



worldskillsuk  
**GO FURTHER, FASTER**

WorldSkills UK

# ***Training Manager Role Outline***



## **About WorldSkills UK**

**WorldSkills UK is all about helping young people go further, faster in their careers, gaining the skills that employers need most. We help young people from all backgrounds get the best start in work and life.**

### **Nurturing homegrown talent**

The Training Manager role plays an important part in supporting WorldSkills UK to achieve one of our main impact objectives of achieving a top 10 performance at WorldSkills competitions, alongside transferring learning and insights across technical and vocational education and training sector to drive productivity in the UK through the focus on accelerated skills development and world-class training.

#### **Read our Strategic Plan**

The key purpose of the Training Manager role is to develop and ensure successful delivery of individualised training programmes for UK competitors that result in medals in international competition. The WorldSkills UK Talent Development Programme combines three elements: technical mastery of the skill; development of a growth mindset and perfecting what we like to call ‘competition craft’.

Training Managers should demonstrate relevant and current industry knowledge and experience in technical and vocational education and training and will draw on the expertise of the wider WorldSkills UK community to become ‘accelerators’ for the competitors in their skill area, by combining all three elements.

Following success at the National Finals at WorldSkills UK LIVE in November, the UK Squad members are selected to participate in the Talent Development Programme and you will design a training plan, in line with the standards outlined by [WorldSkills](#) to ensure successful progression through to Team UK and rapidly develop the skills and personal attributes of a group of competitors, to ensure medal success in international competitions.

### **What we do**

**We are an accelerator for young people in the start-up phase of their careers. This means we inspire more young people to take up apprenticeships and technical education; we champion their success; and we accelerate their personal and professional development.**

### **Why we do it**

**To change the national conversation so that apprenticeships and technical education are seen as prestigious career routes for all young people.**

### **How we do it**

**Through experiential and digital careers advice; skills competitions; and mindset and productivity training.**



## Rewards

**As a Training Manager you will join a community of fellow trainers from across the UK and are provided with an official WorldSkills UK uniform to represent your country on a global stage, in addition to the following professional development opportunities:**

### The Training Manager:

1. You will benefit from the professional development programme for Training Managers which provides a unique opportunity to learn lessons from elite sports and coaching world-class performers; expanding and enhancing coaching and leadership skills.
2. Lead an international exchange of best practice between education and industry.
3. Develop cutting-edge skills and knowledge to champion world-class skills development in the UK.
4. In partnership with a community of trainers and coaches, you will lead the development and transformation of a group of young learners, you will be sharing and transferring your knowledge, skills and expertise in the pursuit of excellence.

5. Gain recognition and exposure to national and global markets, building an international network in your skill area.
6. Represent the UK, whilst travelling internationally, as the voice for skills development and world-class training in the UK.

**Hear first hand the benefit of being involved [video link](#)**

**We recognise the significant contributions made by education and businesses who release employees for their involvement as a WSUK Training Manager. In return we offer a financial contribution towards time invested, professional development of staff and access to our key events:**

### Employer benefits:

1. Employers will have access to a global professional network to provide opportunities for sharing new ideas, resources and best practice in skills development and world-class training.

2. Knowledge and skills transfer across your wider workforce to add tangible value to business operations and study or training programmes, through dissemination of best practice and influence of peers.
3. Employers will gain a national reputation as a key influencer for standards of excellence and world-class training.
4. Promote dual professionalism within your organisation and embed a culture of continuous professional development.
5. Involvement with WorldSkills UK can drive recruitment and retention and is an effective tool to upskill your workforce supporting initiatives to engage, reward and recognise employees.
6. Marketing and PR opportunities linked to apprenticeships and skills development.

**'The training that WorldSkills UK provides for Training Managers and experts is absolutely fantastic, it is world-class, make no mistake about it'**

**Sean Owens,  
Training Manager for Cooking**



## About the role

### The talent development programme

- The Training Manager will demonstrate high levels of skill mastery in an education or training setting with experience of working with young people to empower, motivate, challenge and stretch
- To develop and manage the design and delivery of an accelerator training programme to secure worldbeating performances in skills competitions, for the UK
- You will be responsible for co-ordinating support from the wider WorldSkills UK community to enable Team UK to achieve a top 10 medal success position at the WorldSkills Competition in Shanghai, September 2021.

### Influence global vocational standards of practice

- As part of the Training Manager role, you will have access to a network of fellow practitioners globally and you will influence, negotiate and champion, as the UK expert in your given skill, both in advance of the competition through an online community and then throughout the four-day competition event
- To help develop and maintain the WorldSkills competition in a particular skill as the UK's designated Expert, demonstrating a welcome and openness to other nations, cultures and social groups
- Transfer insights and learning gained from international exposure back into technical vocational education and training systems and WorldSkills UK national competition practices

**'It is a privilege that provides an exciting challenge'**

**Barry Skea, Training Manager for Mechanical Engineering CAD**



## What we're looking for

### Knowledge and experience

Can you demonstrate a high degree of competence in any 3 out of the 4 areas below?

- An outstanding knowledge of the craft or skill and standards in education and industry
- Experience of monitoring performance alongside marking and assessment
- Experience in challenging and motivating a diverse group of young adults to achieve success - using a range of teaching methods
- Knowledge of an influential network who will be able to support you in the planning and delivering the training programme

### Skills

Can you demonstrate a high degree of competence in any 4 out of the 5 areas below?

- Ability to observe, analyse, assess and report on performance in detail
- Well-developed skills in IT applications, time management, planning and budget management
- High level communication and interpersonal skills, able to negotiate with and influence a range of stakeholders and work with young people
- Enthusiastic, flexible and patient, you will be able to build effective relationships, motivate others and yourself
- Ability to think creatively and solve problems

### Special circumstances

Can you meet all of the following requirements?

- Capacity to work outside of normal office hours with the flexibility to work away from home
- Full support of your employer to perform the role and participate in the programme
- Prepared to travel within the United Kingdom and internationally

Our Training Managers, from left to right: Marc: Architectural Stonemasonry Training Manager, self-employed. Gareth: Carpentry Training Manager, works in Higher Education. Barry: Mechanical Engineering CAD Training Manager, works in Further Education. Mark, Refrigeration and Air-conditioning Training Manager, self-employed. Jenna: Beauty Therapy Training Manager, self-employed. Suresh: Cyber Security Training Manager, works in Further Education. Sean: Cooking Training Manager, self-employed.

# Commitment

We recognise the commitment needed from individuals and their employers and where we can offer return through continuous professional development and a financial contribution towards time invested. Across the two-year programme, time commitment will be grouped under three headings. The programme starts in December 2019 until September 2021 leading to WorldSkills in Shanghai.

Programme outline	Activity	Duration
Training days	Design and delivering specialist training to competitors over the course of the 18-month programme.	Approx. 300 guided training hours
Professional development	The programme of continuing professional development is delivered through WorldSkills UK boot camps over the course of the 18-month programme.	Up to 21 days
Competition participation	These are days spent supporting competitors at selection events and international competitions (dependent on whether the skill is entered for EuroSkills and/ or WorldSkills) over the course of the 18-month programme.	Up to 31 days

These days are split across week days and weekends, of which around half are fixed dates and half are days that can be organised and planned at the discretion of the Training Manager.

## How this works for some of our experienced Training Managers

Our existing community of valued Training Managers are drawn from all sectors of industry and education; many are from further education or training providers, whilst others are self-employed. There are many models in use, including planning activity for training in blocks of 3-5 days, or for a single designated day each week, or a combination of both together with the flexibility of utilising occasional evenings and weekends.

**‘To sum up the role of Training Manager, I would say it is extremely rewarding not only for competitors’ skills development but I also think you change their lives’**

**Linzi Weare,  
Training Manager for Hairdressing**

## *Terms of appointment*

- All Training Managers will be enrolled onto our high-performance coaching programme
- WorldSkills UK offers a contribution towards time invested by individuals or their employers while participating in this programme over an 18-month period
- It is important the applicant has the occupational expertise at the required standard as outlined in the WorldSkills Standards Specification <https://www.worldskills.org/what/education-and-training/wsss/>  
The specifications outline the standard of knowledge, understanding and skills required to carry out the role of a Training Manager
- Appointments will be made for one WorldSkills Competition cycle only, (approximately 18 months).
- Travel and subsistence incurred on behalf of WorldSkills UK is reimbursed once appointed to the post

## *Application process*

**WorldSkills UK is excited to see applications from individuals who meet the Training Manager role requirements, who are supported by their employer and have the capacity to meet the commitments of the Training Manager opportunity.**

### **Stage 1**

Submit your CV and a short video of no more than four minutes (can be a rough edit on a mobile device), or a written personal statement, to explain your interest in the role, confirm you have support from your employer, and how you feel your skills and experience meet the requirements of the role to: **competitions@worldskillsuk.org** by 18 September 2019.

### **Stage 2**

Shortlisted applicants will be invited to an interview and assessment day where you will have an opportunity to hear more about the role and meet the WorldSkills UK Team, on 27 September 2019.

Successful applicants will be asked to attend a programme induction and training event on Thursday 24 October - Saturday 26 October 2019 at Loughborough University.

**For further information contact:**

**Jeanette Prole**  
**Senior Programme Manager**  
**International Competitions**  
**[jprole@worldskillsuk.org](mailto:jprole@worldskillsuk.org)**



### **Disability Confident**

WorldSkills UK is signed up to the disability confident scheme. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies.

WorldSkills UK is committed to making appointments on merit by fair and open processes, taking account of equality and diversity.

***e: [competitions@worldskillsuk.org](mailto:competitions@worldskillsuk.org)***

***🐦 📷 f: [WorldSkillsUK](#)***

***Web: [worldskillsuk.org](http://worldskillsuk.org)***



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