

Alastair Steele-Leith TAP (cert). B.Sc (Hons)

Alastair.Leith@gmail.com • 07788 708114

Personal Profile

A determined self-starter who combines an exceptional work history with high level qualifications including a Bachelor of Science (Honours) degree. Able to work from initiative or as part of a team. Proven track record in leadership and management, having led many projects and teams. Taken the initiative to build what are now nationally recognized institutions, in many cases designing and building Virtual Learning Environments and implementing courses into them. Has designed Astronomy courses from scratch, which are amongst the leading programs in the country. Highly versatile and flexible, proven ability in adapting to and succeeding in a range of challenging environments. Enjoys learning, always seeking opportunities to develop and extend skills and knowledge base. Currently seeking exciting new role in elearning or instructional design to continue career journey, utilising extensive array of skills, knowledge, and experience.

Training and Professional Qualifications

- Level 2 ICT (2019)
 - Level 3 in Adult Education Training (2015)
 - Level 3 certificate QCF Assessing and Vocational Achievement (CAVA) (2011)
 - TAP Certified in Training and Delivery (2010)
 - Prince2 Foundation (2009)
 - Also CRB (Enhanced) checked 001405562279
-

Technical Skills

Bespoke	Computer Based Training	Storyline 360
Management Skills	Soft Skill's	Remote Training
Presentation Skills	Guide Writing	Procedure
Document writing	Online Marketing	Captivate
Office 365	SEO	Photoshop CS
Wordpress	Google Docs	Articulate Storyline 3
Google Apps		

E-Learning and Blended Learning Skills

Moodle 3.x	SCORM	Adobe Captivate 9
Administration	Maintenance	Webinars
Presentation	InDesign	Whiteboard
E-Learning Design	Moodle Installation	ADDIE
Instructional Design	Articulate Storyline	Kirkpatrick's Model

Course Design Portfolio

I have designed a lot of material for

www.AlastairLeith.co.uk

Distance learning projects I work on

www.onlineastronomycourses.co.uk

www.spacekidets.co.uk

Employment History

Self Employed

AWA Training Services Ltd

June 2018 – Present

In this capacity I have been working on a number of projects

City and Guilds Trainer and Assessor for the ICT Functional Skills program

This work has involved

- Canvassing and recruiting of learners onto the ICT Functional Skills course
- Running the lessons which were over 2 days a week
- Managing the centre including monitoring the progress of the learners
- Producing material for the learners
- Created e-learning interactives for their use and to compliment the course
- Assessed their work using Learning Assistant

At the same time I was also working on the www.onlineastronomycourses.co.uk and

www.SpaceKidets.co.uk

- Creating and maintaining engaging digital material using Articulate Storyline and Photoshop
- Creating HTML5 compatible material
- Creating SCORM compliant quizzes
- Backing up Moodle classrooms
- Upgrading Moodle Virtual Learning Environments (VLE's)
- Planning more e-learning programs

Freelance First Aid Instructor

2014 – 2018

I was running the Emergency First Aid and First Aid at Work qualifications for both my own company and others, including Greencross Training. The latter involved training staff across ASDA, Tesco, and Sainsburys retail outlets.

Open University

April 2014 – October 2014

Have been responsible for the overall support and maintenance of the Moodle VLE for Social Sciences and MBA program. Working closely with management I have been responsible for

Present Online Services Media Developer

- Enrolling new students onto courses
- Creation of groups and forums
- Troubleshooting issues where students could not login
- Assisting with service specs for new modules
- Project Managed the production of new module websites
- Actively participated in meetings and training sessions of staff
- Assisted in getting material rendered to the VLE

While with the OU I also learned the structure and layout of the modules within the VLE where I was able to see and understand the OU from the corporate side. Reason for leaving is possibility of contract not being extended

March 2019 – April 2014

Freelance Logistics consultant

Working on multi contracts

During this time I was contracted for periods of between 3 – 6 months working for a number of customers including

Ceva Sandvik, DHL, and Norbert. Dentressengle

Projects included ASOS relocation, B&Q restructure, and Bit TV startup. My duties included working as a trainer / operational support and included

- Induction training for new starters
- Production of documentation and manuals
- Assisting in systems training of new starters
- Monitoring of inventory

Kelworth Ltd

Training Manager

December 2006- March 2009

Training and account manager, responsible for documentation and training of new customers for the company product

Easy as IT Ltd

Training Manager / Researcher

November 2004-Dec 2006

Created training material for beginners in IT

Volkswagen Academy

IT Consultant/Training and Development Manager

Sept 2001- Nov 2004

IT Support, Team Leader, also in charge of training and development

Milton Keynes General Hospital IT Assistant

September 2001

Assisted in reconfiguring some 800 Computers throughout the hospital for use on the new Network they were building

New wave Logistics

Contracts Administrator

April 2001 - September 2001

processing stationary orders. A small amount of desktop support was also provided to other staff members.

The Training Network Group Ltd Employability Coach

September 1999- April 2001

Worked with the unemployed to assist them with finding work

Britvic Soft Drinks**Quality Control Technician**

Sept 1998 –September 1999

Quality Controller, monitoring the quality of soft drinks

Education and Training

- Bachelor of Science (Honours) Chemistry
- HND Applied Chemistry
- Six GCSEs in a variety of subjects including English Language and Mathematics

I have an excellent level of written and verbal English.

Additional Information

I have assisted in the design and project management of several e-learning courses including Business Startup – Wordpress website installations, Moodle 2.5 installation, configuration, administration, and course setup.

GCSE Astronomy (by distance learning)

Math's Primer for High Education Math's related courses

Also created SpaceKidets (online space and astronomy course for children)

References

References are available on request.