

TUTOR ROLE PROFILE

| CORE RESPONSIBILITY AREA (CRA) | ACTIVITY TITLE | ACTIVITY NO. | STANDARDS CURRENTLY LINKED TO | ADDITIONAL STANDARDS PROPOSING TO LINK TO |
|--------------------------------|------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Managing and Developing People | Assess candidates using a range of methods | 228 | 4C3 (A1) Assess candidates using a range of methods | A2 Assess candidates performance through observation |
| | Coach and mentor staff | 901 | 4C5 Enable individual learning through coaching L14 Support learners by mentoring in the workplace | L12 Enable learning through coaching L23 Support how basic skills are delivered in the workplace L24 Support people learning basic skills in the workplace |
| | Develop individuals and teams to enhance performance | 219 | 4C3 (A1) Assess candidates using a range of methods 4C8 Contribute to the development of knowledge and practice of others C10 Develop teams and individuals to enhance performance | L3 Identify individual learning aims and programmes L5 Agree learning programmes with learners L16 Monitor and review progress with learners L15 Support and advise individual learners L9 Create a climate that promotes learning |

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| Health, Safety and Welfare | Manage the welfare needs of individuals | 1160 | 4D1 Lead the work of teams and individuals to achieve their objectives | - |
| Personal Responsibility | Complete administration procedures | 216 | 3B1 Receive, transmit, store and retrieve information | - |
| | Comply with Health and Safety legislation | 206 | 4G2 Ensure your own actions reduce the risk of health and safety | - |
| | Maintain standards of professional practice | 217 | 1A4 Foster people's equality, diversity and rights 1A5 Promote people's equality, diversity and rights 4C1 Develop ones own knowledge and practice 4D4 Manage yourself 4D5 Develop your own resources 4D6 Enhance your own performance L17 Evaluate and improve learning and development programmes | G3 Evaluate and develop own practice L18 Respond to changes in learning and development |
| | Make best use of technology | 242 | 3C1 Support the use of information technology 204 Prepare and print documents | - |

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| | Promote equality, diversity and Human Rights in working practices | 141 | 1A1 Use police actins in a fair and justified way 1A4 Foster people's equality, diversity and rights 1A5 Promote people's equality, diversity and rights 4H4 Create effective working relationships 4H5 Develop productive working relationships 4H6 Enhance productive working relationships | - |
| | Work as part of a team | 224 | 4C2 Contribute to the development and effectiveness of work teams 4H4 Create effective working relationships 4H5 Develop productive working relationships 4H6 Enhance productive working relationships | - |

| BEHAVIOUR AREA | BEHAVIOUR | CAT. |
|-----------------------|--------------------------------|-------------|
| Leadership | Maximising potential | B |
| Working with others | Respect for race and diversity | A |
| | Community and customer focus | B |
| | Effective communication | B |
| Achieving results | Problem solving | C |
| | Planning and organising | B |
| | Personal responsibility | A |