



Blackpool and The Fylde College Candidate Pack

Head of Apprenticeship Delivery



Principal's Welcome

Thank you for your interest in the position of Head of Apprenticeship Delivery at Blackpool and The Fylde College (B&FC).

B&FC is one of the most successful colleges in the country for student success; we are highest performing large FE college in England for student success and have been for 3 consecutive years (source: ESFA 2015, 2016 and 2017). Additionally, we are judged as Ofsted outstanding, QAA commended and recently received the highest possible gold rating in the government's new Teaching Excellence Framework (TEF) for higher education, outpacing many other colleges and universities. We have 1200 employees and circa 18000 students choose to develop their skills with us each year. We are financially sound with an annual turnover of c£54m and an EBIDTA of c13%.

As Head of Apprenticeship Delivery, your challenge is to positively contribute to our ongoing success, delivering significant value add for our employer partners by developing apprentices' skills, attributes and behaviours and developing and maintaining a highly engaged professional workforce.

If you thrive in a dynamic and forward-thinking business, where new ideas and innovation are supported and encouraged, and you have the skills, experience and knowledge we seek, then we would be keen to hear from you.

For an informal conversation about the vacancy, please contact Lucinda Burke, Recruitment Specialist on 01253 504 164 or email lucinda.burke@blackpool.ac.uk

Yours sincerely,



Bev Robinson OBE
Principal and Chief Executive



About B&FC

One of the UK's leading Further Education colleges, B&FC offers high quality technical and professional routes to professional and skilled employment facilitated through strong relationships with industry.

Academic standards at B&FC are consistently rated as amongst the best in the sector. We are graded outstanding by Ofsted and the Skills Funding Agency's Education and Training National Success Rate Tables published in April 2015, May 2016 and June 2017 show us as the highest performing large college for student success rates for 3 consecutive years.

Our Higher Education provision has earned commendations from the Quality Assurance Agency for Higher Education (QAA) and, more recently, the highest possible 'gold' rating in the government's new Teaching Excellence Framework.

B&FC was awarded the Queen's Anniversary Prize for Higher and Further Education in November 2015 in recognition of the College's bespoke professional degree provision, co-created with both regional and national employers. In September 2016, we were the sixth college in the country to be granted Foundation Degree Awarding Powers by the Privy Council, demonstrating high levels of confidence in what we do.

We are a customer centric organisation. We work closely with industry partners to develop their workforce, whilst ensuring our students have the opportunity to secure sustainable employment.

We have invested £33m in learning infrastructure in the last three years, with plans to invest a further £18m in the next two years.

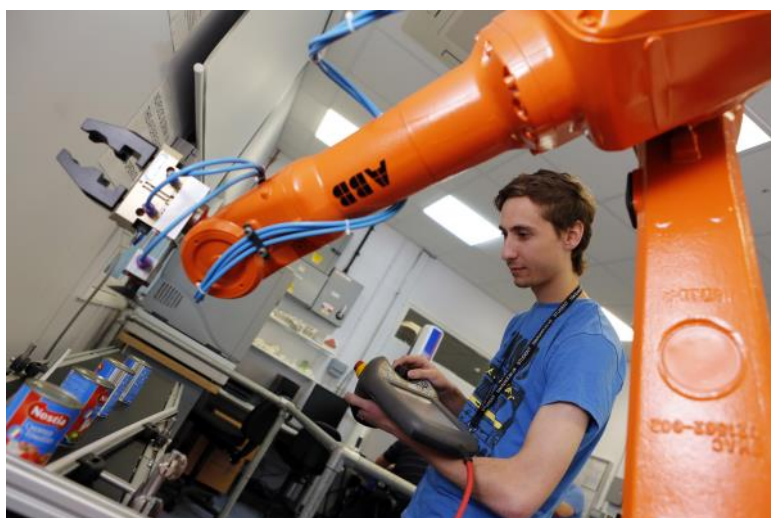
B&FC is a major local employer with 1,200 staff. The College has an annual turnover of circa £54m. More than 18,000 students annually choose to study with us and over 1000 employers choose to work with us.

Mission

B&FC: Inspirational learning creating outstanding futures

Values

- Placing the student at the heart of all we do
- Showing fairness, courtesy and mutual respect
- Learning, teaching and assessment as the key to our success
- Empowering others to achieve their full potential
- Working collaboratively to achieve excellence and growth



B&FC Key Facts

- B&FC has been offering education and training since 1892 and is one of the largest employers on the Fylde coast with circa 1,200 staff
- We focus on aspects of education and training which are needed to drive the economy, deliver a skilled workforce for industry and secure employment for students
- c18,000 students annually chose to study at Blackpool and The Fylde College; of which over 3,000 are in higher education
- More than 1000 businesses locally, regionally and nationally choose B&FC to deliver education and training programmes for their staff
- B&FC is judged by Ofsted as outstanding (Oct 2013) and the college's higher education provision received more commendations than any other institution in the UK from the Quality Assurance Agency for higher education (QAA, May 2013). In June 2017, B&FC was the only college in Lancashire to receive the highest possible 'gold' rating in the government's new Teaching Excellence Framework (TEF)
- The College has been the highest performing large Further Education college in England for student success for three consecutive years (source: ESFA April 2015, May 2016 and June 2017). This is against a backdrop of Blackpool being the seventh most deprived town in the country and having poor attainment at secondary school. Blackpool and The Fylde College graduates are typically local and 'first generation'. We are champions of social mobility.
- The College was awarded the Queen's Anniversary Prize for Higher and Further Education 2015 for technical and professional work in partnership with employers and became a founder member of the Chartered Institute for Further Education in 2016
- We offer more than 60 degrees specialising in technical and professional vocational, accredited by our long standing partner, Lancaster University– ranked in the top 10 Universities in the UK
- In 2016, the College was granted Foundation Degree Awarding Powers by the Privy Council
- Our degree courses deliver the higher technical and professional skills needed to secure lifelong career opportunities and promote social mobility. Strong employer relationships ensure an industry-relevant curriculum and a buoyant rate of progression into employment/further study
- We have a range of specialisms including aerospace, automotive, engineering, energy, maritime, gaming, digital, health and project management
- We have STEM assured status; 68% of our students at levels 3, 4 and 5 undertake STEM related study.
- Blackpool Build Up the college's construction skill centre for the long-term unemployed has moved over 5,300 long unemployed into sustainable employment, equivalent of 93%.
- B&FC is the joint owner of National College Onshore Oil and Gas.



Benefits to the local economy

- One of the largest employers on the Fylde Coast, c1,200 staff
- Actively seek close working with local industry to ensure it has the skilled workforce it needs to drive its business forward and reduce staff recruitment costs.
- Net impact of staff and College expenditure in Blackpool, Wyre and Fylde is £46.3m annually. (EMSI June 2013)
- We run supplier events to support and encourage local businesses to successfully join our procurement framework.
- Examples of our corporate social responsibility include members of Management Forum undertaking the following roles in the community.
- Blackpool, Fylde and Wyre Economic Development Company
- Blackpool Challenge Board; governors in local schools
- RNLI lifeboat volunteers and other roles such as Justice of the Peace



B&FC Curriculum offer

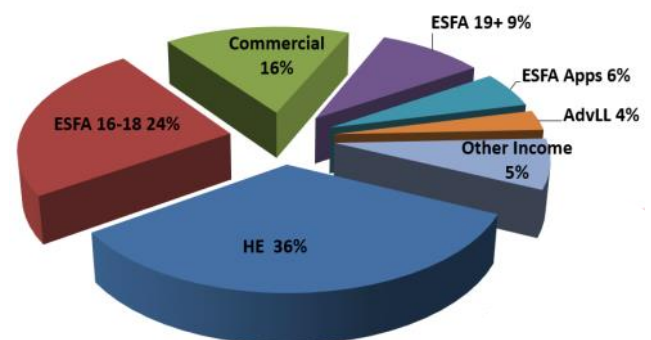
B&FC offers a broad technical and professional based curriculum across all levels, up to and including Level 6 Honours degree provision. We prepare students to be able to secure sustainable jobs and successful careers, by working closely with employers and occupational sectors both regionally and nationally.

Our curriculum is strongly STEM based, which provides a sound platform for work in our specialist areas such as Maritime Studies and Energy. Our new Lancashire Energy HQ campus will open in September on the Blackpool Airport Enterprise Zone. We have a growing portfolio of apprenticeships and commercial work through our national provider, Illuminate Training Solutions. We have also been actively involved in Trailblazer developments.

Financial strength

B&FC is financially strong. We run the College as a business and our core business is learning, teaching and assessment with students at its heart. We have diversified over several years which gives us additional financial resilience.

2017-18 Budget Income

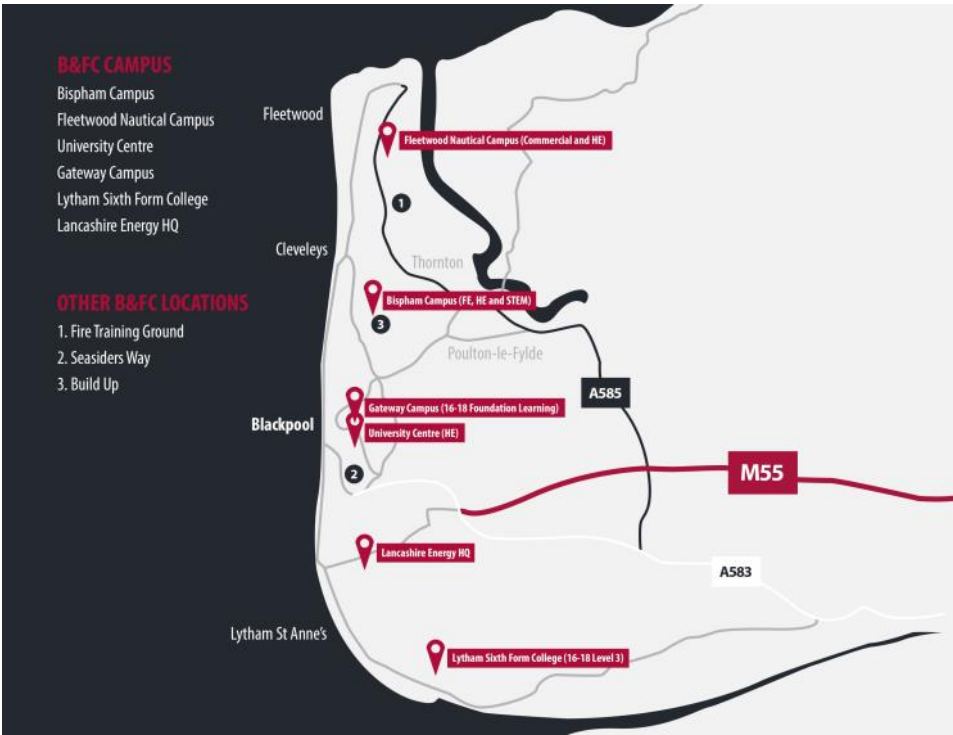


B&FC is located over a 17 mile stretch of The Fylde coast

Please note:

As outlined in the person specification, we require the successful post holder to relocate to within a 45 minute drive time of one of our sites on The Fylde Coast.

A relocation package of up to £5k is available, subject to the normal HMRC rules.



Recruitment Timeline and Application Process

To make a formal application, you are required to submit a Blackpool and The Fylde College Application Form, with a covering letter explaining how your previous experience relates with the candidate specification alongside a copy of your latest CV.

Formal application timeline:

Please note the above is subject to change, these dates are provisional.

Submit CV, application form and short covering letter by the application deadline:	12:00 Noon, Thursday 23 November
Shortlisted candidates advised by	Friday 24 November
Shortlisted candidates undertake online testing submitted by	Sunday 26 November
Interviews, presentation, in tray exercise and opportunity for tour and meeting members of B&FC SMT	Tuesday 5 December
Candidates advised of outcome by	Tuesday 12 December

Job Description

The reward package consists of:

- Salary £56,000
- Pension Scheme
- Private healthcare option
- 35 days annual leave

Summary of Responsibilities

- Lead a team of experienced staff in the development and delivery of high quality traineeships, apprenticeship provision at level 2 and 3, with liaison for delivery for level 4 and above.
- Achieve B&FC objectives and achievement of high levels of student success
- Plan and implement robust business planning and to realise the apprenticeship strategy goals and outcomes
- Build relationships with key contacts both internal and external, delivering excellent service through effective leadership, management and team motivation
- Provide support to employers with requirements of the Digital Apprenticeship Service
- Consistently meet or exceed high levels of customer experience

Principle Duties:

- With vision and creative flair, provide overall academic and strategic leadership for apprenticeship provision to deliver an outstanding student experience, which engages, inspires and prepares apprentices for further employment opportunities.
- Lead and manage inspiring learning and teaching opportunities across apprenticeship provision which deliver year on year improvements in apprenticeship skill development, retention, achievement, progression and outcome measures.
- Lead the effective implementation and continuous development of B&FC's Employability Strategy within apprenticeships
- Lead and facilitate highly effective apprentice engagement including active citizenship, positive personal behaviours, respect for others, enterprise awareness, professional behaviours and attitudes in the workplace.
- To lead the growth and development of apprenticeship (including liaison with higher and degree apprenticeships) provision and the adoption of the new standards.
- Maximise opportunities presented by apprenticeship Levy
- Develop and implement an annual business plan for apprenticeships, including accurate forecasting to deliver against agreed targets and to report achievement by means of regular performance monitoring.
- Lead the ongoing development of a dynamic and future focussed apprenticeship offer, which is demonstrably responsive to LMI, LEP priorities and employer/stakeholder needs.
- Promote positive and safe environments where learning can flourish, working with colleagues across B&FC to ensure we are providing necessary safeguarding (including Prevent) support for apprentices.
- Implement a lean, effective and efficient resource strategy within apprenticeships to support the delivery of B&FC's learning and teaching strategy including for example; optimised case loading; staff utilisation; and the use of learning technologies to support social and self-directed learning
- Lead the continuous improvement of customer centric behaviours within apprenticeships and to coach, mentor, develop and line manage direct reports in line with B&FC's People Strategy
- Lead a proactive tripartite relationship between the apprentice, employer and B&FC
- Promote a culture of high performance and constructive self-criticism to deliver outstanding performance
- Ensure effective communication within apprenticeship provision

- Work collaboratively across B&FC to ensure that it achieves its mission and strategic plan
- To drive B&FC's enterprise culture both internally and externally and to promote the continued delivery of high quality and innovative services that keep the organisation at the forefront of the market
- Create vibrant, successful case studies to promote apprenticeships

Duties of all Managers across the College:

- To support the College in its corporate endeavors and achievement of its Mission and Strategic Plan.
- To manage an annual self-assessment exercise in order to monitor and evaluate performance, to bring about year on year improvement.
- To manage the recruitment and selection process and be responsible for the development and annual performance management of staff.
- To manage and allocate resources effectively and efficiently to high standards expected in the public services.
- To establish effective communication within and outside the college.
- To maintain and improve Health and Safety standards in the area of responsibility.
- To establish and secure quality improvement and produce an annual Quality Improvement Plan

Standard Responsibilities for all employees of B&FC:

- To fully adhere to all college policies and procedures.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equality and diversity throughout all College activities.
- Blackpool and The Fylde College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.
- To show commitment to the College and its internal and external customers.
- To work co-operatively with colleagues at all times.
- Undertake any other tasks and responsibilities appropriate to the level of this post.

Candidate Specification

1. Skills and Abilities		
Essential		
1.1	Be personally effective in having the capability to adapt quickly and flexibly to new demands and change	Application
1.2	Be personally effective in having resilience, stamina and reliability under pressure	Application / References
1.3	Be personally effective in having concise and persuasive communication skills	Application/Interview/ in-tray exercise/ presentation
1.4	Be personally effective in having the energy and commitment to achieve defined goals	Application
1.5	Be personally effective in having an understanding of current developments with apprenticeships and technical education	Application/Interview/ presentation
2. Experience		
Essential		
2.1	Successfully developing and managing a team of staff to achieve high levels of student success	Application
2.2	Delivering excellent service through effective leadership, management and team motivation	Application / interview
2.3	Managing inspired learning and teaching opportunities across apprenticeship provision	Application
2.4	Preparation and implementing annual business plans with forecasting against targets	Application
2.5	Proven success in developing staff to achieve college/organisational objectives	Application / Interview
2.6	Setting and monitoring personal, team/unit targets and managing their achievements	Application
Desirable		
2.7	Successful management of large budgets	Application / Interview
2.8	Experience in providing an overall academic and strategic leadership in apprenticeship provision	Application / Interview
2.9	Experience of delivering student experience engaging and preparing apprentices for further employment	Application / Interview
2.10	External employment in an area relevant to the industries served	Application
2.11	Delivery of year on year improvement in apprenticeship skill development with measured outcomes	Application / Interview
3. Knowledge		
Essential		
3.1	Knowledge of delivering Apprenticeship Provision at level 2 and 3	Application / Interview / Presentation
3.2	Knowledge of Higher and Degree Apprenticeships	Application / Interview
3.3	Knowledge of building relationships with external key contacts and successful outcomes	Application / Interview
3.4	Knowledge of planning and implementing robust business planning	Application / Interview
3.5	Knowledge of Apprenticeship Standards	Application/interview/ presentation

Candidate Specification

3. Knowledge		
Desirable		
3.6	Knowledge of providing support to employers with requirements of the Digital Apprenticeship Service	Application/Interview
3.7	Knowledge of the Apprenticeship Levy	Application/interview
4. Qualifications		
Essential		
4.1	Degree or equivalent professional qualification within the relevant specialist subject area	Application / Certificate
4.2	A recognised teaching or training qualification	Application / Certificate
Desirable		
4.3	Higher Degree	Application / Certificate
5. Attitude / disposition		
Essential		
5.1	Pro-active, can-do approach	References / Interview
5.2	Calm under pressure and able to work to tight deadlines	References / Interview
5.3	Sound judgement, tough-minded and challenging	References / Interview
5.4	Reliable, dedicated and resilient	Testing / Interview
5.5	Honesty and integrity	Reference
5.6	Flexibility and adaptability to change	Testing / Reference
5.7	Self-directed with high level of personal drive	Testing / Reference
5.8	A strong customer focus	Application / Interview
5.9	Commitment to achieving excellence through continuous improvement	Application / Interview
5.10	Understanding and committed to Equal Opportunities and safeguarding and promoting the welfare of children, young people and vulnerable adults	Application / Interview
5.11	Committed to undertake the College Induction Programme upon commencement of employment	Application
5.12	To wear provided College Identity badge at all times	Application / Interview
6. Other		
Essential		
6.1	A full UK driving licence & Access to a vehicle for business purposes or equivalent mobility	Application
6.2	Able to obtain satisfactory DBS clearance	DBS Certificate
6.3	Ability to undertake some travelling and spend occasional nights away from home	Application
6.4	Ability to work flexibly in line with the needs of the business	Application / Interview
6.5	To relocate to within 45 minutes' drive time of one of B&FC's sites on The Fylde coast	Application