

Job Description

Associate Trainer/Assessor – Confined Spaces (City & Guilds 6160)

Role	Associate Trainer/Assessor – Confined Spaces
Engagement	Self-employed associate, engaged per course under an associate agreement
Location	SA Safety training centre, South Brent, Devon
Rate	Competitive day rate, plus lunch
Commitment	Variable, scheduled in advance

Purpose of the role

To deliver and assess the City & Guilds 6160 Confined Spaces qualifications to a high standard, safely and in line with City & Guilds and SA Safety centre requirements.

Qualifications in scope:

- 6160-03 Level 2 Award in Working in High Risk Confined Spaces
- 6160-04 Level 3 Award in Control Entry and Arrangements for Confined Spaces (High Risk)
- 6160-08 Level 3 Award in Working as a member of a Rescue and Recovery Team in Confined Spaces
- 6160-09 Level 2 Award in Entrant and Entry Controller for Confined Spaces (Medium Risk)

Key responsibilities

Training delivery

- Deliver theory and practical sessions using SA Safety's approved course materials and lesson plans
- Brief learners on safety, emergency and welfare arrangements before practical work
- Adapt delivery to suit learners' experience, industry and any additional needs

Assessment

- Carry out knowledge and practical assessments in line with the 6160-qualification handbook and assessment guidance
- Make fair, valid and consistent assessment decisions, giving clear feedback to learners
- Complete assessment paperwork and learner records accurately at the end of each session.

Health, safety and equipment

- Carry out pre-use checks on equipment (gas detectors, BA/escape sets, tripods, winches, harnesses) and report defects
- Ensure safe systems of work, permits and rescue arrangements are in place for every practical session

- Stop any activity that becomes unsafe and report incidents and near misses

Quality and compliance

- Take part in internal quality assurance sampling, observations and standardisation meetings
- Co-operate with City & Guilds external quality assurance visits
- Follow SA Safety policies, including safeguarding, equality and diversity, data protection and appeals

Professional development

- Maintain occupational competence and keep up to date with changes in confined space legislation and practice
- Keep a CPD record and share it with SA Safety annually

Person Specification

Essential criteria:

- TAQA Level 3 Award/Certificate in Assessing (or A1/D32/D33)
- Level 3 Award in Education and Training (or PTLLS/equivalent)
- City & Guilds 6160 (or equivalent) at or above the level being delivered. You must hold each unit you teach or assess.
- Occupationally competent in the sector, with experience working in and/or supervising high-risk confined space entry
- Proven record of delivering and assessing accredited confined space training
- Sound working knowledge of the Confined Spaces Regulations 1997 and ACoP L101, gas detection, escape sets and breathing apparatus (BA), and rescue and recovery procedures
- Clear communicator, confident managing groups and practical activities
- Accurate and timely record-keeping
- Commitment to CPD

Desirable criteria:

- Level 4 Certificate in Education and Training or higher
- 6160-05 Supervising or 6160-06 Plan, Manage and Review
- Experience as an IQA, or holding a TAQA IQA qualification