



LEARNING CURVE GROUP APPLICATION TIPS

APPLICATION TIPS

SO, YOU WANT TO BECOME A PURPLE PERSON?
GREAT!

We would like you to have the best chance possible of getting a role that is right with you at LCG. To help you get there, we've put together a handy guide to help you understand what we are looking for and why in your application. This should help you prepare your CV and prepare yourself if invited to an interview.

WHAT SHOULD YOUR CV LOOK LIKE?

That doesn't really matter to us. We have no preferred format font size, or recommended number of pages. We do ask that you include the following information though:

- Name, address and contact information
- A summary of your key achievements, skills or traits
- Your employment history including job titles and dates worked with a short explanation of any gaps
- Education, qualification and training including dates achieved or expected to achieve

TAILOR YOUR CV

Before applying, we recommend reading the job description fully before applying which will include a list of essential and/or desirable criteria. The recruitment team will assess and shortlist your CV against these criteria so it's important that you evidence how you meet these.

As a training provider, we try to be as flexible as possible so if you are working towards the essential criteria, we may be able to progress your application, but we recommend checking with the recruitment team first!

- If the essential criteria are qualifications, ensure that you include the qualification and date completed. If in progress still, please state when you expect to complete.
- If the essential criteria are knowledge based, ensure you are clear in your CV how you have demonstrated that in your previous roles. For example, if ESFA funding knowledge is a requirement, demonstrate your level of understanding and which role (if not all) you gained this knowledge.
- If the essential criteria are experience based, clearly list your roles and responsibilities within the section on your work history

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TRAINERS, ASSESSORS AND TUTORS

Learners are at the centre of everything we do, so when recruiting for delivery staff we must ensure you meet the required occupational competency, set by the awarding body.

In addition to the recruitment team, your CV will also be checked by a member of our quality team who will assess your occupational competency to deliver the role you have applied for. To ensure we can get your application processed quickly, please ensure your CV evidences your occupational experience in the sector in which you are applying.

For example, if you are applying for an Apprenticeship Trainer in Management Level 5, your CV must demonstrate occupational competency to deliver the standards at that level. You can demonstrate this by listing your duties and responsibilities or in a summary at the top of your CV. On occasion, our quality team may need additional information before making a decision on your CV so you may be required to provide some further evidence.

EQUAL OPPORTUNITIES

At Learning Curve Group, we feel that the more diverse our organisation is, the better we can meet the diverse needs of our learners. We strongly encourage applications from people with a diverse range of backgrounds including age, gender, ethnicity, disability, sexuality, social background, religion and/or belief.

If you require any reasonable adjustments during the application or interview process, please do not hesitate to let us know. We also want our employees to achieve a work life balance and so where possible are happy to discuss flexible working options with you if the role can accommodate it.

If you require any further guidance or to discuss current vacancies, please contact our recruitment team:

Call: 01388 436 207

Email: workforus@learningcurvegroup.co.uk