

Post Title	Apprenticeship Co-ordinator (Apprenticeships) – Motor Vehicle
Location	Craven College (Multi Site), Skipton
Rate of pay	APT & C Scale 6 (points 26 - 28) £22,686 - £24,230 per annum Pro rata to £11,343 - £12,115 per annum
Hours	18.5 hours per week
Responsible to	Apprenticeships Manager
Special Conditions	<p>Due to the nature of the work involved it is essential that applicants have a current clean driving licence and own, or have the use of, an appropriately insured vehicle</p> <p>On occasions, work outside of normal office hours may be required</p> <p>This position is subject to a probationary period of 6 months. A full enhanced disclosure checks via the Disclosure and Barring Service will be required for this post</p>
Closing Date	Sunday 3 November 2019
Interview Date	tbc
Post No.	B934

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To work in close liaison with the Apprenticeships Manager, to be responsible for recruitment of appropriate candidates to the College's Apprenticeship programmes; the monitoring of Apprentices to ensure continued successful progress towards achievement; identification of and negotiation with suitable employers to support employed Apprentices throughout and on completion of the programme; liaison with all parties involved ensuring the Apprentice employment, College learning and personal needs are maximised; work in line with College and SFA quality assurance and audit guidance ensuring the highest level of service to all concerned.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To market, promote and attract new Apprentices to the College's Apprenticeship programmes by means of school events, open evenings, publicity materials and direct interaction with young people and be fully informed of the current content of relevant Apprenticeship "Frameworks" and monitor changes to these;
- To assess the learners existing skills/experience, training needs and suitability via interview and agree relevant course of action including identification of appropriate employment opportunities or alternative options, in liaison with internal or external departments, where candidates may not be ready for an Apprenticeship;
- To market, attract and engage new employers and negotiate appropriate employment for potential candidates by means of events, publicity, telephone and direct contact, initially vetting new employers ensuring suitability for Apprentice participation including learner safeguarding, health & safety risk assessments & welfare and to broker, agree and monitor actions where further compliance is required;
- To monitor existing employers and Apprentices ensuring that all parties are fully benefiting from the Apprenticeship programme, visiting employer premises every 12 weeks and conducting a formal review of learning and employment progress, creating a proactive, appropriate and agreeable action plan that ensures continued learning, successful employment and that the welfare of candidates is maximised;

- Where issues with employment are identified, to negotiate and mediate a resolution that benefits both parties and ensures continued successful progression of the Apprentice and employer relations;
 - Where issues with learning, progress or quality are identified, to negotiate and work closely with tutors, assessors and co-ordinators to achieve effective resolution;
 - To give candidates information, advice and guidance promoting personal welfare, development and ensure safeguarding;
 - To ensure that interaction with learners is inclusive, paying attention to specific needs identified by the tutor and through assessment, being mindful of cultural, support or gender needs;
 - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
 - To ensure Apprentice learning experience within the College fully meets the expectations of employers and candidates and complies with "Framework" requirements with regard to current content, additionality and "timelines";
 - To accurately complete complex funding documentation and associated written records in a clear, concise manner and organise effective filing systems ensuring accessibility to relevant parties;
 - You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's Appraisal scheme and undergo further professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to at least A level standard or equivalent;
 - An understanding of Apprenticeships and vocational training;
 - Excellent organisational skills, with the ability to organise and prioritise work ensuring timely management of own workload;
 - Have experience of working to challenging targets and be able to work in a changeable environment where personal performance can be measured and successful teamwork is essential;
 - Ability to interpret and apply complex procedural systems and guidance notes ensuring accurate and auditable results;
 - Excellent interpersonal skills with the ability to represent the College externally and communicate at a range of levels;
 - Ability to carry out complex negotiations between several parties ensuring satisfactory agreement is brokered;
 - Ability to work on own initiative and to a consistently high standard under pressure to pre-determined deadlines;
 - Ability to deal with personal information in a confidential and sensitive manner;
 - Understanding of basic employment rights, responsibilities and law;
 - Understanding of Health & Safety Regulations/Risk Assessment;
 - Computer literate;
 - Willing and committed to undertake a programme of formal training and self-development including level 2 qualification in Numeracy and Literacy if required;
 - Current clean driving licence and access to an appropriately insured vehicle.
-

DESIRABLE REQUIREMENTS

- Recent working knowledge of Apprenticeship policies, standards and procedures;
 - A1/V1 Assessor/Verifier Awards;
 - Recent working knowledge of vocational training, Standards, Frameworks and Functional Skills;
 - Health and Safety qualification e.g. CIEH, IOSH, NEBOSH;
 - Sound knowledge of Equal Opportunities legislation;
 - Counselling qualification.
-