

TERMS of REFERENCE – April 2015

1. Work closely with the Director and the Business Development team to identify customer training needs, and carry out joint site visits as necessary to provide the most effective service.
2. Use the NFPC to complement your business through the marketing of your products by including them in our range of courses.
3. Display your Company name and products, and keep the centre in line with your latest technology and developments.
4. Assist in the development of the overall facilities at the centre as it progressively grows, extending its range of services into “Integrated Systems and Control”
5. Promote the National Centre as a Centre of Excellence for vocational courses at every opportunity.
6. Promote the NFPC as an organisation that will react quickly to customers requirements and provide bespoke training solutions if necessary.
7. Provide guidance and direction to enable NFPC staff to develop training courses that effectively meet customers needs across a wide range of sectors.
8. Provide mentorship for NFPC staff as required, to ensure that they are technically up-to-date when developing and delivering training courses for customers involving your equipment and parts.
9. Play an active role (where time allows) in the planning, marketing and promoting the Annual Industry Open Day, working closely with the Business Development Team.
10. Utilise the facilities at the Centre to promote your products through technical seminars
11. Use the Board Room at the Centre to meet with clients, and use the centre to demonstrate products under working conditions. (Optional)
12. Work closely with NFPC staff to develop training courses specific to your own company’s needs, or that of your customers as considered necessary.
14. Regularly attend Advisory meetings and take up an active role.
14. Opportunity for Group Members to network with customers as well as colleagues in the Industry.