

JOB DESCRIPTION

Job Title: Apprenticeship Coordinator

Grade: F

Line manager: Apprenticeship Funding and Compliance Manager

Section: Business Innovations and Enterprise

Directorate: Curriculum Skills and Learner Experience

Purpose of the Job

To recruit, induct and coordinate the progress of apprentices, supporting the relevant college departments to ensure the successful achievement of the apprenticeship programme at Barking & Dagenham College.

1 Main Duties

- 1.1 Undertake interviews with applicants and provide suitable information, advice and guidance about the learning opportunities available to them
- 1.2 Provide potential apprentices and employers with information about Barking & Dagenham College apprenticeship programmes
- 1.3 Liaise with the Health & Safety department to ensure the assessment and suitability of all employers
- 1.4 Arrange and facilitate the initial assessment process with new learners
- 1.5 Interview new learners and ensure that they are enrolled on a suitable programme according to their identified abilities and potential employment
- 1.6 Arrange and administer occupationally required tests ensuring the ability of the learner/s to achieve the apprenticeship framework
- 1.7 Arrange and undertake an effective induction into the Apprenticeship Programme and check the understanding of the apprentices
- 1.8 Ensure that all learners are given a comprehensive induction at their relevant curriculum area
- 1.9 Establish the appropriate NVQ courses and day release courses for enrolment following the College's required enrolment procedures

- 1.10 Accurately complete all required documentation for all new apprentices in line with the requirements of our funders
- 1.11 Complete and regularly update the apprentice's Individual Learning Plan
- 1.12 Ensure that the employer and learners agreements are fully understood by all parties and complied with throughout the apprenticeship programme
- 1.13 Monitor the progress of the apprentices learning journey and ensure the relevant paperwork is in place
- 1.14 Assist the assessors with the organisation of assessment review sessions/workshops
- 1.15 Provide information, advice and guidance to learners and employers regarding the Key and Functional Skills requirements
- 1.16 Attend careers and promotional events to promote the Apprenticeship Offer of Barking & Dagenham College
- 1.17 Liaise with referrals agencies and organisations involved with the delivery of Apprenticeship programmes
- 1.18 Undertake targeted work to ensure the recruitment of 16-18 year olds onto available apprenticeship opportunities
- 1.19 Assist in the design of pre-apprenticeship programme opportunities
- 1.20 Ensure all apprentices within your caseload comply with the new Specification of Apprenticeship Standards for England (SASE)
- 1.21 Travel, as necessary between work placements and Barking & Dagenham College

2 Administration

- 2.1 Liaise with the team administrator to maintain accurate recording procedures for all learner and employer documentation
- 2.2 Provide detailed progress reports relating to learner progress in the College, and ensure that both learner and employer receive copies of documentation
- 2.3 Access the off the job learning provider e-registers to retrieve information regarding learner attendance and for remedial action where necessary then to provide the information to the employer

3 IT Requirements

- 3.1 Be conversant with the use of IT equipment available within the Apprenticeship department

3.2 Input, update and retrieve data from the College Management Information System

4 Sales and Marketing

4.1 Support the Sales & Marketing team and Apprenticeships Works in the recruitment of new apprentices

4.2 Attend open evenings, job fairs, careers service open days and any other relevant events

5 Quality Assurance

5.1 Ensure that all procedures are fully implemented and that the requirement for continuous improvement is recognised and supported at all times

5.2 Arrange tracking meetings with the relevant curriculum areas to identify learner progress and achievement

5.3 Ensure that the learner reviews are carried out to the required contractual timescales within the SFA contract

6 Information Technology

6.1 Be conversant with the use of Information Technology and specific College IT packages and use information technology equipment and software available within the Directorate/sector

6.2 Provide support to teaching staff in the development and review of online learning

6.3 Provide support in updating the Staff Info Point as required

7 General Responsibilities

7.1 Develop and maintain quality assurance mechanisms and service standards for the area

7.2 Comply with the College policies including the policy to promote equality of opportunity

7.3 Comply with Data Protection legislation

7.4 Participate in the Performance Management and Professional Development Scheme

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other appropriate duties as directed by the Principal within the grading level of the post and the competence of the post holder, You will be required to work occasionally in the evenings and Saturdays and undertake other college duties.

8 Safeguarding Children and Vulnerable adults

- 8.1 Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required
- 8.2 Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

9 Health and Safety

- 9.1 The Corporation recognises and accepts its responsibilities as an employee to ensure, as far as is practicable, the health, safety and welfare of all its employees. A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

10 General

- 10.1 Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate
- 10.2 Understand and comply with all college policies, including the Policy to promote Equality of Opportunity
- 10.3 Assist as required during examination and enrolment periods
- 10.4 Be conversant with Health and Safety and Safeguarding requirements
- 10.5 Participate in the Staff Learning and Development, Review and Appraisal Scheme
- 10.6 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

11 Information, Advice & Guidance

- 11.1 Use opportunities to develop the self-esteem and confidence of students when they seek help and support
- 11.2 Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College

Additionally for specialist support staff (e.g. Opportunities Coaches, Student Finance Support Advisors, Course Information Advisors)

- 11.3 Provide impartial and confidential advice so that the students are able to make informed choices about their future learning and work

NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.

PERSON SPECIFICATION

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below.

Post Designation: Apprenticeship Coordinator	Information available from			
	Application Form	Tests	Interviews	References
<u>1. Education and Training</u>				
(E) Have a formal qualification equivalent to 2 A Levels	✓			
(E) Be competent in the use of IT	✓			
<u>2. Experience</u>				
(E) Able to deal with complex activities involved with the learners apprenticeship programme	✓		✓	
(D) Previous experience working as an Apprenticeship Coordinator	✓		✓	
(D) Previous experience working with curriculum areas to ensure the apprentices are retained and achieve their qualification	✓		✓	
(E) Experience of dealing with people in face to face situations	✓		✓	
(E) Have a passionate and proven commitment to the achievement of apprenticeship outcomes	✓		✓	
<u>3. Communication</u>				
(E) Able to communicate in writing and verbally	✓		✓	
<u>4. Disposition / Personal Qualities</u>				
(E) Must have firm but sympathetic nature to achieve objectives	✓		✓	
(E) Must be willing to undertake promotional activities to assist other teams as required	✓		✓	

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	Application Form	Tests	Interviews	References
<u>5. Professional Knowledge/Understanding</u>				
(E) Able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it	✓		✓	
(E) Be able to make rational decisions taking into account a variety of stakeholders	✓		✓	
(E) Be able to contribute and adapt to changes in working practices and policy as required	✓		✓	
<u>6. Managerial Attitude/Approach</u>				
(E) Be able to manage outcomes – organising self and others to ensure the required work is delivered effectively	✓		✓	
(E) Have an awareness of the issues that face apprentices in learning				
<u>7. Circumstances</u>				
(E) Be able, from time to time to work outside the usual hours and at offsite locations as required within the terms of the contract of employment	✓		✓	
(E) Be a car driver and have access to a vehicle for business use	✓			
<u>8. Safeguarding</u>				
(E) Understanding of safeguarding Legislation and its application within the educational sector	✓		✓	
(E) Commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓		✓	

Post Designation: Apprenticeship Coordinator	Information available from			
	Application Form	Tests	Interviews	References
<u>9. Equality and Diversity</u> (E) An understanding of and commitment to all aspects of Equality and Diversity	✓		✓	

Conditions of Service

The duties for the post of **Apprenticeship Coordinator** are outlined in the enclosed job description. The conditions of employment for this post are summarised below. There will be a further opportunity to discuss these if you are invited for interview.

Hours of Work

The hours of work for this post will not normally exceed **36** hours per week.

Salary

This post has been evaluated on Scale **F** of the **Business Support Staff** Scale, Point **19**. This currently equates to **£23,952 per annum plus £1,812 London Weighting**. Please note that if you are appointed your salary will be based on a match to your current salary (or your highest salary within the last 18 months) up to the maximum stated above (evidence of this will be required in the form of an up-to-date payslip).

Salaries are paid monthly on the 25th of every month or the last working day prior to the 25th if the 25th falls on a weekend or bank holiday. The only exception to this is for the December payment, which will be on an earlier date that will be notified to you on an annual basis. Payment will be made direct into a bank/building society account. You will need to provide details of your branch, account number and sort code before payment can be made to you.

Annual Leave

25 days per annum and all Bank and Public Holidays normally observed in England and Wales. The College also shuts for an additional 5 efficiency closure days plus 3 statutory days which the Principal will set at the beginning of the academic year. Although every effort will be made to meet requirements for Annual Leave, service demands will take preference. All leave is subject to an efficient service being maintained and specific restrictions may apply.

Pension Scheme – Local Government Pension Scheme

If you are aged between 16 and 65 years old you are eligible to join the **Local Government Pension Scheme**. Contributions vary between 5.50% and 7.50% depending on salary for Employees before tax is deducted and the College currently contributes a further 14.5%. All eligible employees will have to elect to be brought into the Scheme, and a contribution, dependent on full time equivalent annual salary, is deducted from salary prior to tax. Additional voluntary contributions can be arranged via AVCs or Added Years. Applicants must make a decision whether to contribute or not - deductions will be made automatically if no election is made. You may only apply for a refund within the first three months of employment

Probationary Period

Appointment will be subject to a probationary period of **six** months in the first instance.

Staff Development

As part of the Contract of Employment, all appointees will be required to attend staff development events and take part in the College's Performance Management and Appraisal scheme.

Pre-Employment Checks

Eligibility to Work in the United Kingdom

You will be required to provide evidence of your eligibility to work in the United Kingdom if you are shortlisted for interview, or you will need to declare that you require Sponsorship to work in the United Kingdom.

References

All appointments are made subject to references, which are satisfactory to the College.

Health Screening

All appointments are made subject to medical clearance. The successful candidate will be required to complete a medical questionnaire, which is sent to the College's Occupational Health Adviser. (Currently Haringey Council).

Criminal Background Checks/Independent Safeguarding Authority Registration

The successful candidate will need to register with the Independent Safeguarding Authority prior to commencing employment at Barking & Dagenham College. Please note that there is a charge for this registration, which you will be liable for. Full details can be obtained at <http://www.isa-gov.org.uk/> The ISA Registration will include a full Criminal Records Bureau Check.

BARKING AND DAGENHAM COLLEGE

When you join Barking & Dagenham College you will be entitled to a whole host of great benefits

TRAINING AND DEVELOPMENT



The College is committed to continued professional development and actively encourages training and development

PENSION SCHEME



The College operates the Local Government Pension Scheme as well as the Teachers Pension Scheme (TPS)

CHILD CARE



The College partakes in the Government Childcare Voucher Scheme. You can obtain information from their website at www.busybees.com or from the HR department

GETTING AWAY FROM IT ALL!



Generous Annual Leave Allowance



The College has a Christmas closure of 2 weeks in addition to your annual leave entitlement

HEALTH AND WELLBEING



Join the College Gym at Rush Green Campus for £15 per month



30% discount on all hairdressing services at Head Jogs Commercial hair salon at the Exchange Centre Ilford



10% discount on all TIGI products available at the Head Jogs Salon



Health and Beauty treatments at reduced prices at the Colleges Beauty Salons at Rush Green & TSA

FREE CAR PARKING



Free Car Parking at the Rush Green Site