

Assistant Region Commissioners

RESPONSIBILITIES OF ASSISTANT REGION COMMISSIONERS FOR ADULT TRAINING AND DEVELOPMENT

1. To be responsible for the implementation and administration of the National Adult Training and Development schemes in the Region, advising and being directly responsible to the Region Commissioner for the co-ordination and implementation of the training scheme and to the Branch Commissioner for Adult Training and Development for the implementation, content and development of adult training and development.

2. To lead and co-ordinate the members of the Training Team and Team helpers in the Region.

3. To encourage and develop the Team members in the Region, in consultation with the Branch Commissioner for Adult Training and Development, by
 - ?? As far as time allows, discussing the success and conduct of training functions held in the Region, for which the Training Team member is responsible. This includes visiting Region courses occasionally.

 - ?? Discussing the performance and capabilities of Team helpers with the Training Team member.

 - ?? Ensuring training courses are evaluated by trainees and appropriate comments are passed onto Branch Commissioner for Adult Training and Development.

4. Through all appropriate personnel and information be continually seeking potential Training Team helpers and to involve them in a Region Training Panel.

5. To conduct Region training workshops (annually), for the development of Team helpers and, by using them in the workshops, Team members.

6. To advise the Region Commissioner concerning recommendation of Leaders for appointment to the Training Team. Such recommendations are to go to the Branch Commissioner for Adult Training and Development on the appropriate form.

7. To maintain close liaison with the Branch Commissioner for Adult Training and Development.
8. To contribute to the development of Adult Training and Development within the Branch as a whole and to make or pass on suggestions to the Adult Training and Development Council.
9. To suggest initiatives to be taken on Adult Training and Development matters, for discussion at Region/Branch meetings as appropriate.
10. To participate in the planning of the Branch Training Calendar after consultation with the Training Team members and District Leaders (Adult Training) in the Region.
11. To conduct meetings of the Training Team members in the Region, from time to time.
12. To co-ordinate and train District Leaders (Adult Training) in their specific roles and responsibilities.
13. To conduct regular meetings of District Leaders (Adult Training) or District representatives on adult training matters and to ensure that they are maintaining accurate and useful training records of Leaders in the District, to help ensure that all scheduled training courses are conducted.
14. To have an oversight of Region training finances and equipment and to participate in the setting of course fees on a Branch basis.
15. To take a special interest in Leader Training sites at which the Region training functions are conducted, to suggest capital developments and to oversee maintenance and purchase of training equipment and materials.
16. To ensure that adequate records are kept of the training progress of leaders in the Region, through the Region office.
17. To undertake, or co-ordinate, the In-service training of new District and Region staff.