Saliah Azad – Curriculum Vitae

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**Full UK Clean Driving License**  **B34 6AJ**

**PERSONAL PROFILE:**

I am a competent and efficient person who is driven by the need to succeed, able to work equally well in a team or on my own initiative. My loyalty and commitment is matched by my resourcefulness and willingness to take on new challenges. I see myself as a person who likes to learn and acquire new skills and abilities. I take pride in my work and exceeding targets and objectives, whilst remaining confident under pressure.

**Employment History**

LMP Education – April 2018 – Present

Business and Management Tutor and IQA / Additional Support Lead

* Deliver against the following Apprenticeship Standards
  + Team Leader Supervisor
  + Operational and Departmental Manager
  + Business Administrator
  + Customer Service Practitioner
  + Teaching Assistant
* I also Internal Quality Assure against all of the above.
* Responsible for the development and implementation of Additional Learning Support Processes for the company.
* Deliver to Level 2 in Functional Skills
* Prepare learners for Gateway and End Point Assessment
* Use Smart Assessor to monitor and mark learners work and provide feedback.

Serco Skills – July 2017 – April 2018

* Team Leading
* Business Administration level 2 and 3
* Customer Service Level 2 and 3
* Management level 3
* Functional skills English, Maths and ICT
* E-Portfolio (E- Track)

Assess, teach and train in the above areas against the apprenticeship standards and frameworks. To ensure learners achieve their chosen qualification.

Sutton Coldfield Training – October 2015 – May 2017

Nvq Assessor

Deliver qualifications on the apprenticeship framework against the following qualifications;

* Health and Social Care level 2,3 and 5.
* Customer Service 2 and 3.
* Business Admin 2 and 3.
* Team Leading 2 and 3.
* Management 3 and 5.
* Delivering a high quality and customer focused service assisting, guiding, teaching and developing individuals through their chosen qualification.
* Working and delivering against nationally recognised standards ensuring assessment criteria are met using a range of evidences.
* Deliver functional skills up to and including level 2 in Maths, English and ICT where required.
* Update e-portfolio with evidence and matrix evidence to cover criteria.
* To use a range of assessment methods to assist individuals evidence competence and knowledge.
* Highly organised diary ensuring learners receive the service they require and deserve.
* Attend standardisation meetings to share best practice and update knowledge.

**2013 June – September 2015**

**Apprenticeship Recruitment Manager**

**Pathway College**

* Led a team that Marketed young adults/learners to local employers and successfully securing them apprenticeships**.** This included arranging interview preparation for candidates in accordance with company procedures.
* Carried out appraisals / monthly meetings with staff and monitoring against KPIs.
* Attended careers conventions, job fairs etc., both in and outside of normal working hours, to publicise and promote the services/training offered by the Company.
* Maintained good External relationships with both Learners and Employers prior to, during and after the placement process.
* Manage outstanding pastoral care to support students during the period of their apprenticeship and provide mediation if necessary
* Conduct detailed timely reviews with learners and employers monitoring all aspects of the training plan as agreed on the Individual Learning Plans, including off the job training and on the job progress
* Manage employers and respond to queries from both employers and learners concerning the apprenticeship programme
* To ensure all regulatory Health and Safety standards related to the programmes are maintained by employers and ensure all contractual requirements are fulfilled at all times. Offer relevant H&S guidance and advice where applicable
* To compile and evaluate statistical data on apprentice performance, overall and timely success and make recommendations and take action as necessary to achieve agreed objectives

**EDUCATION & QUALIFICATIONS:**

**Teaching and Assessing Qualifications**

* TAQA Level 3 Award in Assessing Competence in the Work Environment - 2015
* BTEC Level 3 Award in Education and Training – 2016
* Management L3 – Sutton Coldfield Training - 2018
* NCFE Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice - 2019

**University of Wolverhampton September 2010 –2013 Present**

Design and Applied Arts 2:2

**Small Heath Sixth form**

**September 2007 – June 2009**

A Level:

Sociology C

Art C

Religious studies C

**Small Heath School - September 2001 – June 2006**

GCSE:

* Expressive Arts B
* English Literature/Language B, B
* Mathematics C
* Science C, C
* Textiles C
* Health and Social Care Level 2

**References upon request**