award in Undertaking End Point Assessment  Oct 2017 Full First Aid 2 day refresher  May 2017 ILM Level 5 Diploma in Leadership & Management  April 2017 UKA Group Coach Throws  Feb 2009 Level 2 Rugby Football Union Coach  Jan 2009 Internal Verifier Award Level 4  Nov 2008 Entry Level Referee Award (RFU)  Nov 2008 YMCA Fitness Instructor Level 2 / Circuits  Feb 2008 Sports Leader Trainer Award  Sep 2009 Certificate in Education Level 5 (DTLLS)  April 2007 Rugby Football Union Mini/Midi Referee Course  Feb 2007 City & Guilds 7407 Level 4 cert. in FE Teaching  Feb 2007 Level 1 Volleyball Coach (Volleyball England)  Feb 2007 Level 2 UK Athletics Coach (throws)  Nov 2006 Level 1 Rugby Football Union Coach  Nov 2006 A1 Assessor Award (Stamford College) | Jan 2006 City & Guilds Level 3 Certificate for Delivering of Conflict Management Training  Dec 2005 City & Guilds Level 3(7302) Certificate in Delivering Learning  Nov 2005 SITO / MAYBO Level 3 Communication & Conflict Trainer Programme  Feb 2001 Cambs Tech Health & Safety Risk Assessment Course  Oct 2000 Auditing Quality Systems for ISO 9000/2000 (Level 4)  June 2000 ESA Management Course Managing for Results, Teamwork, Managing People, The Supervisor, Problem Solving & Decision Making, Creative Thinking  July 1999 SITO Assessor Course  Oct 1999 SITO Train the Trainers Course  Sept 1999 CLAIT Level 1 & 2 / Type 35 WPM  July 1999 Certified National Sports Coach  May 1994 BA Degree Speech Communication / Broadcasting  May 1991 AA Degree Business Administration |

**Education:**

**Aug 1991 – Jul 1994 Colorado State University, BA (Hons) Speech Communication (broadcasting)**

**Aug 1989 – Jul 1991 Santa Monica College, AA (Hons) Business Administration**

**Sept 1983 – Jul 1989 Millfield School Somerset, 8 GCSE’s**

**Employment:**

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| **Institution / Organisation** | **From / To** | **Role** | **Role / Responsibilities** |
| Self Employed | Jan 2005 - Present | Business Development / Quality Manager / End Point Assessor/ NVQ Assessor / Lead IQA / Consultant for security industry  Customers: EGS Nationwide (Security), EGS Training (Apprenticeship Standards), League Football Education (Apprenticeship Standards), Pearson (Standards Verifier), Active IQ (Apprenticeship Standards) | At EGS Training I am responsible for Business Development, Quality, IQA process and manage a team of trainers that deliver a range of apprenticeships. I consult with the awarding bodies (Pearson / Highfield), customers and internal staff to ensure all processes are followed smoothly. In addition I also consult EGS Nationwide (security) providing services such as business development, tender writing, contract management, recruitment, setting up new contracts, implementing processes to meet KPI’s, event security management, retail loss prevention, logistics monitoring and internal CPD.  Independently I assess and internally verify work based learning. Provide IQA services to Awarding Bodies and private training providers.  Previous experience with hard copy portfolios and online learning. Currently work with the Football League as a ‘Regional IQA’ managing the East Region case load of approx 200 apprentices enrolled on the AASE framework for Sports Excellence and now Standards.  I have experience in Customer Service Level 2, Team Leader/Supervisor Level 3, Diploma in Management Level 3, Sports Excellence Level 3, Activity Leadership Level 3 and Principles of Coaching, Security First Line Manager Level 3 (written learning programme content), ILM Leadership & Management Level 3 & 5 coaching & mentoring. Project management. Assessor / Coach. L4 Operations Management.  I have also implemented Quality Assurance systems such as ISO 9000/2000 (BS 7858 / BS 7499 / BS 7960). Delivery of static guarding, retail and door supervisor courses in accordance to SIA. |
| Peterborough Regional College | Feb 2007 – Jan 2019 | Programme Area Lead for Sport / Lead IQA OSCA Accredited / Sports Academies Course Coordinator  Director of Rugby / Strength & Conditioning Coach | Work under the Quality Director inspecting teaching & learning. Provide detailed feedback to staff and Quality Director. Develop CPD opportunities for staff that reflect modern day teaching. Provide support, coach and mentor staff where appropriate. Work with the Academy Manager and Academic Director to respond to EV action points as necessary. To implement quality procedures as directed to evaluate programmes and help compile the Self Assessment Report & Quality Improvement Plan at agreed intervals. Oversee and manage the planning of the academic year plan to include assessment schedule, course offers, course reviews and timely newly developed learning programmes. Coach & mentor staff undertaking ILM Level 3 & 5 since June 2017. |
| Capes UK Training Services Ltd | Sep 2005 - 2014 | Board Director / Owner | Project manage a range of services that include staff development and bespoke courses. Coordinator of Security & Conflict Management courses. Lead Assessor Customer Service / Sport Recreation NVQ’s. Quality Assurance Manager – responsible for updating system & maintaining standards are in accordance to Awarding Bodies. Introduced and maintained Quality Assurance ISO 9000/2000 (BS 7858 / BS 7499 / BS 7960) |
| Capes UK Security Services Ltd | May 1994 – Sep 2005 | Board Director / Training Director / Quality Director | As a Board Director responsible for Training & Quality Assurance department (implemented & maintained ISO 9000 quality system). Managed key accounts in excess of £7 million, identified new & innovative services. Devised individual learning programmes. Operationally directed a team of five regional managers who in turn were responsible for 500+ staff. Produced company newsletter and lead marketing strategies. Coordinator of special events. |
| Leicester Rugby Football Club | Nov 1997 - Mar 1998 | Professional player | Player and development team coach |
| NFL Europe (London Monarchs) | Mar 1995 – Jun 1998 | Professional player and grass roots coach | Pro player and also responsible for Grass Roots Programme for Primary & Secondary Schools. Developed coaching programmes for teachers. Introduced first school tournament in London. Personally administered risk assessments. Worked with a wide range of disabilities. Headed Marketing & PR campaign for European League. |

**Other Achievements & Interests:**

* Lincs Throws Academy lead coach / S & C coach – provide coaching to athletes & coaches from beginner to elite level for shot put & discus.
* Assistant Coach Athletics (Throws) / S & C coach. Work with an Elite Throws Academy headed by Olympian Geoff Capes. Based at Loughborough in winter season working with full international athletes developing strength/power programs.
* Contestant Britain’s Strongest Man
* Highland Games athlete
* Santa Monica College Athlete of the Year 1991
* Colorado State University Full Athletic Scholarship winner
* U19 England School boy rugby player, U19 Somerset Rugby XV, U19 Somerset Athletic Squad, U19 National Public School Shot Put Champion, U16 Somerset & South West Rugby XV, U16 Somerset & South West Elite Squad, U16 Somerset & South West Water Polo Squad
* Volunteer Spalding Rugby Club Coach for Under 14’s (5 yrs)
* Active Coach Peterborough Regional College Rugby Squad