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| Anthony Goodwin: Document Manager & Workforce Co-Ordinator |
| C:\Users\Tony\Desktop\Admin\CVs\Tony Picture.jpg |

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| **2016 (october) – present: document manager & workforce co-ordinator*** Co-Ordination of staff movements via WorkflowMax to ensure all jobs are correctly staffed/allocated.
* Reviewing company policies & procedures, updating where necessary, to comply with Quality Management Systems
* Producing combined Operations & Maintenance Manuals / Health & Safety Files according to clients’ specifications, within given timeframes.

**2016: (june – october) Quality manager Step ahead** |

* Responsible for the review and implementation of new policies and procedures;
* Responsible for the quality assurance of all apprenticeship delivery including observations of Assessing staff, giving feedback and producing development action plans;
* Responsible for implementing quality audit checks on apprenticeship delivery;
* Responsible for producing and implementing new audit procedures;
* Liaising directly with Awarding Organisations and Training Providers

**2015 – 2016: QUALITY MANAGER JUMP PROGRAMMES LTD*** Responsible for the review and implementation of new policies and procedures;
* Overall responsibility for the quality assurance of all apprenticeship delivery including observations of Assessing staff, giving feedback and producing development action plans;
* Responsible for implementing quality audit checks on apprenticeship delivery;
* Responsible for producing and implementing new audit procedures;
* Liaising directly with Awarding Organisations and Training Providers

**2011 – 2015 QUALITY & COMPLIANCE SPECIALIST (TQ WORKFORCE DEVELOPMENT)*** Producing bespoke evidence record sheets enabling the Assessors and Internal Verifiers to map evidence against the new standards quickly and efficiently
* Management of SV visits
* Co-ordinate PFA and conduct internal audits on SFA paperwork and files to ensure quality, audit trails and SFA requirements are met, ensuring no financial penalties were enforced
* Organise and attend regular team and standardisation meetings
* Co-ordination of visits with regards quality awards and inspections including Matrix, IiP, Ofsted, Provider Financial Audits
* Ensuring staff training and CPD was carried out effectively and efficiently within agreed timescales
* Overall co-ordination for IVs and Assessors including quality and financial compliance audits
* Produced and updated the company quality policies and procedures
* Conducted effective moderation of Work Skills, including observation of teaching and learning for both staff and sub-contractors

**2002 – 2011 VARIOUS POSITIONS WITHIN TQ WORKFORCE DEVELOPMENT****1979 – 2002 FULL CAREER IN THE ROYAL NAVY – CPOCT(L)** |
| ***Qualifications*** |
| **Level 4:****NVQ Advice & Guidance****TAQA – Leading Internal Verification****V1 – Internal Verification****Level 3:****NVQ Management****BTEC Cert – Management****BTEC Cert – Customer Service****BTEC Cert – Principles of Business Administration****PTLLS****A1 Assessor Award****Key Skills Communication****Level 2:****BTEC Cert – Team Leading****BTEC Cert – Customer Service****BTEC Cert – Principles of Business Administration****Functional Skills English****Functional Skills Maths****Functional Skills ICT****Key Skills App. Of Number****Key Skills ICT****IOSH (2012)****Basic Instructional Techniques****Test Design & Internal Validation** |