



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Job Description

Title:	Instructor – Original Equipment Manufacturing (OEM) Engineering Apprenticeship Instructor
Reporting To:	Assistant Manager Training Services
Grade:	Career Grade
Division:	LCETB FET Division
Centre:	College of FET, Raheen Campus
Hours of Attendance:	35 hours
Function of Job:	Deliver the OEM curriculum to the prescribed standards and in accordance with the relevant syllabus.
Background:	The above FET Campus operates under the remit of Limerick and Clare Education and Training Board (LCETB) which is a statutory, independent body with resources to deliver educational and training opportunities to the highest standard in the Limerick and Clare region.
Salary	Salary scale is as per DE 0007/2026 - €49,007 - €77,149** LSI

DUTIES/RESPONSIBILITIES

- Deliver the OEM curriculum to the prescribed standards and in accordance with the relevant Level 6 OEM Engineering Apprenticeship Programme syllabus to include:
 - Applied Engineering
 - Engineering Drawings
 - Communications
 - Team Leadership
 - OEM Operations Management (Lean)
 - Capstone Work-Based Project
- Identify any learning support needs of the apprentice and provide support where required.
- Prepare lesson plans, course notes, overheads and handouts as appropriate.
- Develop suitable assessment instruments.
- Fully brief and provide information to the apprentice on the assessment process.

- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks.
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, quality standards and safety procedures are observed.
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of each apprentice.
- Ensure adequate security of tools, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturer's recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials and non-capital tools and equipment.
- Raise "Requests for Purchase" for the supply of course material and non-capital tools and equipment.
- Use new technology, as appropriate, to assist in delivering and administering training.
- Provide work-based mentor support and guidance.
- Actively promote the OEM Apprenticeship Programme to prospective employers and industry stakeholders.
- Build and maintain strong relationships with employers to identify apprenticeship opportunities, support recruitment, and ensure alignment between training delivery and industry needs.
- Represent the programme at industry events, careers fairs, and employer forums to raise awareness and encourage participation.
- Visit apprentices in the workplace and work in co-operation with workplace mentors.
- Attend OEM Programme Governance/Steering committee meetings as may be required.



PERSON SPECIFICATION

JOB TITLE: Instructor – Original Equipment Manufacturing (OEM) Engineering Apprenticeship

	ESSENTIAL	DESIRABLE
PROFESSIONAL SKILLS <ul style="list-style-type: none"> - <i>Teamwork</i> - <i>Leadership</i> - <i>Initiative</i> 	<p>Ability to work as an effective team member and contribute to team objectives.</p> <p>Leadership qualities and ability to use own initiative to achieve desired outcomes and to accept responsibility.</p> <p>Must be flexible to changes within course syllabi.</p> <p>Evidence of ability to adapt to changing work patterns.</p>	<p>Demonstrate good knowledge of current issues and developing trends in the OEM sector.</p> <p>Be able to express views on how current issues will impact on the immediate future of the OEM sector.</p> <p>Demonstrate knowledge of current OEM sector and Apprenticeship</p>
Motivation <ul style="list-style-type: none"> - <i>Knowledge of Post/Organisation</i> - <i>Personal Motivation</i> - <i>Work-related Achievements</i> 	<p>A significant level of understanding relating to the requirements of the post.</p> <p>Demonstrate high levels of personal motivation, adaptability and creativity.</p> <p>Demonstrate ability to motivate others and work under pressure.</p> <p>Demonstrate commitment to maintaining a culture appropriate to the FET Sector.</p> <p>Demonstrate relevant work related achievements with good track record.</p>	<p>Good overview of the FET Sector within Ireland.</p> <p>Experience of projects undertaken that demonstrate leadership, teamwork and problem solving.</p>
WORK EXPERIENCE <i>Particular Experience/Skills Required</i>	<p>3 years post qualification experience working in the OEM sector or similar industries.</p> <p>Experience and enthusiasm regarding working with young people and adults as appropriate;</p>	<p>Some supervisory experience in industry, e.g. line manager/supervisor, crew foreman/work inspector.</p> <p>Experience of working with the following client groups:</p>

	knowledge of their learning issues and ability to relate to them.	- Apprentices/Trainee OEM Sector
COMMUNICATIONS/ INTERPERSONAL SKILLS - Verbal - Written - Presentation Skills	Positive, flexible and pleasant manner. Good communication skills, both verbal and written. Good organisational skills. Ability to relate to personnel at all levels both internal and external. Demonstrate the use of Information and Communication Technologies within the learning environment and as an administrative tool.	Experience of working with various stakeholders within the OEM Sector such as employers, customers, suppliers, etc. and associated problem solving.
EDUCATION AND TRAINING	Hold a minimum Level 7 qualification in a mechanical / electrical / mechatronic or related discipline, or 5 years teaching experience in a related discipline. Instructing / Teaching qualification. e.g. Train The Trainer / Training Delivery and Evaluation / Training Needs Identification and Design.	Have industry experience gained in the OEM or a related sector. Have experience in a training environment.
CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB	Hold a full and valid driver's licence and have access to own transport. Be willing to travel to meet workplace mentors.	