Job Description

Compliance Lead

Role Overview

Job Title: Compliance Lead

Grade: EC7

Contact Hours: 37 hours per week

Contract: Permanent

Department: Apprenticeship & Future Skills Team

Responsible to: Apprenticeship Quality Manager

Key role objectives

Exeter College has high standards for quality & compliance. You will work within the Apprenticeship Team and its quality function to coordinate, monitor, train, and lead on all compliance initiatives. You will have a strong background in apprenticeship funding rules and regulations, a proactive approach to identifying risk and mitigating to protect from non-compliance, delivering responsibilities with integrity and a positive and professional attitude towards working with others.

You will have a clear purpose to support with the quality assurance of all aspects within the apprenticeship learner journey. You will play an active part in team meetings, supporting staff via induction and training and be responsible for ensuring that robust systems and processes are in place which are compliant with college policy and process; the Education Skills Funding Agency (ESFA); and other external regulatory bodies. You will have an eye for detail when scrutinising data, curious about the area you are auditing and go the extra mile to deliver high-quality, unbiased, internal audit judgements.

You will be responsible for maintaining the Apprenticeship Service account overview and managing funding issues through to a successful solution.

Main Duties:

Collaboration:
- Work in partnership with key members of the team to contribute to induction and training staff, empowering them to operate with high levels of compliant practices.
- Communicate with cross-college teams to support the analysis of the effectiveness of apprenticeship systems and processes at an operational level, making recommendations for improvement.
- Work with the Business Development and Recruitment Team to ensure that information aligns with the appropriate records on the employer's Apprenticeship Service account (AS) and the individual learner record returns.
- Liaise with apprentices, employers and TRA's as needed. Advise on risks and oversee improvements and changes through to satisfactory completion.

Compliance:
- Implementation of compliant process ensuring that adequate mechanisms are in place that stand up to scrutiny.
- Co-ordination of internal and external apprenticeship audit preparation.
- Lead the management of compliance for apprenticeship on-boarding and enrolment process.

AMBITION   COLLABORATION   ENERGY   BE EXCEPTIONAL

- Provide expert up to date knowledge on funding rules for Apprenticeships and promote a culture of compliance.
- Develop and implement an internal audit process, including themed, targeted, and general audits of apprenticeship evidence pack documentation, ensuring our provision remains audit and inspection ready.
- Regularly review processes and procedures to identify potential areas of risk and implement corrective measures.
- Compile a monthly funding log to monitor solutions for Double Locks
- Monitor and reconcile associated monthly apprenticeship data reports, check for errors/omissions, and advise corrective action to ensure that data is accurate.
- Ensure compliance with ALS (Additional Learning Support) funding requirements and regulations, overseeing all activities and evidence aligns with funding guidelines.
- Oversee the quality and operational processes for work with subcontractors and commercial projects ensuring alignment with funding requirements.
- Support, advise and resolve complex employer situations within the Apprenticeship Service
- Actively support, advise, and feedback on all DfE initiatives that the college undertakes such as Project S & Expert Provider, advising of impact the projects are making to areas of responsibility.

Management
- Provide line management for compliance support roles within the team.
- Supervise and mentor support staff, ensuring they have the necessary resources and guidance to fulfil their responsibilities effectively.
- Mentor all staff to understand the importance of transparency and accountability in ensuring compliance with apprenticeship regulations.

Reporting
- Provide detailed reporting to DMG either by supporting in the use of the CIS intranet or by providing bespoke reporting in relation to apprenticeship compliance processes.
- Responsible for audit sampling of apprenticeships processes in line with a compliance cycle and reporting to EDAFS & HOA.
- Produce accurate and detailed reports to relevant stakeholders to support decision making and accountability.

Other Duties
- Support the Apprenticeship Team at Open Evenings and Interview Evenings and other events as prescribed within the Department.
- Ensure own continuing professional development and participation in College staff development events as appropriate.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

April 2024: This job description is current at the above date.

In consultation with the post holder the position is liable to variation by the College to reflect actual, contemplated, or proposed changes in or to the job.

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Person Specification

Essential Criteria:

Experience of working with Apprenticeship funding requirements (A)

Experience in working in a team. (A)

Experience of Regulatory Inspections and Audits (I)

Desirable Criteria:

Experience of working in a customer facing role (A)

Skills and Abilities_____

Essential Criteria:

Excellent written and verbal communication skills (I/A)

Excellent organisational skills (A)

Demonstrate problem solving skills and attention to detail (I)

Desirable

Demonstrate a willingness to continuously improve (I)

Experience of using Microsoft Office e.g., Outlook, Excel, Word (A)

Qualifications_____

Essential Criteria

GCSE's Grade 4/C or equivalent including English (A)

Desirable

Full driving licence (No more than 6 points) or willingness to undertake (A)

Personal Qualities_____

Essential Criteria

Can demonstrate adaptability, flexibility, and resilience (I)

Proactive team player (A/I)

Enthusiastic and friendly (I)

Solution focused approach (I)

Mandatory Requirement(s)_____

Essential Criteria

Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)

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OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL

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