



Changing lives through learning

Trustee

Contents

Contents2

Introduction.....3

How to Apply3

Mission, Vision and Values.....4

Who are Open Awards?5

Open Awards Services5

Meeting the Team.....6

Equality and Diversity7

Safeguarding Statement.....8

Role of Trustee9

Introduction

Thank you for your interest in joining the Open Awards Board of Trustees.

This pack should give you everything you need to know to apply for this role and what it means to be part of Open Awards.

In this pack, you will find:

- Our Values
- How to Apply
- Information about Open Awards
- Job Description
- Person Specification

If you would like an informal conversation about this vacancy, you can contact Heather Akehurst on heather.akehurst@openawards.org.uk

How to Apply

To apply for this role, please submit your CV along with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Heather Akehurst
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:-

heather.akehurst@openawards.org.uk

Interviews will take place on and 8th December 23 and 15th January either at the Open Awards office in Speke or online. Please state your preferred date in your application.

Mission, Vision and Values



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are passionate about our mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledge** and **passion** to react quickly and intelligently to individual **learners' and employers' needs**.

Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. Open Awards is also a regulated End-point Assessment Organisation for a wide range of apprenticeship Standards.

Our qualifications, units, and online courses are used across a range of education settings including Further Education Colleges, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

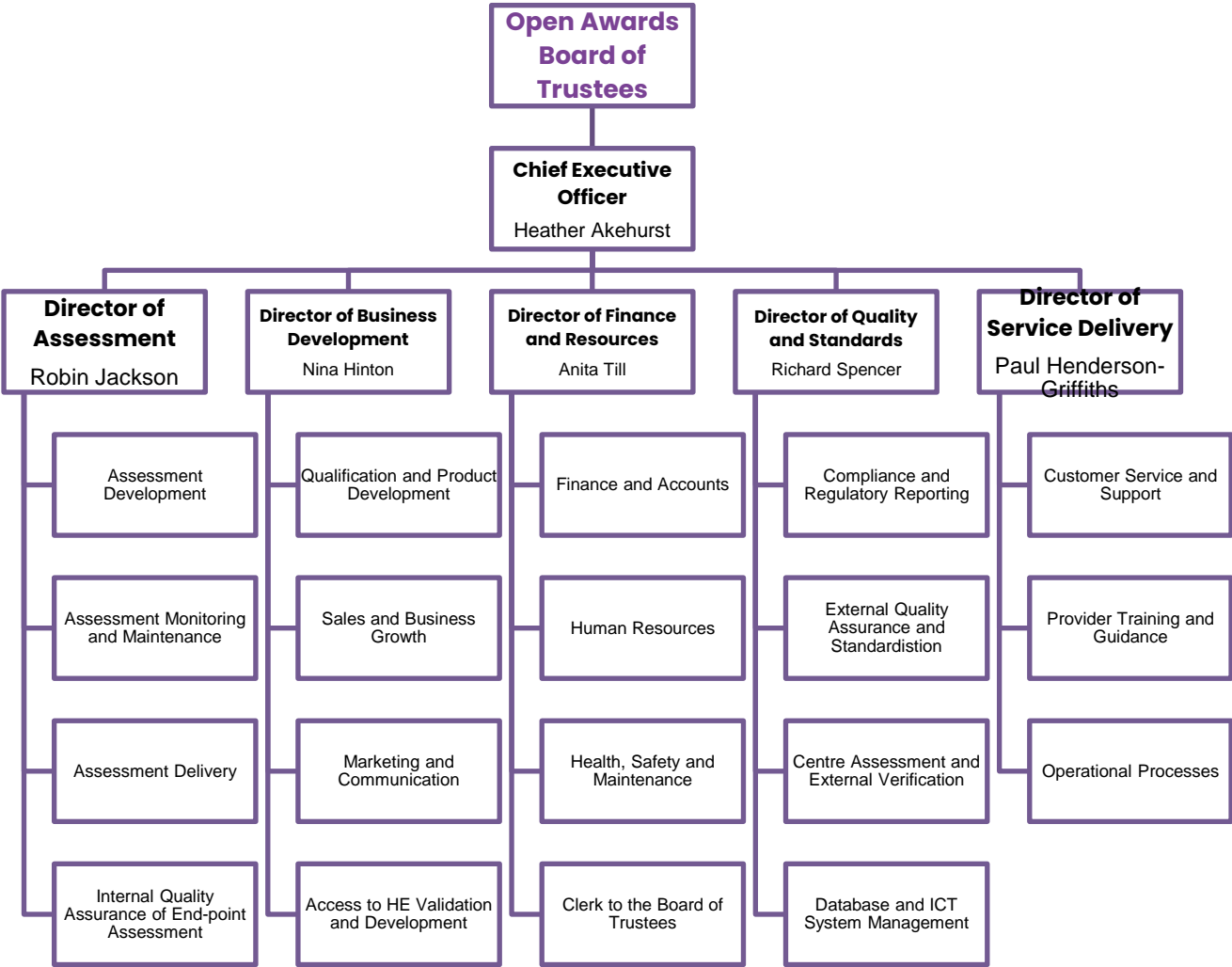
- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

Meeting the Team

The role you are applying for is to be part of the Board of Trustees. You will be responsible for overseeing the governance of strategic management of Open Awards.



Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and redeployment are based solely on objective, non-discriminatory criteria. In accordance with current legislation and codes of practice we aim to ensure that no councillor, employee or prospective employee will be treated unfavourably on the grounds of marital status, gender, age, disability, sexual orientation, race, nationality, ethnic or national origins, trade union membership or activity, political or religious belief and unrelated criminal conviction.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



Safeguarding Statement

Open Awards is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, independent workers, and volunteers to share this commitment.

We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable to the role:

- References
- DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role

You will need to provide details of referees including your current and previous employers, covering the last 5 years. These will not be contacted prior to interview.

All job offers will be subject to the satisfactory completion of pre-employment checks.

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Role of Trustee

Due to our retirement rotation Open Awards is looking for new Trustees to join our Board and help us 'Change Lives Through Learning'. We are an Ofqual and Qualifications Wales regulated Awarding Organisation and QAA regulated Access Validating Agency.

We provide vocational qualifications from Entry Level to Level 6 as well as End Point Assessments on a number of Apprenticeship Standards and the prestigious Access to Higher Education diploma.

We're looking for people with a passion for skills and helping people achieve their potential and would be particularly interested in people with experience in Higher Education, Apprenticeships and/or experience of delivery in Wales. A significant amount of our work is undertaken within the health and care sector and would welcome applicants who can share their knowledge and experience in this area. This is an exciting time for the sector and we can provide successful candidates with increased understanding of the wider issues within the education and skills sectors.

Open Awards is a registered Charity and candidates should want to use their personal skills to make a difference for our learners and apprentices. Trustees must be able to commit to our Mission, Vision and Values.

There are 3 termly meetings (online attendance can be arranged) and an annual full planning day. Additionally we encourage Trustees to be involved with our Access to Higher Education or Business Development Committees.

We would like to increase the diversity on our Board and would welcome applications from across a broad spectrum of experiences. Full training and a detailed Induction is provided.