

RICIDE Ltd



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Dear

re **Staff at Stourport Training Centre**

Thank you for expressing an interest in our activities at Stourport. Ricide Ltd have been working at Stourport since 2001 and our contract with Kidderminster College was renewed in 2007 for a further three years.

Ricide are a National Training Agency and we will significantly increase our Train to Gain activity in 2009 – 2012. This is an exciting time for us and details are on our website.

Ricide offers significant opportunities for professional trainers to join a renowned national organisation dedicated to excellence in I.T. skills development.

The following positions are available at Stourport.

Director of Studies

This is a new post which offers a talented and motivated person the opportunity to lead our Stourport operation and also contribute to our training on a wider scale.

An immediate priority is to assist existing Tutors to improve their performance in preparation for an OFSTED inspection.

Applicants should have experience of delivering IT training, together with an ability to communicate with and inspire colleagues.

The salary scale for this management post is from £20,000 to £35,000 per annum. Candidates who wish to be considered on a part time basis may apply.

Post of Principal Tutor

In addition to performing the range of duties associated with a Senior Tutor, the Principal Tutor has a supervisory role in the Training Centre. He/she will assume responsibility for the supervision of several Senior Tutors, assist in marketing and promotions, and make an input to the Administrative process.

This is a senior post which offers significant prospects for career advancement within the company.

The daily fee is on a scale of £73 to £85 per day and £42 to £60 per evening, although a package of fees and benefits may be offered to a suitable candidate.

Post of Senior Tutor

see attached Job Specification.

All Senior Tutors will be appointed on a daily fee, which normally starts at around £62.50. Evening classes normally attract a fee of £40.

Common Details

- 1 Due to the increasing demands by both the LSC and City & Guilds, an applicant with an interest in Internal Verification would be welcomed. However, this is not a requirement for any of the above posts.
- 2 The initial contract will include a 6 month probationary period. Subject to performance, applicants can normally expect continuity of work from us. All staff are employed by Salveza Ltd and are managed by Kidderminster College. Staff enjoy the customary benefits of employment by a leading training provider, including personal development planning and paid holidays.
- 3 There are opportunities for full time or part time working patterns, provided that a single Tutor is able to assume regular responsibility for a timetabled group.
- 4 Tutors are eligible for bonus payments at £40 per completed student.

Application Process

If you wish to apply for a post, then kindly send us the following -

- 1 A completed Summary Staff Application Form. This is mandatory.

You are also invited to enclose

- 2 A letter of application which should explain your interest in the post and the relevance of your experience and qualifications to our organisation. As there are full and part time opportunities, please express any preferences you may have.
- 3 A curriculum vitae.

Please return a completed application as soon as possible, and state your earliest start date. Several posts are immediately available. If you have a current CV, then please email this immediately to mail@ricide.com

Yours sincerely

Claire Robertson
Project Officer

Enclosures

Ricide Training Centres – Further Details	app7.doc
Staff Application Form	staff_enr1.ppp
Senior Tutor - Indicative Responsibilities	con1.doc
Schedule of C&G Modules and Hours	sched_4.doc