

## Joining the Bank of Trainers working with Norvic Training

Many thanks for your interest in opportunities with Norvic Training. We are always looking for trainers to enter our bank of staff members whom we call upon as required to deliver training on our behalf.

### Induction

In order to get onto our approved bank you will need to undergo our **induction** process which entails sitting in on the course/s you hope to deliver and when ready being monitored delivering each course. At this point the Senior staff member can sign you off and you can begin training. In the induction we also ask you to familiarise yourself with our in-house policies and from time-to-time will call you in to attend our in-house training in Equality and Diversity, Customer Service etc.

### Training

We deliver courses for clients across the UK but predominantly in East Anglia including our venues in Norwich, Cambridge, King's Lynn and Great Yarmouth and at Clients' own sites.

- A branded polo shirt is provided to be worn
- All course materials are provided but we expect bank staff members to have their own laptop with PowerPoint installed

### Payment

- Bank staff members are paid an hourly rate including 30 min set up and 30 min pack up time and less 30 min lunch per full day
- Mileage is paid door-to-door
- Invoices are to be submitted to myself on completion of the course (weekly or monthly is fine)

If you are on the bank we simply call you with reasonable notice to ask if you are interested in delivering a course at a set time in a set location and you say yes or no according to your own wishes.

If this sounds like something you would be interested in then do email us copy of your CV to [info@norvictraining.co.uk](mailto:info@norvictraining.co.uk).

If you have any further questions just let us know.

Once again many thanks for your interest in Norvic Training, we look forward to hearing from you.

Jo Griffin  
Finance/Development Manager