

Job Description

Job Title:	Apprenticeship Coordinator
Report to:	Regional Manager
Responsible for:	Delivery of qualifications, support for and progression of Apprentices
Location:	Blandford Camp
Contract:	Permanent, Full Time

Main role objective: To contribute towards the achievement of the apprenticeship scheme targets through progression of Apprentices, delivery of training, review of progress and successful gateway.

Responsibilities

Apprentices:	To ensure that Apprentices are fully supported throughout their period with the Colleges' Partnership.
General:	To provide information and/or evidence when appropriate
Quality:	To ensure all work is produced to the expected standards and to constantly strive for Continuous Quality Improvement.
Development:	To take responsibility for personal professional development
Other Duties:	As required and as appropriate to the role.

Tasks

Apprentices

1. Assess Apprentice work and feedback on progress towards completion of all relevant paperwork for the induction process as laid down by company policy and procedures and delivery profiles, ensuring that details are passed on to contract administration and the relevant company offices where Apprentices are posted.
2. Delivery of training for underpinning knowledge to support Apprentices' successful completion of units towards their Apprenticeship Programme.
3. Conduct training reviews with Apprentices at intervals in accordance with Education & Skills Funding Agency and Company guidelines.
4. Deliver Functional Skills training.
5. Complete all relevant paperwork for the apprenticeship process as laid down by company policy and procedures, ensuring that details are passed on to administration and the relevant company offices as Apprentices are posted.
6. Function as a mentor and or coach to Apprentices, offering information, advice and guidance as required.
7. Reporting to Line Manager on a regular basis to advise of any outstanding reviews or potential suspension of Apprentices, to support the management of 'Maximum Contract Value.'



8. Advise Line Manager of any incidents involving Apprentices where additional support may be necessary.

General

1. Provide information and financial evidence as required.
2. Assist with the coordination and invigilation of examinations as required.

Quality

1. To be fully conversant with all company policies and procedures.
2. To participate in Standardisation, Self-Assessment Reviews and Quality Improvement Planning activities.
3. Participate in Quality Assurance for the apprenticeship when required to do so.
4. To keep up to date with changes to national awarding organisations' criteria and standards.
5. To contribute to the implementation of quality systems and processes.
6. Identify and share good practice with other staff and teams.
7. To take responsibility to ensure all paperwork for Apprentices under your caseload is accurate and compliant with audit and finance requirements.

Professional Development

1. To keep up to date with national and local developments, which may affect specialist sector subject delivery and Apprentice support requirements.
2. To monitor and evaluate personal performance within the context of the role.
3. To participate in the company appraisal system and remain conversant with Company Policy and Procedure.
4. To participate in training and development activities as required.
5. To remain proficient in the use and application of IT.
6. To comply with annual Continuous Professional Development requirements.

Other Duties

In addition to the above duties the post holder may also be required to:

1. Perform any other duties as directed within the general nature and character of the post.
2. To always represent the Company in a professional and competent manner.

This job description is intended as a guide to the main responsibilities and duties and is in no way intended to restrict any individual in the performance of other duties as required by the company.

The job description will be reviewed and updated periodically in the context of organisational and developmental changes.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Assessor Coach L4 and/or Learning and Skills Teacher L5, or equivalent (CET, CAVA, etc.), or willing to work towards, as appropriate. Functional Skills Level 2 (or equivalent)	NVQ L4, or equivalent qualification/experience, in subject area: Network Engineer. ITQ Level 2 (or equivalent) Safeguarding Cert. Equality & Diversity Cert. Health & Safety Cert.
Experience	Sector competent in Network Engineering Assessment of Apprentices Lesson Planning & Preparation Delivery of Training to Apprentices Working in an environment offering individual support and support for differentiation.	Working in an ESFA / FE or WBL training environment
Skills/Abilities - Interpersonal	Possession of excellent communication skills, written and oral. The ability to develop positive working relationships with individuals at all levels. The ability to train others with energy and enthusiasm and provide the environment where Apprentices feel motivated. The ability to work effectively as part of a team as well as autonomously when necessary.	
Skills/Abilities – Other	Ability to prioritise own workload and meet deadlines. A positive, innovative approach to developing and supporting change Ability to train and assess up to level 4 in Telecoms, Networking, Supply Chain Warehousing, and level 1 & 2 Functional Skills Ability to produce work to an appropriate standard in line with requirements of the role. Using a PC for creating, storing, and retrieving information. Effective Time Management Skills. Flexible and able to cope under pressure. An understanding of Safeguarding Issues. An understanding of Equality & Diversity.	
Work-related Circumstances	Possession of a full driving licence, the ability to drive and use of a car. The ability and willingness to undertake relevant staff development.	