

# Kica Purton-Clark

[www.kicapurtonclark.com](http://www.kicapurtonclark.com)

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## EMPLOYMENT HISTORY

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### **Courseware Development Specialist (Maternity Cover)**

Dec 2024 - Present

Ascent Flight Training (SC Clearance obtained ✓)

UK

Core responsibilities:

- Develop, design and update DSAT (Defence Systems Approach to Training) instructional courseware tailored to the needs of the Ministry of Defence
- Ensure that all courseware meets the required learning objectives and adheres to compliance guidelines and specifications
- Conduct quality assurance checks to provide valuable insights, recommendations, and feedback to enhance performance, address shortcomings, and ensure accountability

### **Freelance Learning Designer • DEI Champion**

Oct 2021 - Present

Inclusive Employers

UK

Network Rail

City & Guilds

Pearson Associates

Core responsibilities:

- Co-ordinate the full training cycle, from needs analysis through to evaluation
- Design, develop and implement inclusive, engaging and interactive learning programmes
- Collaborate with SME's to gather feedback and continuously improve training effectiveness
- Review and evaluate the quality, effectiveness, and compliancy of learning content with a focus on processes, procedures, or outcomes, from an impartial and independent perspective
- Identify strengths and areas for improvement with a focus on cultural sensitivity and enhancing DEI

### **Lecturer • Assessor**

Jan 2020 – Nov 2021

Further Education

UK

Core responsibilities:

- Designed and delivered high quality, relevant learning opportunities and assessments, enabling learners to maximise their educational, vocational and personal development potential
- Contributed to the DEI focus group by assessing policies, practices, and culture to identify areas for improvement

### **Senior Cabin Crew • Trainer • Assessor**

Apr 2013 – Jan 2024

SkyPeople - British Airways - BA Cityflyer - EasyJet

Core responsibilities:

- Used instructional design principles and adult learning theories to design and deliver training assets for e-learning, LMS, classroom, and virtual training

- Designed and developed initiatives, delivered training, and offered feedback, to progress the D&I strategy and promote an inclusive environment for all stakeholders
- Ensured learners were informed, confident, and competent by facilitating procedural, technical and behavioural learning interventions
- Lead, motivated and inspired a team to comply with regulatory requirements, policies and procedures whilst consistently role modelling professionalism

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## EDUCATION

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<b>CIPD Level 5 - Associate Diploma in Organisational Learning &amp; Development</b> (Avado)	2023
<b>Prevent (UKGOV)</b>	2022
<b>Dangerous Goods Category 10 (TTT)</b> (Skypeople)	2022
<b>Train the Trainer</b> (Skypeople)	2021
<b>Level 3 Certificate in Assessing Vocational Achievement</b> (City & Guilds)	2021
<b>Level 3 Award in Education and Training</b> (Training Qualifications UK)	2020
<b>Senior Cabin Crew Member Training</b> (Leadership and management/CRM)	2017
<b>Cabin Crew Member Training</b>	2013 - 2016
<b>Advanced Diploma - Levels 2 and 3</b>	2010
<b>Level 4 - Laser Core of Knowledge</b> Beauty and Complementary Therapies	2020
<b>Student of the Year Award</b>	2009
<b>General Certificate of Secondary Education</b> <b>Grade B</b> - English   History   R.E   Citizenship   Child Development <b>Grade C</b> - Mathematics   Science   Performing Arts: Drama and Dance	2002-2007

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