

# CITY OF DUBLIN EDUCATION AND TRAINING BOARD



## MEMORANDUM OF INFORMATION POSTS – INSTRUCTOR (COVER PANEL)

Ballyfermot Training Centre operates under the umbrella of the City of Dublin Education and Training Board (CDETB), providing training across a number of areas including apprenticeship, community, and adult courses (day and night).

Ballyfermot Training Centre is in the process of updating their temporary instructing panels across a variety of disciplines including apprenticeship, engineering, motor, construction, and business and IT, for both day and evening courses. As such we are inviting applications from suitably qualified people in the disciplines listed in Appendix 1. Successful candidates will be placed on a panel to be drawn upon as necessary.

### **Qualifications**

Applicants should have acquired at least a QQI level 6 qualifications or equivalent in the relevant discipline, together with at least 2 years relevant practical experience. Previous training, instructing or teaching experience is desirable. Applicants should have completed, or be enrolled on, Train the Trainer Level 6 or equivalent. Proficient in the use of Technology Enhanced Learning.

### **Function of Job**

To impart practical skills and relevant theoretical knowledge to learners in all aspects of the relevant discipline.

### **Duties and Responsibilities**

- Instruct the learners in all aspects of the relevant discipline. Develop learners' personal effectiveness and job seeking skills to enable them to obtain employment.
- Instruct learners in all aspects of the relevant discipline i.e. practical skills, personal skills and related theory to the prescribed standard and in accordance with the relevant syllabus;
- Instruct learners in the relevant discipline, keeping to the certified standards as required by industry;
- Prepare lesson plans, course notes, presentational material and hand-outs as appropriate;
- Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks;

- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure;
- Maintain prescribed course records;
- Supervise learners and ensure that correct methods, quality standards and safety procedures are observed;
- Supervise learners in respect of their timekeeping, attendance, behaviour and general application of the learners to the course;
- Ensure adequate security of tools, equipment, machines and materials located in the training area;
- Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule;
- Plan and ensure the timely delivery of all course material and non-capital tools and equipment;
- Raise requests for the purchase and supply of course material and non-capital tools and equipment;
- Ensure that course materials are used in an economical and cost effective manner;
- Use new technology as appropriate, to assist in delivering and administering training;

#### **Exclusions**

Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:

Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

#### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

#### **Citizenship Requirements**

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.

## Conditions of Employment

### 1. Rate of pay

Paid at the CDETB cover panel rates; details available upon interview.

### 2. Shortlisting

Shortlisting will take place. Candidates who are shortlisted may be required to undertake a Trade Test. On successful completion of this Trade Test, if applicable, candidates will then be called for interview

### 3. References

If called to interview you will be requested to bring copies of two current references with you. {These do not necessarily have to be from the referees you have nominated on your application form}.

### 4. GARDA VETTING:

CDETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

CDETB reserves the right to re-vet all staff employed in positions which entail working with children and vulnerable adults at any time during their employment.

Please note that it is the responsibility of the applicant to ensure that all application forms are received on time. **Online applications only** – Please state in the application e-mail subject line the discipline in question.

Applicants will be called for interview as the need arises. All interviews will be online.

Candidates are strongly advised to submit application forms well before the 12 Noon deadline on the specified closing date.

**Latest date for receipt of completed applications by email to  
vacancies@btc.cdetb.ie**

**for the above post is: 31 December 2020**

*LATE APPLICATIONS WILL NOT BE ACCEPTED*

*Shortlisting of candidates may take place.*

*Canvassing will disqualify*

*City of Dublin Education and Training Board is an equal opportunities employer.*

## Appendix 1

- CAD
- Carpentry and Joinery
- Communications and Life Skills
- Computer Applications & Office Skills
- Construction Skills
- Customer Service/Clerical/Receptionist
- Domestic Thermal Insulation/Solar/Air Tightness
- Electrical
- Engineering
- First Aid / Manual Handling
- Form working
- Gas / OFTEC
- Glazing / Curtain Walling
- ICT
- Interview Skills / CV Preparation
- Legal Terminology
- Manual and Computerised Payroll and Accounts
- Medical Terminology
- Motor Mechanic
- NZEB / Sustainable Construction
- Office Skills
- Painting & Decorating
- PC & Networks Technical Support
- Plumbing
- Project Management
- Security / Guarding Skills
- Signwriting
- Sport, Recreation and Exercise
- Start Your Own Business
- Steel fixing
- Vehicle Body Repair
- Welding