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ROYAL GOVERNMENT OF BHUTAN

BHUTAN QUALIFICATIONS AND PROFESSIONALS CERTIFICATION AUTHORITY

THIMPHU: BHUTAN



Terms of Reference (TOR) for Lead Trainer

Position Title: Lead Trainer

Reporting to: Training Director/Principal

Objectives

The Lead Trainer is responsible for the overall management, delivery, and continuous improvement of training programs. This role involves designing and implementing competency-based training, developing instructional materials, conducting assessments, and ensuring compliance with industry and regulatory standards. The Lead Trainer will also mentor trainers and trainees, foster industry linkages, and support the integration of modern training methodologies.

2. Key Responsibilities

The Lead Trainer's responsibilities include, but are not limited to:

Training Development and Delivery

- Design and deliver competency-based training programs aligned with TVET quality standards and industry requirements.
- Develop and review training plans, lesson plans, and instructional materials.
- Conduct theoretical and practical training using modern, interactive, and technology-enhanced teaching methodologies.

Trainee Assessment and Mentorship

- Conduct continuous assessments of trainees' performance and provide constructive feedback.
- Ensure adherence to assessment guidelines and support trainees in achieving competency standards.
- Mentor and provide technical support to trainers and trainees to enhance their skills and knowledge.

Industry Collaboration and Quality Assurance

- Establish and maintain strong partnerships with industry stakeholders to enhance industry-institute linkages.
- Ensure training programs comply with accreditation, regulatory, and quality assurance standards.
- Monitor and evaluate training effectiveness, recommending improvements for curriculum and instructional methodologies.



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Innovation and Strategic Development

- Support the implementation of digital learning solutions and innovative training approaches.
- Collaborate with management to develop strategic plans for the expansion and enhancement of TVET programs.
- Promote a culture of continuous learning and professional development among trainers and trainees.

3. Performance Standards and Professional Conduct

The Lead Trainer must

- Uphold the highest levels of professionalism, integrity, and ethical conduct in all training and development activities.
- Comply with all legal and regulatory requirements, as well as quality standards governing the training institute.
- Maintain a positive reputation and receive favorable feedback from trainees, industry partners, and regulatory bodies.
- Exhibit professional grooming, disciplined behavior, and refrain from alcohol, drugs, or any other substance abuse while on duty.

4. Qualifications and Experience

- Minimum of a Diploma or higher qualification in a relevant field.
- At least five (5) years of experience in training, preferably in a TVET setting.
- Certification in Competency-Based Training (CBT) or relevant pedagogical training (TOT) is preferred.
- Proven experience in curriculum development and instructional design.
- Proficiency in modern training methodologies, including digital and blended learning.
- Excellent communication, facilitation, and mentorship skills.
- Strong networking and partnership-building skills with industry stakeholders.
- Ability to lead and manage a team of trainers in a multicultural environment.

5. Acknowledgment and Compliance

I understand that failure to adhere to these **Terms of Reference** may result in disciplinary action, including suspension or termination of my role as Lead Trainer. I also acknowledge that in the event of non-compliance, I agree to resign from my position.

Name of Trainer: _____ Signature: _____

Signature: Training Director/Principal/CEO _____

Date: _____