

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: Apprenticeship Assessor & Compliance Coach

RESPONSIBLE TO: Curriculum Manager

RESPONSIBLE FOR: N/A

Main purpose of post:

- To coordinate, provide support, drive positive outcomes, and oversee the learning environment relating to apprentices in the work place and off the job in college.
- Overall responsibility for supporting apprentices to develop their knowledge, skills & behaviours (KSB's) against specific apprenticeship standards, whilst also taking ownership of all ESFA compliance documentation relating to apprentices.
- The post holder will be set specific targets relating to conducting regular tri-partite reviews in accordance with both college and funding expectations.

Responsibilities

1. Support, monitor, and report on apprentices in relation to all aspects of their programme, (retention, achievement, progression) including completion of training logs, and all aspects of ESFA compliance.
2. Be a role model for apprentices and professionally represent the college with key stakeholders.
3. Working in partnership with employers to support the development of the apprentices knowledge, skills, and behaviors (KSB's) and prepare apprentices for timely end point assessment (EPA)
4. Timely completion of apprenticeship reviews, empowering apprentices to take ownership of their learning and assessment, fostering an environment where they can actively participate in setting ambitious and motivating goals for their own personal and professional growth
5. Taking responsibility to coordinate the whole apprenticeship programme acting as the link between delivery teams and employers.
6. Ensure that all training plans and off the job (OTJ) calculations are completed, correct and communicated both internally and with employers.
7. Promote the benefits of innovative & modern technology to support apprentices and employers in maximizing efficiency and effectiveness.
8. Use all local and national data to support the curriculum planning processes ensuring that all apprenticeship standards on offer meet the needs of the industry/sector.

9. Oversee the running and tracking of Collsys for apprentices ensuring all systems and processes are in place for each apprentice.
10. Working through Leeds College of Building's internal team around the students (i-TAS) model ensure all apprentices receive their entitlement of additional learning support where appropriate.
11. Maintain and update subject area knowledge within your area of professional expertise, including appropriate industrial updating and continuous professional development.
12. Effectively participate in the recruitment and admissions process, including open evenings, external visits, marketing activities, interviewing and enrolment.
13. Work closely with LCB's quality lead to monitor and report on all internal and external quality assurance updates relating to apprenticeship programmes.
14. Receive and act on learner and employer feedback, actively encouraging student voice throughout the apprenticeship provision.
15. Use data and feedback to actively promote excellence and continuously strive to improve practice and apprenticeship outcomes.
16. Build positive and collaborative relationships with colleagues, learners, employers and partners.
17. Compliance with all College policies and procedures.
18. Comply with all legislative and regulatory requirements for further education and apprenticeships.
19. Any other duties commensurate with the level of the post, which may be required from time to time.
20. To proactively support invigilation across the departments as and when required.
21. Work closely with the Colleges careers lead to provide careers information, advice and guidance (IAG) for all apprentices students.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date:	Signature:
Issue: 1	Ref: Jobdesc/Apprenticeship Assessor & Compliance Coach

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PERSONNEL SPECIFICATION

POST: APPRENTICESHIP ASSESSOR & COMPLIANCE COACH

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<p>Relevant industrial / professional experience relevant to the position</p> <p>Knowledge and experience within the curriculum areas industry.</p> <p>Experience of creating and maintaining professional relationships with employers and key stakeholders.</p> <p>Experience/knowledge of Apprentice Standards</p> <p>Demonstrate a student-centred approach to teaching</p>	Experience of engaging with external stakeholders	Application form Interview
EDUCATION & TRAINING	<p>Assessor A1 award & Verifier V1 award or willingness to work towards within a suitable time frame</p> <p>Hold a minimum of NVQ 3 or specialist qualification in the curriculum area/specialist subject.</p> <p>GCSE Grade A-C/4-9 (or equivalent) English and Maths</p>	Health & Safety qualification – for example IOSH or NEBOSH	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILL	<p>Demonstrate a commitment to the process of continuous review and improvement</p> <p>Demonstrate interpersonal skills sufficient to network and develop effective links with external partners.</p> <p>Ability to inspire, enthuse and motivate</p>	Membership of Professional Bodies (where appropriate)	Application Form Interview

	<p>apprentices to achieve positive outcomes and destinations</p> <p>Knowledge and understanding of current developments in Further Education including apprenticeship funding guidelines and ESFA compliance paperwork</p> <p>Well-developed skills of analytical reasoning and problem solving</p> <p>Demonstrate excellent time management and ability to meet targets and deadlines relating to reviews, apprentice end dates, and achievement.</p> <p>Demonstrate a commitment to equity, customer service and quality assurance</p>		
<p>ADDITIONAL FACTORS</p>	<p>Adherent to College policies and procedures including handling confidential or sensitive information</p> <p>Flexibility to work across all College sites</p> <p>Strength in customer care and team work</p> <p>The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</p>		<p>Application Form Interview</p>