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