# Job Description Header

#### Department: Employer Services

#### Job Title: Apprenticeship Training Coordinator – Electrical

#### Reporting to: Head of Apprenticeships

1. **Purpose of the Role:**

The Apprenticeship Training Co-ordinators (ATC) main responsibility is to work closely with employers and students (apprentices) co-ordinating/monitoring the apprenticeship programme for individual apprentices in an occupational sector(s) and delivering / assessing qualifications. Ensuring that all candidates / apprentices meet qualification, apprenticeship quality standards and achieve outcomes within an agreed time-period. Providing or co-ordinating appropriate support, training and assessment activities. An ATC, will provide occupational knowledge/support/guidance to all parties engaged in the Apprenticeship partnership and assist in the development of new provisions (in particular Apprenticeship Standards)

Through employer engagement and apprentice recruitment activities, sector apprenticeship numbers will be maintained and consistent with College curriculum planning / annual delivery targets.

1. **Duties and Responsibilities:**
2. Plan and undertake employer engagement / apprentice recruitment activities to raise the profile of Weymouth College with employers, particularly those we are not currently engaged in Apprenticeships. Raise awareness of the benefits of apprenticeships with employers to increase apprentice numbers
3. Extend apprenticeship opportunities and volumes with current employer partners through effective account management, providing effective support and IAG to develop a high quality apprenticeship partnership (confirming bespoke delivery models to meet individual employer needs).
4. Ensure all apprentices are assessed prior to the commencement of their apprenticeship, to ensure individual suitability for an Apprenticeship / Apprenticeship level.
5. Ensure the employer setting and proposed apprenticeship role is able to facilitate the apprenticeship standard and apprentice.
6. Ensure that individual apprenticeship programmes effectively reflect the prior learning of apprentices in terms of agreed delivery and funding negotiated with employers.
7. The results of the Initial assessment will be discussed with the applicant / employer to ensure they understand the RPL process / Initial Assessment outcome. Initial Assessment results, will be recorded on the interview form and Training Plan.
8. To complete college enrolment activities and start paperwork, agreeing a Learning and Delivery Plan with each student. Ensuring delivery meets employer / apprentice needs, including programme content, mode of delivery, timing and location.
9. Identifying student requirements for additional learning support and referring them when appropriate for an assessment of support needs. Provide direct additional support as required or co-ordinate additional support for individual students at risk of non-completion or timely achievement (delivered by support teams).
10. To carry out all assessment activities, in line with Awarding Organisation assessment guidance, qualification and apprenticeship standard requirements and any additional Weymouth College quality standards. Complete necessary changes as requested by the IQA, EQA and EPAO.
11. Monitoring and support students through their apprenticeship or programme / qualifications (including learning / delivery provided in partnership with the College Curriculum and Functional Skills team) ensuring individual apprenticeship programmes are being delivered as planned and timely.
12. Plan, agree and complete a regular assessment / planning activity in the student’s workplace (guideline of every four weeks). Formally undertaking progress reviews on a regular basis (8 weeks) but more frequently if identified.
13. Ensure the apprenticeship learner journey / key evidence requirements is completed as requested and evidence is available to support apprenticeship funding claims (start-up paperwork, in learning (including attendance, learning progress, 20% OTJ records, learning support) and achievement/certification.
14. Achieve timely completion of all allocated students (apprentices / NVQ only candidates) in relation to agreed timescales (planned end dates – PED’s in learning plans) and the College monitoring system. Ensuring Apprentices working towards Apprenticeships Standards are fully prepared for the End Point Assessment (EPA).
15. Complete processes linked to individuals leaving / completing their apprenticeship (leavers). Organisation of progression / transfers to other programmes and referral to guidance.
16. Actively engage in Apprenticeship quality cycle activities – including surveys, audits and Termly Reviews. Attend and contribute to Team / Standardisation meetings, Awarding Organisation Visits, internal and external audits.
17. Review own practice periodically in association with the Head of Apprenticeships / IQA processes and feedback.
18. To assist in ensuring the provisions of HASAW Act are observed in accordance with Weymouth College and SFA’s safety policy/guidelines and that Health and Safety checks are carried out as required
19. To actively engage and participate in promotional events and activities.eg Open days and evenings, school-based careers events and Apprenticeship Week activities

**General Responsibilities:**

(These are mandatory)

1. Drive and participate in the performance management process as appropriate to position.
2. Comply with the College’s Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
3. Carry out operational duties as required and commensurate with the position.
4. Promote and safeguarding the welfare of children and young persons.
5. Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
6. Attend and contribute to team meetings and in-service training as and when requested.
7. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
8. Manage and minimise risk within all areas of responsibility.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

**Job Title: Apprenticeship Training Co-ordinator**

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| **Qualifications** | **Essential**  Please tick | **Desirable**  Please tick |
| Relevant professional vocational qualifications |  |  |
| Relevant professional experience and competence |  |  |
| GCSE English and Maths at grades A-C or Level 2 equivalent |  |  |
| Assessor Awards (D32, D33,) or A1/A2, equivalent or willingness to work towards them |  |  |
| Information technology qualification or willingness to train |  |  |
| **Skills and Abilities** |  |  |
| Excellent written and verbal communication |  |  |
| Ability to work effectively with others |  |  |
| Ability to write reports, letters or notes using English Language effectively |  |  |
| Ability to cope with demanding work load |  |  |
| Ability to work effectively as part of a team |  |  |
| Ability to relate to people from a wide range of backgrounds and interests |  |  |
| Aptitude for learning new skills |  |  |
| Ability to organise oneself and to prioritise work within a caseload environment |  |  |

**Signed…………………………………….. Date……………………**