JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	**Apprenticeship Data and Compliance Coordinator**
Responsible To:	**Director of Information Services, Funding and Exams / MIS Manager**
Department:	**Funding Data & Exams**
Salary Grade:	**Grade E (£33,760 - £39,154)**

JOB ROLE

This is a key role in supporting the accuracy of apprenticeship student data across the college.

Summary of Main Responsibilities

We are seeking an experienced **Apprenticeship Data and Compliance Coordinator** to lead the administration, compliance and quality assurance of our apprenticeship provision. The successful candidate will oversee the full learner data lifecycle—from enrolment through to completion—ensuring ESFA funding compliance, audit readiness and accurate ILR submissions. You will manage systems such as PICS and PDSAT, coordinate internal audits, support external inspections and work closely with internal teams and external partners. This role also involves overseeing employer incentive payments and ensuring the effective use of the Apprenticeship Service Account. Strong analytical skills, attention to detail and a deep understanding of apprenticeship funding rules are essential.

In return, we offer a competitive salary, an excellent pension scheme with generous employer contributions, 35 days of annual leave plus bank holidays and a full Christmas closure period. Employees also benefit from a comprehensive range of additional perks, including wellbeing support, professional development opportunities and staff discounts.

KEY DUTIES

No	Description of Duties
1.	Oversee end-to-end data management for apprenticeship provision, including the forensic scrutiny of sign-up paperwork, on-programme evidence and exit documentation to ensure accuracy, completeness and full compliance with funding regulations.
2.	Implement audit controls to ensure college funding claims are fully supported by appropriate evidence, assist the line manager in identifying new controls, and prepare data for internal and external audits. Respond to audit findings and actively support the audit process to address any identified issues.
3.	Keep up to date with changes in funding methodologies and compliance requirements and ensure that college systems and procedures are adjusted accordingly.

4.	Maintain, extract and cleanse Individualised Learner Record (ILR) data, ensuring full compliance with ESFA funding requirements and readiness for audits. Take corrective action to address any identified errors.
5.	Accurately input, verify and maintain learner data within the PICS Learner Management System, ensuring all records support internal reporting and external audit requirements.
6.	Regularly action PDSAT reports, resolving anomalies to maintain data integrity and monitor the organisation's performance in respect of the Apprenticeship Accountability Framework or any subsequent systems implemented by the DfE.
7.	Monitor frequency of apprenticeship reviews and off-the-job training compliance, liaising with delivery managers to address any discrepancies.
8.	Coordinate and conduct internal audits of apprenticeship data, producing actionable audit plans and ensuring timely implementation of corrective measures.
9.	Ensure the organisation is fully prepared for external inspections and audits by maintaining up-to-date and auditable records.
10.	Collaborate with internal departments (e.g., Exams, Quality, Funding, Finance) to ensure consistent and compliant practices across the board.
11.	Issue apprenticeship employer contracts and manage the institution's Apprenticeship Service Account, ensuring accurate employer and learner registrations.
12.	Maintain up to date knowledge and understanding of national quality and performance-related systems and reporting mechanisms; benchmarking and national targets; achievement and league tables.
13.	Monitor and coordinate employer incentive payment processes in conjunction with the Finance department, ensuring accuracy and compliance with funding rules.
14.	Actively participate in an annual performance planning, monitoring and review of processes
15.	Other duties commensurate to the grade as directed by the line manager.
16.	Undertake appropriate in-service training when required to do so, including yearly updates on funding requirements and processes.
17.	Ensure a high level of confidentiality at all times.

Standard Clauses - all Job Descriptions

- To work in an internal and external customer related way in accordance with adopted procedures and good practice.
- To comply with the College's Equal Opportunities Policy, Code of Conduct, other relevant policy, procedures and legislation.

- To comply with and / or ensure compliance with the College Data Protection Policies and the Data Act and other relevant legislation.

- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts. Employers must co-operate and comply with Management instructions regarding Health & Safety issues and report all accidents, incidents and problems as soon as practicable to their Supervisor, Manager or other senior members of staff available.

The responsibilities above cannot totally encompass or define all tasks which may be required of the post-holder. The outline responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

The post holder will undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the college catchment areas.

SIGNATURES

	Line Manager	Post Holder	Vice Principal
Name:			
Position:			
Signature:			
Date:			

PERSON SPECIFICATION

Job Title:	**JD Ref:**

Candidates will be assessed for shortlist and interviewed against the following criteria.

	Short listing criteria	**Essential**	**Desirable**	**How tested?**
	1. Qualifications			
1.1	Full Level 3 qualification or above or relevant, substantial work experience.	✓		AF
1.2	GCSEs in English & Maths – Grades A*-C or equivalent	✓		AF
	2. Experience			
2.1	Minimum of 3 years' experience working with apprenticeship data and compliance	✓		AF/IV
2.2	Proven track record of managing and cleansing ILR data using PICS Learner Management System.	✓		AF/IV
2.3	Demonstrable experience in managing and interpreting PDSAT reports.	✓		AF/IV
2.4	In-depth knowledge of ESFA apprenticeship funding rules and audit requirements	✓		AF/IV
2.5	Experience of working with and managing provider DfE apprenticeship service.	✓		AF/IV
2.6	Experience supporting external inspections such as Ofsted or ESFA audits		✓	AF/IV
2.7	Familiarity with One File ePortfolio system		✓	AF/IV
	3. Skills/Abilities/Qualities			
3.1	Excellent communication and written skills	✓		AF/IV
3.2	Ability to coordinate and operate independently at various hierarchical structures within an organisation.	✓		AF/IV
3.3	Ability to keep calm under pressure or during unexpected circumstances	✓		AF/IV
3.4	High level IT skills, especially Microsoft Excel and database skills.	✓		AF/IV
3.5	Common sense and initiative. Demonstrate a proactive approach and ability to make independent valuable decisions.	✓		AF/IV
3.6	Proven ability to meet deadlines with excellent attention to detail	✓		AF/IV

	4. Other			
4.1	Commitment to college policies i.e. Health & Safety, Equality and Diversity etc.	✓		AF/IV
4.2	Willingness to work within a team to implement strategic policy	✓		AF/IV
4.3	Flexible approach to work	✓		AF/IV