

Curriculum Vitae of Paul Salmon



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Date of Birth: 22 March 1974

Profile

Very positive attitude to my work and life. Extremely loyal to people and projects, never given up or walk away. High due diligence, with a perfectionist attitude to everything. In all projects, I am very focused on providing exceptional level of customer care and work levels. I demand professional integrity and compliance throughout all projects.

Vast range of experiences and knowledge in developing front line staff through to directors. Superb people skills and can interact and motivate individuals to get the best out of them. Highly respected amongst industry peers and has been head-hunter for positions and voted on to may committees and projects.

Occupational experience in Care & nursing, Retail, Leisure Industry, Health & safety, Security Sector, Training & Development, Customer Services, Administration, ICT, Hospitality, Teaching, Assessing, Auditing and Quality assurance Sectors.

Professional Memberships (Current & Past)

- Society of Education & Training (SET)
- Internal Verifiers Association (Full)
- Institute of Sport & Recreation Management (Full)
- Institute of Occupational Health & Safety (Grad.IOSH)
- Institute of Qualified Lifeguards / Royal lifesaving (Full Mentor TA)
- Swimming Teachers Association (Full Tutor)
- First Aid Training Association (AIFAWTO) – Executive Committee Member
- First Aid Council (FACT) – Executive Committee Member
- Charter Institute of IT (Awaiting Grade)
- Institute of Learning (awaiting grade)
- Institute of leisure Management (ILAM) – Full Member
- CPD Portfolio Available on Request

Qualifications – Training, Assessing & Verifying

- Level 4 External Quality Assurance (EQA)
- Level 4 Lead External Quality Assurance (EQA)
- Level 4 Lead Internal Quality Assurer Qualification
- Level 5 Diploma in Education & Training
- Level 4 Certificate in Education and Training
- D34 Internal Verifier (IQA)
- D32 & D33 Assessors Qualification
- PTTLS Level 4 Qualification
- HSE First Aid at Work Trainer (Senior National Tutor)
- City & Guilds 2886 Conflict Management Trainers level 3
- City & Guilds 7307 (PTLLS Certificate level 4 Equivalent)
- IQL Pool Lifeguard 9th Edition Trainer / Assessor (Mentor Level)
- RSPH Trainer (Food & Safety and Health & Safety)
- Manual Handling Professional Instructor Loads & People
- Care Industry Train the Trainer Qualification
- Level 3 Delivering Physical Intervention
- RLSS First aid & AED Trainer
- PTDQ Care Industry Trainer

Qualifications – Others

- Level 3 First Aid at Work Qualification (Since 1990)
- Level 3 Paediatric Qualification (Full)
- Advanced First Aid (Defib & Oxygen Licensed User)
- Level 2 AED & CPR
- Level 2 AED & Anaphylaxis Awareness
- IQL Level 2 National Pool Lifeguard Qualification
- Advanced Health & Safety (CIEH & IOSH Managing Safety)
- CIEH Level 3 Food Safety
- Level 2 Caring for the Sick
- In-house Care Industry Qualifications
- Care Industry Bespoke Qualifications
- ILAM Qualifications & ISRM Qualifications (now CIMSPA)
- OCR NVQ Level 3 Sport & Recreation
- Level 3 Pool Plant Operators
- Level 2 BTEC In Business and Finance
- NVQ 4 in Occupational Health & safety (converted to level 5-degree level)
- Unit HS008 Health & Safety Workplace Audits
- Level 2 Door Supervisor Qualification
- Level 2 NCFE Safeguarding
- PTDQ The Care Certificate
- PTDQ Annual Care Updates
- Level 3 Microsoft computer course (bespoke)
- ECB Cricket Empire (2016)
- FA Football Referee (1992 to 1996)
- Swimming Competition Official (1992 to 1999)

Work Experience Current (Since 1992)

Training Companies – Head of Quality Assurance (Since 2009)

A role that started as a part time casual swimming teacher in 1992, I have worked as all aspects within the training company being promoted to senior trainer, mentor and head of quality assurance. Responsible for the company's quality assurance internal and external. In 2017, we achieved 100% with an Ofqual awarding body on our very tough and rigorous audit.

Roles include Lead Tutor, Trainer, Assessor and Lead Internal Verifier for a range of qualifications that include: HSE First aid, Health & Safety, Food Safety, Security Training, Pool Lifeguard, Swimming Pool Plant, Safeguarding, Leisure management, General Management, NVQ's in Sport and Recreation, Retail, Management, Care, PTLLS / Education & Training , Assessors and Internal & External Quality Assurance qualifications.

External Quality Assurer for several Ofqual Accredited awarding bodies responsible for auditing and support centres, conducting malpractice investigations, conducting centre approvals, running CPD for centres, manual market test papers, reviewing centres policies and procedures and training new External Quality Assurers. Training new External Quality Assurers and having them shadow my auditing.

Management responsibilities - I am responsible for managing over 40 Instructors throughout the UK on various training and assessing projects, this includes Leadership of Instructors through development and quality control.

Freelance Tutor, Trainer, Assessor, Internal Quality Assurer and Consultant - My other roles include being a freelance college and training company's trainer, assessor, and verifier. I also provide Health & Safety Consultant, this role included writing and reviewing policies and procedures. Care & Nursing Homes as a training consultant, support adviser to training and development as well as support polices and procedures. Business Mentor to managers and employees at arrange of sectors.

Other Work - Designing training packages for a range of customers, providing unbeatable high levels of customer services. Administration, accounting, and technology work. Providing Leisure centres, sports events with first aid cover, safety, and security cover. Provide Care Home with staff and solutions to staffing needs. In 2013, I have taken my doors licence to expand my security knowledge and career.

Work Experience Previous (2007 to 1999)

Activity Centre (Norfolk) Group Training / NVQ Manager 2004 to 2005

Responsible for up to 70 candidates on sport and recreation programme, first aid training, lifeguard training, health and safety officer, accidents auditing and duty manager for customer services. Security support and a key holder to the centre on a shift basis including manning the main entry gate as head of security.

College (Colchester) Tutor & Health & Safety Manager – 2003 to 2004

Customer Services and Sport and Recreation and Care NVQ programmes and responsible for pre-placement checks and student's health and safety in a range of leisure establishments, sports stadiums, and care homes.

Leisure Centre – Reading (Duty Operations Manager) - 2001 to 2003

Responsible for busy swimming pool and leisure centre, included full management of centre, health and safety, retail management, training, and customer services.

Essex Holiday Park – Swimming Pool Manager – 1999 to 2002

2 years seasonal contract running busy holiday swimming pool. Also responsible for customer services as a duty manager, health and safety audits, accident reports / first aid and sports programme. Security / Door assistant cover.

Holiday Park, Great Yarmouth – Head Lifeguard & Teacher 1995 to 1999

Responsible for lifeguarding and safety at a very busy holiday park swimming pool.

Essex & Suffolk Care Agency's 1996 to 2004

Working with a range of care and nursing establishments on a casual basis providing care to a range of adults in their home or at care homes. This work was done during the winter when the holiday seasons were closed. Worked as an assistant with nurseries and child care.

ST Johns Ambulance Member 1991 to 1998 & 2011 to 2012

Cover various public duties with first aid cover. Trained to advanced first aid and life support including AED and oxygen qualifications. Work with adults in a caring environment as part of my Caring for the Sick qualification, nursing homes / hospital.

Additional Information

I enjoy taking part and watching a range of sports including Speedway, Cricket, football as well as going to the Gym and Swimming. Non-smoker Hold CRB enhanced certificate number 001577020733. Hold Full Clean UK Driving Licence since 1991 and have own car. Come highly recommended so can provide excellent references