

JOB DESCRIPTION

TITLE: Apprenticeship & Partnership Manager

GRADE: Scale 8

RESPONSIBLE TO: Head of Apprenticeships – Quality & Compliance or Apprenticeship Development Manager

RESPONSIBLE FOR: The day to day management and delivery of Apprenticeship programmes

PURPOSE OF JOB:

To be responsible for the management of apprentice recruitment, induction, review process and practices. Manage employer and stakeholder relationships. Assist and support relevant college curriculum areas to ensure the successful delivery and achievement of the apprenticeship programmes, whilst maintaining high levels of employer and learner satisfaction.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 Manage the end-to-end journey of Apprenticeship process to ensure overall and timely achievement rates.
- 3.2 Manage and co-ordinate the caseload of apprentices and employers to ensure successful completion, satisfaction, whilst maintaining high levels of staff utilisation.
- 3.3 Work with the Business Development (BD) team to recruit, interview, initially assess and pre-screen candidates for Apprenticeships and other curriculum programmes.
- 3.4 Co-ordinate or provide high quality advice and guidance to students to ensure that they are enrolled on a relevant apprenticeship and other programmes according to their ability and potential employment taking into account all prior learning and previous experience
- 3.5 Act as a key point of contact and liaison for the Employer, Apprentice and with the Curriculum Directorate
- 3.6 Work with curriculum and business support staff to ensure and maintain the effective and efficient delivery of all Apprenticeship and Business Development programmes, including the robust accurate tracking and monitoring of all learners progress and e portfolio usage
- 3.7 Organise or carry out Health and Safety inspections using college guidelines on all employer premises. Create/ monitor action sheets where necessary and report all findings to relevant parties.
- 3.8 Manage or carry out Apprenticeship inductions using ESFA and college guidelines in the workplace ensuring full compliance is disseminated to both the employer and the apprentice

- 3.9 Liaise with curriculum, organise or carry out and complete in a timely manner, apprenticeship enrolment/sign up in the work place, using all NCC paperwork whilst ensuring full compliance is adhered to by both employer and apprentice/student. Deliver training and support of e-portfolio to employers and apprentices.
- 3.10 Maintain regular contact with employers to ensure effective communication links are strongly established whilst maintaining the efficient delivery programmes. Promote all areas of Business Development deliveries.
- 3.11 Engage with NCC support services to ensure all apprentices/students receive help and guidance in Additional Learning Support (ALS), including welfare, finance and counselling
- 3.12 To participate in regular meetings and maintain contact and report any issues direct to your line manager.
- 3.13 Maintain and update all essential documentation including learner files to the required standard in a timely manner
- 3.14 Ensure exit interview for all learners and strongly encourage progression opportunities
- 3.15 To co-ordinate and participate in events, evenings and promotional activities as required

Additional essential responsibilities:

- 3.16 To carry out the above duties at all times with the College's Equal Opportunities, Health and Safety, Safeguarding & Prevent, No Smoking and all Quality Management Policies.
- 3.17 To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
- 3.18 To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.

Special Conditions:

- 3.19 This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

4. Person Specification:

| New City College | | | | |
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| Person Specification & Short listing criteria | | | | |
| <i>Minimum requirements of the post, with an indication of how these are to be assessed.</i> | | | | |
| | Education/Qualifications | Essential | Desirable | How Tested?* |
| 4.1 | Level 3 or above general qualifications and/or training | ✓ | | CERT/AF |
| 4.2 | Minimum of Level 2 English and Math | ✓ | | CERT/AF |
| | | | | |
| Experience/Knowledge | | | | |
| 4.3 | Experience of coordinating administrative systems and processes | ✓ | | IV |
| 4.4 | Experience of effective caseload management of external stakeholders | ✓ | | AF/IV |
| 4.5 | Experience and knowledge of FE and Skills training data input and management for learner enrolment and records | ✓ | | AF/IV |
| 4.6 | Experience of robust tracking and monitoring for all apprenticeship activity | ✓ | | AF/IV |
| 4.7 | Evidence of achieving and exceeding targets | ✓ | | AF/IV |
| 4.8 | Knowledge and understanding of new Apprenticeship delivery models and related funding and compliance | ✓ | | |
| | | | | |
| Skills/Abilities | | | | |
| 4.9 | Excellent communication skills, both verbal and written and ability to convey and explain concepts in straightforward language | ✓ | | IV |
| 4.10 | Excellent organisational and administrative skills | ✓ | | IV |
| 4.11 | Ability to establish productive and supportive working relationships with apprentices, employers and colleagues | ✓ | | IV |
| 4.12 | To be able to achieve the accreditation necessary to become an assessor/verifier. | | ✓ | AF/IV |
| 4.13 | Proficient IT Skills across a range of software packages | ✓ | | AF/IV |
| | | | | |
| Personal Qualities | | | | |
| 4.14 | Commitment to and enthusiasm for delivering an excellent service | ✓ | | IV |
| 4.15 | Great team working skills | ✓ | | IV |
| 4.16 | Purposeful and focused approach to tasks | ✓ | | IV |
| * | Evidence of criteria will be established from: AF - Application form, IV - interview, Test - skills test / prepared question / presentation Cert - certificate checked by interview panel | | | |

Additional Information:

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.