

JOB DESCRIPTION

Job Title: Apprenticeship Reviewer
Reports to: Head of Apprenticeships

Main Duties:

- To liaise with the Apprenticeship managers to ensure that there are no waiting lists of prospective learners for: Construction Crafts, Automotive Engineering, Electrical installation, Plumbing and Electronics and any other areas as required.
- Provide initial information and advice to prospective apprentices/work place candidates.
- Undertake health and safety assessments and ensure employer meets Health and Safety, Equality and Diversity and Safeguarding requirements.
- Complete enrolment documentation in line with college and funding requirements.
- Undertake Functional Skills initial assessments using bksb.
- Complete individual learning plans for each candidate in accordance with college and funding requirements and in liaison with their employer (as required).
- Provide constructive feedback that supports candidates to improve and offer advice if the standards are not met.
- Undertaking learner reviews, maintain accurate records and provide feedback to learners and employers on learner progress.
- Undertake learner/employer review process and support learners to achieve their apprenticeship training programme.
- Use electronic portfolio systems to plan reviews, to monitor progression of skills/knowledge and competence, provide high quality feedback and track learner progress
- Retain a list of any learners that have a specific need and ensure that they are mentored during college to ensure that they are retained.
- Assist Tutor/Assessor to monitor and address non attending apprentices, on day release courses.
- Ensure that documentation completed with business Services is completed to meet audit requirements
- Provide outstanding pastoral care to support students during the period of their apprenticeship and provide mediation if necessary
- Cooperatively work with Business Development team to develop employer relationships and bring in prospective leads

Qualifications

- Level 2 literacy and numeracy

Knowledge & Experience

- Experience of working successfully and as part of a team.
- Sound understanding of SASE and appropriate apprenticeships framework qualifications.
- A business-like and customer focused approach to working with employers and stakeholders.
- An excellent understanding and experience of working with employers.
- A demonstrable track record of working as part of a team.
- A demonstrable record of excellent employer engagement.

Competencies

- Outstanding IT skills including experience of using bksb and e-portfolios.
- An organiser who implements tasks and plans schedules to optimise efficiency and productivity.
- The ability to adapt quickly and creatively to new initiatives.
- Ability to work on own initiative.
- Excellent Communication Skills.
- A willingness to undertake staff development to improve own performance.
- An imaginative problem solver who continuously improves process and promotes better ways of working.

November 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.