

WHAT IS A FURTHER EDUCATION (FE) LECTURER?

We help a diverse group of learners to discover new skills, passions and talents so they can achieve the qualifications they need to fulfil their future ambitions.

We deliver lectures, tutorials and demonstrations in a variety of settings such as colleges, community centres and employer organisations, with a common goal of inspiring learners to believe in themselves and their ability to succeed.

The level of support and guidance we provide is always determined by the individual needs of learners and their career goals. We monitor progress and provide feedback on tests and coursework. We are often role models and mentors - and are always there to help learners make the decisions that are right for them.

Our love of our subject means we are committed to maintaining and updating our subject knowledge, as well as how best to teach and assess it. We are lifelong learners and use evidence and research to continually improve our practice.

We are passionate and dedicated to what we do, striving to help learners fulfil their potential, enjoy their studies and achieve the best possible results.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Industry e.g. skilled trades person, hospitality sector, IT specialist, sports coach, public services
- Graduates with relevant degree, possibly a postgraduate certificate in education (PGCE) or other teaching qualifications
- School teachers transferring to FE
- Lecturing roles in other colleges or universities
- FE staff who have started in support roles then undertake teacher training

THE QUALIFICATIONS YOU WILL NEED

To qualify as a further education lecturer, it is usually necessary to hold at least a level 3 qualification in the chosen subject area. Many FE lecturers have also obtained degrees, foundation degrees or professional qualifications. Although not compulsory to be appointed to the role, FE lecturers are encouraged to complete a PGCE in post compulsory education and training (PCET), which is a professional teacher education programme providing a qualification in the post compulsory education and training sector.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- the ability to motivate and inspire learners

- strong communication skills
- the capacity to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills
- confidence when presenting to groups of learners
- ability to use evidence and research to improve practice in teaching and assessment
- commitment to maintaining and updating knowledge of subject area(s)
- versatility - potentially including the capacity to teach more than one subject area
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

A further education lecturer's salary is dependent on qualifications and experience. The salary outlined below is intended as a guide.

Pay range: £21,000 - £42,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Senior / Expert lecturer
- Head of department
- Programme co-ordinator
- Managerial roles



Hear from Joe about a day
in life of an Agriculture
Lecturer



Find out how Jane became a
Lecturer in Sport and Course
Lead for Outdoor Activities

USEFUL RESOURCES

Discover more about what it means to work in further education here.



Professional standards for further education teachers and work-based learning p...



Strategic framework for learning delivery from September 2020

DRAFT

WHAT IS A WORK-BASED LEARNING (WBL) TUTOR*?

We provide work-based learners with valuable support, assessment opportunities and learning experiences, helping them to fulfil their potential and make a valuable contribution in their workplace.

We use in-depth knowledge of our vocational area to combine theory with practical and blended learning in a classroom setting to inspire learners to be creative, take the initiative and make the choices that are right for them. We are flexible and able to adapt to the changing needs of our learners.

Our high levels of expertise makes us excellent role models and mentors. We identify and support learners' needs, monitor their progress and share our feedback to help them grow.

No matter how we're delivering it, we are driven by a passion to see learners succeed and grow as individuals. We work closely with employers and managers to provide a quality learning experience, supporting learners and helping them to achieve their learning objectives and gain qualifications.

** This role may also be known as WBL instructor*

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Experience in industry or education
- Working as a teacher or higher level teaching assistant (HLTA) in a school
- Working in an FE setting

THE QUALIFICATIONS YOU WILL NEED

A work-based learning tutor should hold the necessary qualifications and experience needed to work in their chosen field. Although not compulsory, practitioners may also obtain a post-graduate certificate in education (PGCE) in post compulsory education and training (PCET) or equivalent, which is a professional teacher education programme providing a qualification in the post compulsory education and training sector.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- the ability to motivate and inspire learners
- strong communication skills
- ability to use evidence and research to improve practice in teaching and assessment
- commitment to maintaining and updating knowledge of subject area(s)
- ability to collaborate with people at different levels
- effective organisational and planning skills
- strong listening and observation skills
- confidence when presenting to groups of learners

- strong knowledge of the vocation
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

A WBL tutor's salary is dependent on qualifications and experience. The salary outlined below is intended as a guide. You may earn more in a very highly specialised area.

Pay range: £22,000- £27,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Internal Quality Adviser
- WBL Manager

USEFUL RESOURCES

Discover more about what it means to work in work-based learning here.



Hear from Joe about a day
in life of Electrical
Engineering Tutor



Professional standards for
further education teachers and
work-based learning p...



Strategic framework for learning
delivery from September 2020

WHAT IS AN APPRENTICESHIP ASSESSOR?

We plan, deliver and assess vocational training programmes and workshops, working across a wide range of vocational areas - from hair and beauty to construction and building services - to support groups of learners (of varying ages) in their places of work.

We work closely with learners (often one to one) throughout the course of their qualifications to assess their needs and plan a programme of delivery which meets their individual requirements and those of the industry in which they are working. We use a blended learning approach (utilising both online and face to face delivery) and deploy a range of assessment methods to monitor and review our learner's progress and provide constructive feedback to stretch and challenge them.

We have strong technical and vocational skills, knowledge and experience which are up to date and industry relevant, enabling us to ensure that learners taking vocational qualifications possess the skills and knowledge required for the job.

We're passionate about transforming our learners' lives and build supportive relationships with learners to ensure progression and support them to achieve their aspirations.

We work closely with employers, managers and learners to provide a quality learning experience and to support learners to achieve their qualifications. We monitor health and safety in the workplace to ensure the safety and welfare of our learners.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Experience in industry or education
- Working as an unqualified assessor with mentor support

THE QUALIFICATIONS YOU WILL NEED

Apprenticeship assessors require occupational competence in the vocational area they wish to assess, for example by holding formal qualifications and significant work history. Practitioners will also need to achieve relevant teaching and/or assessment qualifications in order to gain an understanding of assessment approaches.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- the ability to motivate and inspire learners
- strong communication skills
- the ability to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills
- confidence when presenting to groups of learners

- ability to use evidence and research to improve practice in teaching and assessment
- strong knowledge of the vocation
- desire to continue to learn and develop
- understanding of health and safety requirements in the workplace
- the ability to act as a coach/mentor to learners
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Apprenticeship assessor's salary is dependent on qualifications and experience. The salary outlined below is intended as a guide. You may earn more in a very highly specialised area.

Pay range: £20,000- £27,500 (qualified experienced assessors)

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Leading an assessor team
- Training manager
- Internal or external verifier

USEFUL RESOURCES

Discover more about what it means to work in work-based learning here.



[Hear from Jane about a typical day in the life of an Apprenticeship Practitioner](#)



[Find out how Joe became a National Apprenticeship Manager](#)



[Professional standards for further education teachers and work-based learning p...](#)



[Strategic framework for learning delivery from September 2020](#)

WHAT IS A FURTHER EDUCATION (FE) ESSENTIAL SKILLS LECTURER*?

Essential Skills Wales qualifications support the development of skills needed for education, work and life and are aimed at those accessing learning in a wide range of environments outside of mainstream school.

We work closely with learners to assess their needs and plan programmes of delivery that meet their individual requirements

The role can often be challenging. But we build strong relationships with learners to engage, motivate and support them to develop their skills, confidence and understanding, and to apply this independently to their everyday life and at work.

We support the development of skills needed for education, the workplace and life and work with a diverse group of learners in a wide range of environments.

We work collaboratively across departments in a reflective and proactive way to ensure best outcomes for learners and individuals.

** Essential Skills Lecturers can also work in the work-based learning (WBL) sector (where they're often known as Essential Skills Tutors). Find out what it's like to be an Essential Skills Tutor for a WBL provider (link to other silhouette)*

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Working in other roles within the work-based learning, FE or adult learning sector
- Recently completed the Level 3 Essential Skills Practitioner Qualification

THE QUALIFICATIONS YOU WILL NEED

An Essential Skills Lecturer will require a Level 3 Essential Skills Practitioner Qualification / a Level 3/5 Certificate in Teaching Adults / Level 5 qualification in relevant discipline / Training, Assessment and Quality Assurance (TAQA) qualification or equivalent assessor qualification (or working towards).

Although not compulsory to be appointed to the role, lecturers may be encouraged to complete a postgraduate certificate in education (PGCE) in post compulsory education and training (PCET), which is a professional teacher education programme providing a qualification in the post compulsory education and training sector.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- the ability to motivate and inspire learners
- strong communication skills
- effective classroom management
- the capacity to collaborate with people at different levels

- effective organisation and planning skills
- strong listening and observation skills
- confidence when presenting to groups of learners
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Essential Skills Lecturer's salary is dependent on qualifications and experience. The salary outlined below is intended as a guide.

Pay range: £21,000 - £42,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Internal Quality Adviser
- Skills Manager

USEFUL RESOURCES

Discover more about what it means to work in FE learning here.



[Find out how Joe became an Essential Skills Lecturer at Coleg ABC](#)



[Professional standards for further education teachers and work-based learning p...](#)



[Strategic framework for learning delivery from September 2020](#)

WHAT IS A WORK-BASED LEARNING (WBL) ESSENTIAL SKILLS TUTOR*?

Essential Skills Wales qualifications support the development of literacy, numeracy and digital skills needed for education, work and life and are aimed at those accessing learning in a wide range of environments outside of mainstream school.

We work with a wide range of learners, often including adult learners. We work closely with our learners to assess their needs and plan programmes of delivery that meet their individual requirements.

The role can sometimes be challenging. But we build strong relationships with learners to engage, motivate and support them to develop their skills, confidence and understanding and to apply this independently to their everyday life and at work.

We support the development of skills needed for education, the workplace and life and work with a diverse group of learners in a wide range of environments

We work collaboratively across departments in a reflective and proactive way to ensure best outcomes for learners and individuals.

** Essential Skills Tutors can also work in the further education (FE) sector (where they're often known as Essential Skills Lecturers). Find out what it's like to be an Essential Skills Lecturer in an FE college ([link to other silhouette](#))*

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Working in other roles within the work-based learning, FE or adult learning sector
- Working as a teacher or HLTA in a school
- Recently completed the Level 3 Essential Skills Practitioner Qualification

THE QUALIFICATIONS YOU WILL NEED

An Essential Skills Tutor will require a Level 3 Essential Skills Practitioner Qualification / a Level 3/5 Certificate in Teaching Adults / Level 5 qualification in relevant discipline / Training, Assessment and Quality Assurance (TAQA) qualification or equivalent assessor qualification (or working towards).

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- effective classroom management
- experience of teaching adults
- the ability to motivate and inspire learners
- strong communication skills
- the capacity to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills

- confidence when presenting to groups of learners
- strong knowledge of the vocation
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Essential Skills Tutor's salary is dependent on qualifications and experience. The salary outlined below is intended as a guide.

Pay range: £22,000- £28,000

[Search for jobs here](#)

OPPORTUNITES FOR PROGRESSION

These may include:

- Internal Quality Adviser
- Skills Manager

USEFUL RESOURCES

Discover more about what it means to work in work-based learning here.



Hear from Jane about a day
in the life of an Essential
Skills Tutor



Professional standards for
further education teachers and
work-based learning p...



Strategic framework for learning
delivery from September 2020

WHAT IS A LEARNING ASSISTANT*?

We are patient, and always on hand to offer a listening ear. We take a person-centred approach because it's important to us that we build positive relationships with our learners so we can understand their specific needs. Whether it means adapting learning resources or taking the time to explain tasks and ideas in ways that support individual learning preferences, we're there to help learners, whenever they need us.

We support further education providers and learners by encouraging full participation in learning, promoting independence and helping learners to understand and achieve what they are capable of.

We work in partnership with further education lecturers or other relevant managers. We provide support based on the individual needs of each and every learner, working with them to unlock and achieve their career goals.

Our roles can be complex, and many of us have specific areas of expertise. This allows us to effectively support learners with a range of additional learning needs. We might specialise in supporting specific additional learning needs and using digital technology to support learners. Sometimes our support focusses on learner wellbeing.

At times, it's a juggling act. We have to provide constructive feedback as well as praise, because we want to engage, encourage and inspire learners of all levels to overcome obstacles and fulfil their true potential.

** This role may also be known as learning support assistant, additional support assistant*

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Working in a range of roles within industry or education
- Teaching assistant role in a school

THE QUALIFICATIONS YOU WILL NEED

Learning assistants will usually need a minimum of a Level 3 qualification, or equivalent vocational experiences, and some will require a professional qualification. Many FE colleges will also look for evidence of skills and knowledge developed through relevant experience.

Some roles may require specific qualifications (for example training in safeguarding or aspects of Special Educational Needs (SEN) i.e. ELSA (Emotional Literacy Support Assistant), dyslexia awareness)

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- strong communication skills
- patience, sensitivity and discretion
- the ability to follow instructions and work as part of an effective team
- the ability to promote positive behaviour

- good listening skills
- mentoring and coaching skills
- strong organisational skills
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Further education learning assistant's salary is dependent on roles. The salary outlined below is intended as a guide.

Pay range: £16,000 - £22,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Undertaking a Postgraduate certificate in education (PGCE) in post compulsory education and training (PCET) to become an FE lecturer
- Higher level teaching assistant (HLTA) role within a school

USEFUL RESOURCES

Discover more about what it means to work in FE learning here.



**Hear from Jane about a day
in the life of a Learning
Support Assistant**

WHAT IS A TECHNICIAN?

We work in partnership with further education (FE) lecturers or other relevant managers to provide technical support for learners by ensuring that learning materials, tools and equipment are maintained and prepared, ready for workshop and classroom activities.

We support further education providers and learners by encouraging full participation in learning, promoting independence and helping learners understand and achieve what they are capable of.

We assist training and lecturing staff with class demonstrations and with learners working in practical situations.

We are responsible for many health and safety aspects in the classroom, making sure that rooms and resources meet health and safety rules.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Working in a range of roles within industry or education

THE QUALIFICATIONS YOU WILL NEED

Technicians will usually need a minimum of a Level 3 qualification, or equivalent vocational experience, and some will require a professional qualification. Many FE colleges will also look for evidence of skills and knowledge developed through relevant experience.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- strong communication skills
- patience, sensitivity and discretion
- the ability to follow instructions and work as part of an effective team
- the ability to promote positive behaviour
- good listening skills
- mentoring and coaching skills
- strong organisational skills
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Technician's salary is dependent on roles. The salary outlined below is intended as a guide.

Pay range: £16,000 - £22,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Senior technician
- Team leader
- Undertaking a Postgraduate certificate in education (PGCE) in post compulsory education and training (PCET) to become an FE lecturer ([link to FE lecturer silhouette](#))

USEFUL RESOURCES

Discover more about what it means to work in FE learning here.



Hear from Jane about a day
in the life of a Film & Media
Technician

WHAT IS A WELSH LANGUAGE SUPPORT OFFICER?

We share our passion for the Welsh language and confidently advocate for and on behalf of the language to promote and encourage its use within our organisations.

We support learners with all aspects of Welsh language development by facilitating informal programmes of activities and supporting them to successfully complete bilingual/Welsh-medium assessments. We create innovative and creative ways for learners to use their Welsh and seek out opportunities to celebrate the culture of Wales and its place in the world.

We encourage and support our colleagues to develop their Welsh language skills, providing additional speaking opportunities to Welsh speaking staff and staff learning Welsh.

We promote the benefits of Welsh, as an employability skill, to learners, staff, employers and wider stakeholders.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Responsibility for championing the Welsh language as part of your current role
- Working as a teacher in a mainstream setting

THE QUALIFICATIONS YOU WILL NEED

You will require excellent oral and written Welsh language skills and it is usually necessary to hold at least a level 3 qualification in Welsh.

Although not compulsory to be appointed to the role, you may be encouraged to complete a Postgraduate certificate in education (PGCE) in post compulsory education and training (PCET), which is a professional teacher education programme providing a qualification in the post compulsory education and training sector.

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- excellent written and oral Welsh language skills
- the ability to motivate and inspire learners
- persuasion and negotiation skills
- strong communication skills
- the ability to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills
- digital literacy

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £22,000 - £28,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Team leader / managerial role
- Welsh language manager ([link to other silhouette](#))
- Coleg Cymraeg Cenedlaethol
- Roles promoting the Welsh language within other organisations

USEFUL RESOURCES

Discover more about what it means to work in FE and WBL learning.



Hear from Jane about how she shares her passion for the Welsh language with learners and staff



Coleg Cymraeg Cenedlaethol

The Coleg's aim is to work with providers to ensure and develop more Welsh medium study opportunities for learners, students and apprentices in Wales.

National Centre for Learning Welsh

The National Centre for Learning Welsh is responsible for all aspects of the Learn Welsh sector - from curriculum and course development to resources for tutors, research, marketing and e-



WHAT IS A WELSH DEVELOPMENT MANAGER?

We play a key role in leading and supporting the provision of quality Welsh language services across our organisation and to promote the use of Welsh amongst internal and external stakeholders through a range of initiatives.

We share our passion for the Welsh language and promote and encourage the use of the language on a daily basis. We seek out opportunities to celebrate the culture of Wales and its place in the world and confidently advocate for and on behalf of the Welsh language.

We ensure our workplace complies with the Welsh Language Standards and support staff to understand requirements and meet them. We ensure that the organisation has up-to-date Welsh action plans in order to work towards Welsh Government targets for Welsh medium delivery.

We ensure a comprehensive service is provided to anyone choosing to communicate with us or access our services through the medium of Welsh. We look for opportunities for our policies and practices to have a positive impact on the use of the language.

We work closely with Coleg Cymraeg Cenedlaethol to develop more Welsh medium study opportunities for learners, students and apprentices in Wales.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Responsibility for championing the Welsh language as part of your current role
- Working as a Welsh language support officer (*link to other silhouette*)
- Working as a teacher in a mainstream setting

THE QUALIFICATIONS YOU WILL NEED

Although not essential for the role, a level 3 qualification (or higher) in Welsh is desirable. Many managers will have also obtained degrees, foundation degrees or professional qualifications.

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- excellent written and oral Welsh language skills
- strong communication skills
- the ability to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills
- ability to critically analyse data
- digital literacy

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £22,000 - £28,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Roles at Coleg Cymraeg Cenedlaethol
- Roles promoting the Welsh language within other organisations

USEFUL RESOURCES

Discover more about what it means to work in FE and work-based learning.



Find out how Joe became a
Welsh Language Manager at
Coleg ABC



Coleg
Cymraeg
Cenedlaethol

Coleg Cymraeg Cenedlaethol

The Coleg's aim is to work with providers to ensure and develop more Welsh medium study opportunities for learners, students and apprentices in Wales.

National Centre for Learning Welsh

The National Centre for Learning Welsh is responsible for all aspects of the Learn Welsh sector - from curriculum and course development to resources for tutors, research,



WHAT IS A HEALTH AND WELLBEING OFFICER?

We recognise that events affecting emotions or concerns about mental health can get in the way of our learners' education. And the Covid-19 pandemic has only made us more aware of the importance of learner wellbeing.

We care deeply about our learners and understand that supporting their health and wellbeing will help them to gain qualifications and to progress in work and further study.

We provide targeted advice, support and guidance to learners on health and wellbeing issues. No problem is too big or too small!

We ensure that health and wellbeing services are consistently promoted and delivered across our organisation to develop learners' confidence, resilience and knowledge of coping with their studies and everyday life across all provision types.

We develop and maintain effective partnership working with local health and wellbeing services, early help/intervention teams and other community partners to ensure timely and effective support, signposting, referrals, and interventions that lead to successful outcomes for learners.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Recent qualification in a health and welfare related area such as social care, nursing or counselling
- Previous experience of working with young adults in an education setting

THE QUALIFICATIONS YOU WILL NEED

Health and wellbeing officers will usually need a minimum of a Level 3 qualification, and some will require a professional qualification in a relevant subject area (such as social care, nursing or counselling). Many employers will also look for evidence of skills and knowledge developed through relevant experience.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- strong communication skills
- patience, sensitivity and discretion
- strong listening and observation skills
- effective organisation and planning skills
- mentoring and coaching skills
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £21,000 - £30,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Team leader
- Education welfare officer
- Training for a career in social services, the probation service, youth work or pastoral care

USEFUL RESOURCES

Discover more about what it means to work in FE and WBL here.



Find out how Joe became a
Health and Wellbeing
Officer

WHAT IS A HEALTH AND SAFETY OFFICER?

We use our expert knowledge and experience to ensure the safety and wellbeing of all learners and staff and maintain high safeguarding standards.

We use our skills and knowledge to reduce accidents and injuries and prevent health problems in the workplace. Our actions could potentially save the lives of our co-workers or prevent them from suffering serious injuries.

Our responsibilities include both our place of work as well as evaluating the management of health and safety of work experience placements to ensure the safety of learners (and the workforce) in the work environment.

We ensure that health and safety enables you to achieve your goals and does not inhibit or stifle you.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Recently completed a Health and Safety qualification
- Health and safety role in industry
- Technician ([link to technician silhouette](#))

THE QUALIFICATIONS YOU WILL NEED

Health and safety officers should hold an Institution of Occupational Safety and Health (IOSHH) or National Examination Board in Occupational Safety and Health (NEBOSH) certificate or an equivalent level 3 Health and Safety qualification.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- effective organisation and planning skills
- strong communication skills
- excellent interpersonal skills and the ability to collaborate with people at different levels
- ability to analyse problems and identify practicable solutions
- knowledge of health and safety legislation
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £21,000 - £30,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Health and safety manager
- Specialise in a particular area like environmental, construction or food safety
- Health and safety lecturer ([link to FE lecturer silhouette](#))

USEFUL RESOURCES

Discover more about what it means to work in FE and WBL learning here.



Hear from Jane about a day
in the life of a Health and
Safety officer

WHAT IS A QUALITY MANAGER?

We use our passion and enthusiasm for teaching and learning to drive quality improvement across all curriculum areas. We ensure rigorous quality assurance procedures are implemented and monitored. We provide strategic leadership and vision with regards to all aspects of curriculum and quality and ensure compliance with awarding organisations and quality improvement.

We manage the quality cycle in line with organisational priorities, Welsh Government requirements and the inspection areas of Estyn. We ensure quality improvement is holistic across all areas of the learner journey and senior management activity, to drive the performance of staff and enrich the learner journey. We support quality improvement through the monitoring and development of departmental Quality Development Plans and through the organisation's self-evaluation report.

Our strong focus on quality assurance and enhancement ensures an excellent experience for our learners and supports them to achieve their full potential. We strive for continuous improvement and we work to strengthen and develop academic standards. We energise continuous professional development and support the growth of individuals to ensure sustained high performance.

We liaise closely with awarding bodies and co-ordinate quality assurance monitoring. We disseminate relevant information to colleagues to ensure ongoing compliance with awarding body systems and procedures.

We lead on ensuring 'learner voice' is embedded in all that we do, and that learners are involved in shaping teaching and learning. We are passionate about ensuring that all learners receive a first class experience and seeing the impact of our work for learners and outcomes is a hugely rewarding part of the job.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Faculty Head / Managing quality at faculty/route level
- Lead Internal Quality Adviser
- Director of further education
- Line management role
- Moving between FE and WBL

THE QUALIFICATIONS YOU WILL NEED

A Quality Manager would require an appropriate academic qualification such as degree or equivalent Level 5 qualifications and/or extensive experience in FE / WBL and/or HE. Some managers may also obtain an internal quality assurance qualification (for example level 4 Training, Assessment and Quality Assurance (TAQA)) and/or a leadership and management qualification.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- strong communication skills

- people management / line management skills
- effective organisation and planning skills
- report writing skills
- ability to work collaboratively with colleagues
- able to work effectively under pressure
- attention to detail
- ability to critically analyse data
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £28,000 - £45,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Head of Quality or Continuous Improvement
- Member of the executive team
- Vice Principal
- Principal

There are many transferrable skills acquired in this role that could be transferred to other educational roles e.g. awarding bodies, Welsh Government, Estyn

USEFUL RESOURCES

Discover more about what it means to work in FE or WBL learning here.



**Hear from Jane about a day
in the life of a Quality
Manager**

WHAT IS A HUMAN RESOURCES (HR) MANAGER?

We use our significant knowledge and expertise to provide professional and consistent advice and guidance to managers and staff on a wide range of people issues, ensuring that they are aware of current legislation, best practice, and our organisation's policies and procedures.

Our role can be challenging and sometimes we need to have difficult conversations with colleagues. But it is varied and exciting and can involve many diverse tasks and responsibilities.

We manage a diverse and sometimes complex range of employee casework, including responsibility for recruitment and progression as well as grievances and redundancies for all employees working within our organisation.

We know our employees are our organisations most valuable asset, so we ensure we maximise the value obtained from employees and work to help them to develop professionally.

We love to see people grow and develop in their careers and having the opportunity and privilege to further people's development in the workplace and fulfil their potential is one of the most rewarding aspects of the role. However, we need to ensure there are rigorous procedures in place and we set clear and fair targets for improvement.

We use our up to date knowledge of employment law to develop HR policies and procedures which drive performance and mitigate disputes. We continuously monitor and review these to ensure we're implementing best practice.

We foster an environment where all employees feel valued and included. This makes our organisation an attractive place to work for a diverse pool of potential candidates.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- HR officer/advisor
- Operational role

THE QUALIFICATIONS YOU WILL NEED

A HR Manager would be expected to be Chartered CIPD (or working towards) and have a HR degree/postgraduate qualification or equivalent.

CIPD Level 5 in Human Resources or equivalent.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- excellent interpersonal, oral and written communication skills
- the ability to understand complex information, including employment law
- effective organisation and planning skills
- strong listening and observation skills

- the ability to collaborate with people at different levels
- patience, sensitivity and discretion
- good knowledge of UK employment law
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £30,000 - £50,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Head of HR / HR director
- Opportunity to specialise in a specific area and become an expert (e.g. learning and development / recruitment)
- Freelance consultant

USEFUL RESOURCES

Discover more about what it means to work in FE and WBL.



[Hear from Joe about a day in the life of a HR Manager](#)

WHAT IS A LEARNER REPRESENTATIVE?

We are the representative voice of our learners.

We actively engage with learners (sometimes through forums or using surveys, but often informally) to capture their views and ideas, and ensure these are represented in our strategic and operational planning processes. We use their feedback to enhance the learning experience and outcomes for learners.

We foster effective links with learners and staff across our organisation to ensure there is a strong emphasis on learners contributing to all areas, including teaching, learning, service provision and support.

We're passionate about continuous improvement and making a make a positive difference to the learner experience.

We love to celebrate the achievements of our learners and we know we've done a good job when we see an increase in student participation, retention, progression, satisfaction and achievement!

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Working in a range of roles within industry or education
- Involvement in learner working groups/activities/councils
- Voluntary positions involving supporting and mentoring learners
- Current and/or previous apprentice

THE QUALIFICATIONS YOU WILL NEED

You will usually need a minimum of a Level 3 qualification, or equivalent vocational experience. Some employers may require a professional qualification. Many employers will also look for evidence of skills and knowledge developed through relevant experience.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- the ability to motivate and inspire learners
- strong communication skills
- the capacity to collaborate with people at different levels
- effective organisation and planning skills
- strong listening and observation skills
- confidence when presenting to groups of learners
- strong knowledge of the vocation
- digital literacy

- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

The salary outlined below is intended as a guide.

Pay range: £20,000 - £25,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Learner coach
- Mentoring roles
- Apprenticeship assessor (*link to apprenticeship assessor silhouette*)
- WBL tutor (*link to WBL tutor silhouette*)

USEFUL RESOURCES

Discover more about what it means to work in FE or WBL here.



Hear from Jane about how she became a voice for learners at ABC Learning

WHAT IS A WORK-BASED LEARNING (WBL) CHIEF EXECUTIVE?

We are responsible for the overall strategic leadership of our organisation, ensuring it achieves its strategic aims and objectives, as determined by our Board.

We develop and implement progressive strategic plans for development and improvement and have overall responsibility for the continued development and growth of our provision. We ensure that both our short and long-term strategies are communicated to internal and external audiences.

We provide inspiring and authentic leadership and direction to ensure the achievement of our vision, mission and purpose, and to lead our organisation to a sustainable and strong future.

Our role involves a high level of responsibility, making pivotal decisions affecting the future of our organisation and employees.

We embed a culture of aspiration and achievement for all learners and staff. We demonstrate a commitment to the personal growth and development of staff and learners at all levels

We establish clear lines of responsibility for, and oversight of, all areas within our organisation. We effectively line manage, appraise and develop senior leaders and their portfolio responsibilities.

We lead and promote a culture of partnership working to raise aspirations and realise ambitions towards achieving outstanding success.

We play an effective role in the work of our Governing Body, both as a member of the Board and as the acting as the Governors key adviser on strategy and policy. We ensure that the Governing Body and its committees are kept fully informed of key aspects of performance, major developments and projects and that the college's practices meet the standards of good governance.

We ensure all budgets and resources are managed effectively and appropriately and that there is an effective risk management system in place, enabling any risks to be evaluated, assessed and controlled in a way which ensures the future stability and reputation of our organisation.

We act as an ambassador for the organisation, to help maintain its positive image within our community and more broadly across the education sector. We build and maintain effective and mutually supportive links with key stakeholders at local, regional and national level in order to foster and strengthen these relationships and networks.

We communicate effectively to maintain and develop successful working relationships with sub-contractors. We oversee the implementation of comprehensive service level agreements and ensure these are reviewed regularly. We closely monitor sub-contractors' performance to improve the learner experience.

We build and foster close working relationship with industry and the wider community, to ensure a sustainable future where training needs are demand led and not supply driven. We look for ways to widen opportunities for education within our community, driving forward both the commercial and educational success of our organisation.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Operations Director
- Managing Director
- Chief Financial Officer
- Vice Principal

THE QUALIFICATIONS YOU WILL NEED

A Chief Executive would be expected to be qualified to degree level (or equivalent professional qualification), as well as holding a relevant management or professional qualification.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- highly effective communications skills
- people management skills
- critical thinking skills
- the ability to encourage, motivate and inspire others
- excellent analytical, problem solving, negotiating and decision-making skills
- an effective strategic leader and manager
- an effective organiser and planner
- able to work effectively under pressure
- excellent interpersonal and networking skills
- deep commitment to improvement and excellence
- strong business acumen and ability to network within education, business and policymaking circles
- experience of high-level financial management
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

A Chief Executive's salary is dependent on experience and the size of the organisation. The salary outlined below is intended as a guide.

Pay range: £100,000 and £150,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

These may include:

- Chief Executive at a larger organisation – including transition to industry/commerce

- Business/management consultancy
- Vice principal/Principal within FE/HE (*link to Principal silhouette*)
- Advisory role to Welsh Government

USEFUL RESOURCES

Discover more about what it means to work in WBL.



Hear about how Joe became
Chief Executive at ABC
Learning



Professional standards for
further education teachers and
work-based learning p...



Strategic framework for learning
delivery from September 2020



WHAT IS A FURTHER EDUCATION (FE) PRINCIPAL AND CHIEF EXECUTIVE?

We are responsible for providing overall strategic leadership within our institution, ensuring the college achieves its strategic aims and objectives, as determined by our Board.

We develop and implement progressive strategic plans for development and improvement and have overall responsibility for the continued development and growth of our college's provision. We also ensure both our short and long-term strategies are communicated to internal and external audiences.

We provide inspiring and authentic leadership and direction across our college to ensure the achievement of our vision, mission and purpose, and to lead our college to a strong and sustainable future.

Our role involves a high level of responsibility, with pivotal decision making affecting the future of our organisation and employees. The designation of our role as 'Chief Executive and Principal' signals the importance of developing and championing the quality and breadth of education provided within our college, alongside business leadership.

We embed a culture of aspiration and achievement for all learners and staff. We demonstrate a commitment to the personal growth and development of staff and learners at all levels.

We establish clear lines of responsibility for, and oversight of, all areas within our college. We effectively line manage, appraise and develop senior leaders and their portfolio responsibilities.

We play an effective role in the work of our Governing Body, both as a member of the Board and as the key strategic and policy adviser to the Governors.

We ensure that the Governing Body and its committees are kept fully informed of key aspects of performance, major developments and key projects and that the college's practices meet the standards of good governance.

We ensure all budgets and resources are managed effectively and appropriately and that there is an effective risk management system in place. This enables any risks to be evaluated, assessed and controlled in a way which ensures the future stability and reputation of the college.

We ensure that the college estate is planned, developed and operated effectively to produce the maximum benefit to the college within the context of our strategic aims.

We lead and promote a culture of partnership working to raise aspirations and realise ambitions.

We act as an ambassador for the college, to help maintain the positive image of the institution within our community and more broadly across the education sector. We build and maintain effective and mutually supportive links with key stakeholders at local, regional and national level, in order to foster and strengthen these relationships and networks.

We look for ways to widen opportunities for education within our community, driving forward both the commercial and educational success of our college.

[Find out more about working in further education and work-based learning](#)

ROUTES INTO THE ROLE

These may include:

- Teaching within the FE sector before moving into managerial roles, perhaps progressing through different levels and areas of responsibility
- Director / Vice Principal role
- Principal at a smaller college
- Leadership role in the private sector

THE QUALIFICATIONS YOU WILL NEED

A chief executive and principal would be expected to be qualified to degree level (or hold an equivalent professional qualification), as well as holding a teaching qualification and relevant management or professional qualification.

A principal would also need to show extensive knowledge and experience of the sector and have demonstrable experience of delivering both academic and institutional success.

[Search for qualification providers here](#)

KEY SKILLS AND ATTRIBUTES FOR THE ROLE

- highly effective communications skills
- the ability to encourage, motivate and inspire others
- excellent analytical, problem solving, negotiating and decision-making skills
- an effective strategic leader and manager
- an effective organiser and planner
- able to work effectively under pressure
- excellent interpersonal and networking skills
- deep commitment to improvement and excellence
- strong business acumen and ability to network within education, business and policymaking circles
- experience of high-level financial management
- digital literacy
- Welsh language skills - required levels will vary depending on the position but a commitment to the Welsh language (even if you are only developing your skills as a beginner) is expected across all roles.

THE SALARY YOU CAN EXPECT

Further education Chief Executive and Principal's salary is dependent on experience and the size of the institution. The salary outlined below is intended as a guide.

Pay range: £100,000 and £200,000

[Search for jobs here](#)

OPPORTUNITIES FOR PROGRESSION

The may include:

- Principal or Chief Executive at a larger FE institution or higher education (HE) institution
- Leadership role in the another sector
- Business consultancy
- Advisory role to Welsh Government

USEFUL RESOURCES

Discover more about what it means to work in FE.



Hear about Jane's journey to becoming Principal of Coleg ABC



Professional standards for further education teachers and work-based learning p...



Strategic framework for learning delivery from September 2020