

Accountable to: Director of Apprenticeships

Core Purpose:

- To manage the apprenticeship program and meeting the UTC KPIs in this area.

Role

- To lead the planning, development, delivery and monitoring of the day to day operation of the Apprenticeship programme.
- To support the Director of Apprenticeships with the engagement of employers to increase the work of the UTC in Apprenticeships.
- To support the Director of Technical Curriculum with the monitoring of apprenticeship college and workplace learning.
- To develop a culture of continuous improvement and ensure that learner success rates and experiences are of the highest possible standard.
- To ensure effective and efficient budget control and develop an effective overview of UTC targets for income generation and learner outcomes.

Main duties

- To be responsible for the management of the Apprenticeship programme in line with the vision set out by the UTC and the Director of Apprenticeships.
- To monitor the day to day operation of the Apprenticeship programme and support the Director of Technical Curriculum with the delivery of the Apprenticeship programme.
- To take overall responsibility for all matters of compliance relating to the apprenticeship provision, supported by the Apprenticeships Compliance and Admin Officer, including compliance with all relevant funding regulations, ILR submissions and other government regulations relating to apprenticeships delivery.
- To line manage the apprenticeships compliance and admin officer.
- To be responsible for, and work with appropriate staff to ensure the UTC meets its apprenticeship recruitment targets through targeted marketing, communications and publicity.
- To deliver apprenticeships and ensure that assessment, verification and Health and Safety processes are completed to the appropriate standards.
- To support the Director of Apprenticeships in the production of the department's Team Operating Plan and to contribute effectively to strategic planning.

- To maintain effective relationships with external organisations such as validating bodies, the Local Authority, universities, corporate clients, national development agencies and other appropriate organisations.
- To follow risk management and control systems particularly in income generating activities which fall within the post holder's area of responsibility.
- To carry out the full range of duties of a manager and to carry out such other duties as may reasonably be decided from time to time by the Director of Apprenticeships.
- To ensure that success rates on courses are maintained above national benchmarks and that there is continuous improvement in success rates that are not above benchmark.
- To ensure the quality of provision through the implementation of UTC quality systems and procedures.
- Perform any other duties as may be reasonably requested by the Principal.
- Participate in appraisal and professional development as appropriate.
- Carry out their duties with due regard to the UTC's policies on equal opportunities, health and safety and quality assurance.