

Job Description

Job Title:	Apprenticeship Coordinator
Report to:	Apprenticeship Team Manager
Responsible for:	Delivery of standards qualifications and study support to apprentices on all programmes of learning
Location:	Middle Wallop
Contract:	6-month Fixed Term Contract, Full Time

Main role objective: To contribute towards the achievement of the digital and aviation apprenticeship schemes. This will include the delivery of training, assisting with regular reviews of apprentices' progress/development, assessing, mentoring and/or monitoring standards, and providing information advice and guidance where required.

Responsibilities

Apprentices:	To ensure that Apprentices are adequately supported throughout their time on programme.
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 the Contract's administration hub.
2. Conduct Inductions and briefings for Apprentices undertaking Digital and Aviation Apprenticeships.
3. Delivery of training for underpinning knowledge to support Apprentices' successful completion of units towards their Apprenticeship standard.
4. Conduct apprenticeship progression reviews with apprentices at intervals in accordance with Education & Skills Funding Agency, WBL/BSS, and Company guidelines.
5. Provide delivery of Functional Skills where necessary and /or provide advice, liaise with Functional Skills scheduling team and tutors to coordinate courses.
6. Complete all relevant paperwork for the apprenticeship process as laid down by company policy and procedures, ensuring that details are passed on to the contract's administration hub.
7. Be able to offer Apprentices, information, advice and guidance as required.



8. 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.'
9. 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 represent the Company in a professional and competent manner at all times.
3. Travel to alternative office and satellite sites may be required to fulfil contract potential.

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)	L4, or equivalent qualification/experience, in subject area: Digital Apprenticeships and Aviation Ground Handling ITQ Level 2 (or equivalent) Safeguarding Cert. Equality & Diversity Cert. Health & Safety Cert.
Experience	Sector competent in Digital Apprenticeships Conducting briefings and inductions for Apprenticeships. 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. Experience in aviation ground handling/aircraft movement.
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 3 in Telecoms, and level 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.	

