

Management responsibilities

PHA organisation chart is as following:

1. **Costin Dan DINCA** - Director of PHA, Head of Centre & Quality Nominee
2. **Delia DINCA** - Internal Verifier & HR specialist
3. **Bogdan IORDAN** – Trainer, Assessor & Internal Verifier
4. **Cristian PREDA** – Trainer, Assessor & Internal Verifier
5. **Matei DINCA** – IT manager

1. Head of centre Costin Dan DINCA responsibilities

Dan manages all operational activities of the training centre including staffing, facilities, and coordination with vendors and suppliers.

- Develops corporate training centre strategies and initiatives that reflect the organizations goals.
- Prepares business plans that support the operation of the centre and adhere to budget.
- May collaborate with educational institutions to provide additional or specialized training.
- May be responsible for supervising assessors, trainers and instructors.
- Manages subordinate staff in the day-to-day performance of their jobs.
- Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions.

2. Internal verifier Delia DINCA responsibilities

Delia is responsible for ensuring that assessment decisions are consistent across the programme by checking that assignments are fit for purpose, standardising assessors and sampling assessment decisions.

- verbal evidence of how centre systems and procedures are understood and implemented at programme level
- evidence of programme management of BTECs in their subject area (e.g. programme files, live quality assurance documentation).
- ensuring that all assessment plans, assignments and assessment decisions have been internally verified and that assessors take appropriate action based on their feedback.

3. Assessor & Internal verifier Bogdan IORDAN responsibilities

Bogdan is responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification.

He is also providing:

- verbal evidence of how centre systems and procedures are understood and implemented at programme level
- evidence of programme management of BTECs in their subject area (e.g. programme files, live quality assurance documentation).
- assessment records and learner work for Standards Verification, and undertake any action required to bring the assessment in line with national standards.

4. IT manager Matei DINCA responsibilities

Matei is planning and evaluating the PHA's portal and the entire IT system functionality overall. But mostly on the following tasks:

- Communicating to your management team/clients to find out key necessities
- Advise clients objectively on how to use our portal
- Planning the stages of the project and how each affects the online portal functionality
- Agreeing timescales and standards to be met and monitoring these through the project
- Adjusting the plans where needed
- Making sure there are smooth updates constantly, on each situation
- Keeping management and clients updated on progress
- Evaluation of each project stage and once completed
- Creating digital materials and videos of the usage methods of our portal