

J o b D e s c r i p t i o n

Position:	Work Based Apprenticeship Trainer
Faculty/School/Service:	Greater Manchester Business School
Reference:	GMBS-001/P
Grade:	Grade 6
Status:	Permanent
Hours:	Full Time
Responsible to:	Head of Business & Accountancy Centres

Main Function of the Post:

- Manage a caseload of apprentices supporting and monitoring their progress in the workplace.
- Ensure compliance with apprenticeship standards and associated documentation by working with apprentices, academic colleagues and employers.
- Work with student cohorts and their line managers to ensure compliance both with the ESFA funding regulations and the requirements of Ofsted for quality assurance
- Support the development of and recruitment to apprenticeships within the Business School.
- Travel to support apprentices and employers

Principal Duties and Responsibilities:

1. To be the liaison point between employers and the University for allocated apprentices.
2. To manage, in conjunction with the Central Apprenticeship Team (CAT) and Business School's Head of Centre, the onboarding process for new apprentices and their employers, ensuring the following-
 - Timely interview of the apprentice to ensure eligibility and entry criteria are met
 - Ensure that both apprentice and employer are fully aware of all apprenticeship funding and compliance requirements
 - Timely and accurate completion of apprenticeship documentation (Apprenticeship Agreement, Training Plan and Skills, Knowledge and Behaviours / eligibility documents)
3. Work with apprentices, academic staff and employers to:
 - Monitor both academic and work performance, instigating interventions, via action plans, as and when required, to ensure apprentices' progression to completion against the skills, knowledge and behaviours of the standard
 - Undertake quarterly reviews - inclusive of disseminating knowledge of Prevent, Safeguarding, British Values and Professionalism, to all parties.

- At reviews set SMART targets for apprentices, which promote learner advancement and success and ensure integration of on and off-the-job elements against the skills, knowledge and behaviours of the standard
 - At reviews, ensure both apprentice and employer are aware of End Point Assessment (EPA) and are continually being prepared to successfully complete.
 - Support apprentices and their employers to ensure compliance with Off the Job Training (OJT) requirements, by monitoring and ensuring monthly timesheets are returned within the E-Portfolio system.
4. To manage and maintain accurate learner records, utilising the University E-Portfolio system, of the following:
 - Reviews
 - Academic progress
 - Off-the-job training hours
 - Skills, Knowledge and Behaviours attained against apprenticeship standard requirements
 - Monitoring of timely completion and EPA readiness
 5. Manage and maintain accurate records of Employers' Health and Safety declarations in line with Health and Safety Executive requirements.
 6. Provide information to programme leads for monthly Performance Board meetings to report on apprentices' progress and highlight any areas of concern for both apprentices and employers
 7. Facilitate a structured approach to planning, execution and evidencing the use and development of Skills, Knowledge and Behaviours in the workplace
 8. Provide information, advice and guidance to both current and prospective apprentices and their employers
 9. Provide a point of contact for apprentice welfare and safeguarding issues and signpost and refer to other professionals, as appropriate.
 10. Proactively monitor own performance and targets to meet personal and University key performance indicators
 11. Engage with relevant quality assurance and inspection processes/procedures to ensure all teaching, learning and assessment adheres and meets required standards.
 12. To support programme leaders in the creation of both the annual Self Assessment Report (SAR) and the creation of the annual Quality Improvement Plan (QIP)
 13. Undertake continuing professional development (CPD) to meet University and learning objectives, ensuring own discipline currency and industry best practice is maintained.
 14. Monitor students' work, ensuring learning outcomes have been met and feedback is detailed and constructive
 15. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
 16. Maintain and share good practice with peers and other University Group members

17. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
18. Support excellence in formative assessment to ensure learners reach the highest standards of their qualifications including outcomes of End Point Assessments.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
20. Ensure a safe working environment and abide by University Health and Safety policies and practices and observe the University's Safeguarding, Equal Opportunities policy and Dignity at Work policy at all times.
21. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.
22. Work flexibly, as required, with colleagues and at locations across the University of Bolton Group.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this role has an essential and frequent requirement to travel regionally and nationally

This appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Work Based Apprenticeship Trainer		Reference: GMBS-001/P	
School: Greater Manchester Business School		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Foundation and/or good Honours Degree or equivalent professional qualification in a relevant subject area.	Priority 1	Application Form/Documentation
1 b)	Registration with a relevant professional body	Priority 2	Application Form/Documentation
2 Skills / Knowledge			
2 a)	Ability and commitment to undertake work based learning and assessment in practise	Priority 1	Application Form/Interview
2 b)	Credible communication and interpersonal skills	Priority 1	Application Form/Interview
2 c)	Knowledge and awareness of health and safety in the work environment	Priority 1	Application Form/Interview
2 d)	Ability to support apprentices on programmes, as appropriate	Priority 1	Application Form/Interview/
2 e)	Skilled at determining priorities and managing deadlines	Priority 1	Assessment/Application Form/Interview
2 f)	Able to liaise effectively with colleagues and other stakeholders	Priority 1	Application Form/Interview
2 g)	Ability to translate knowledge of subject area into practice	Priority 1	Application
2 h)	Possess up-to-date industry specialist knowledge in the relevant subject area appropriate to the Apprenticeship level	Priority 1	Form/Interview/Application Form/Interview
3 Experience			
3 a)	Experience of operating successfully within a team environment	Priority 1	Application Form/Interview
3 b)	Experience of supervising / supporting students as appropriate to the role	Priority 2	Application Form/Interview
3 c)	Experience of supporting the full range of apprenticeship requirements	Priority 2	Application Form/Interview
3 d)	Competent in the application of Information Technology systems and software	Priority 1	Application Form/Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Adaptable and flexible to meet changing circumstances in the working environment	Priority 1	Interview
4 d)	Able to work effectively as part of a team and as an individual	Priority 1	Interview
4 e)	Highly organised and able to prioritise and manage own work, and the work of others, to achieve deadlines	Priority 1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural background	Priority 1	Interview

4 g)	Attention to detail and meticulous in meeting regulatory and funding requirements	Priority 1	
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, the Bribery Act, Prevent and UKVI	Priority 1	Interview
5 c)	Current clean driving licence and car owner or able to travel independently, regionally and nationally.	Priority 1	Interview
5 d)	Flexible in working practices in order to meet needs of the service	Priority 1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required