

## Training Officer or Manager

Training officers or managers are responsible for staff training within an organisation. They identify the training needs of staff and develop and organise programmes to meet those needs. They are also called learning and development officers.

### The Work

You could be:

- discussing and analysing staff training needs with departmental managers, human resources officers and other staff
- deciding on what training is most suitable for each type of employee
- identifying the costs involved and keeping to the budget
- planning the detail of courses, setting up a programme and producing training materials
- choosing the best way to run each course, through lectures, videos, role play and group discussion
- presenting training courses to members of staff
- hiring outside speakers and trainers where appropriate
- using interviews, questionnaires or discussions to assess how successful a training course is
- revising courses to suit the changing needs of the company.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Starting salaries for qualified training officers or managers in Scotland are usually £20,000 to £25,000 a year. With experience this rises to around £45,000 a year or more.

### Conditions

- You would be based in an office, but you might spend a good deal of time in a training room or training centre.
- You might have to travel to other locations to arrange courses or to present them. This might involve overnights away from home.
- You would usually work normal office hours, 9.00am to 5.00pm Monday to Friday, but you might sometimes have to work late and run residential, evening or weekend courses.

### Getting In

- You would not normally become a training officer direct from school, college or university. Most entrants first gain qualifications and experience in the field in which they will train others.

- It is possible to work your way up to a training officer or manager post from a clerical or administrative job in the human resources or training department.
- Entry to a clerical or administrative post normally requires some subjects including English at National 4 or 5 or Higher.
- Many employers will expect you to have an HNC, HND or degree.
- The HNC, HND or degree can be in any subject, but human resource management, business studies, education or psychology are particularly relevant.
- Minimum entry requirements for an HNC or HND are normally 1-2 Highers, and for a degree, 4-5 Highers. Many courses will ask for more qualifications than the minimum.
- It is helpful to study for a training qualification. The Chartered Institute of Personnel and Development (CIPD) offers the Certificate in Learning and Development.
- If you work with young people or vulnerable adults you will require a satisfactory PVG (Protecting Vulnerable Groups) check to show that you are suitable for this type of work. Contact Disclosure Scotland for details.

You could work for any company that trains its own staff, including private firms in industry and commerce, financial organisations, retail companies and local and central government.

## What Does It Take

You need to be:

- interested in helping people in their professional development
- encouraging and supportive
- a good organiser
- efficient and adaptable
- able to motivate people
- able to analyse staff needs and identify suitable training
- able to write reports and keep records.

You need to have:

- strong presentation skills
- good verbal and written communication skills
- good business sense to ensure that all training meets the organisation's needs
- good IT skills.

## Training

- You would train and gain experience on the job with an employer.
- You could study part time for relevant qualifications. If you do not have the CIPD or Certificate in Learning and Development, you could take this part time at college or by distance learning.
- You can also take further CIPD courses. The CIPD offers courses at 3 different levels: Foundation, Intermediate and Advanced.
- If you have a degree, you could take a part time postgraduate course while working.
- There are SVQs in Learning and Development at SCQF Level 8 and SCQF Level 9.

- You will have to keep up to date with changes in technology.

## Getting On

- Becoming a member of the CIPD can help develop your career.
- The CIPD has 3 levels of professional membership: Associate, Chartered and Chartered Fellow. Progress depends on having academic qualifications as well as relevant experience and skills.
- You could also move on to become a training officer or manager in a larger company or organisation.
- In a larger organisation you may gain promotion to senior training officer or training manager.
- There are also job opportunities with national training organisations and private training providers.
- You could set up your own business working as a freelance trainer or consultant.

## Contacts

### **Chartered Institute of Personnel and Development (CIPD)**

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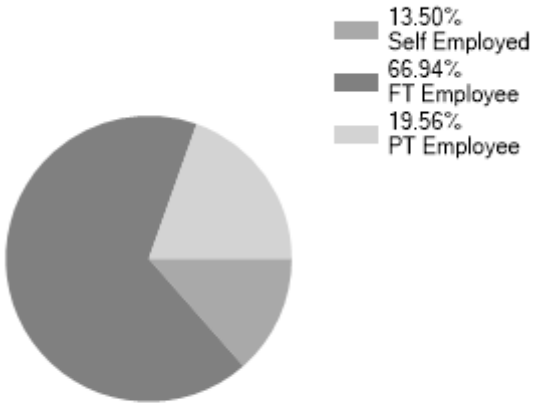
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Statistics

Employment Status UK %



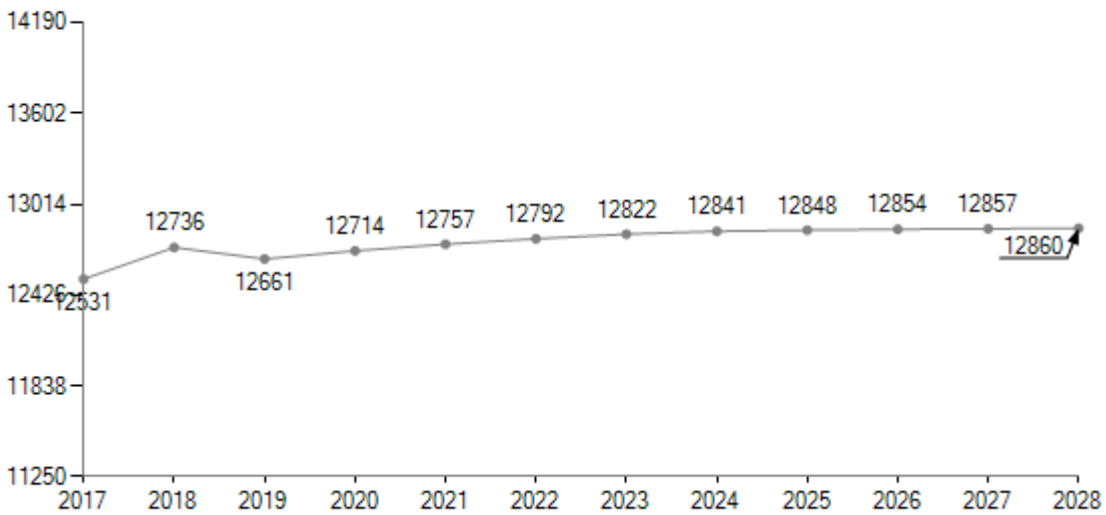
Past Unemployment - Scotland

Date	Unemployed
Dec 2018	0.09%

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LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



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