

Apprenticeships Co-ordinator

Job description

Job Title:	Apprenticeships Co-ordinator
Location:	London Design & Engineering UTC / Newham
Contract type:	Full time, Permanent
Salary:	Support Staff Scale S7 – S11 (£24,279 – 26,076) Full time equivalent
Accountable to:	Head of Apprenticeships
Job start:	December 2021 or sooner

Core Purpose:

To co-ordinate the day to day running of the apprenticeship provision with the support of the Head of Apprenticeships.

To act as the first point of contact within the Apprenticeship Provision between the UTC, Apprentices and Employers.

Key Responsibilities:

Ongoing support with the Ofsted readiness of the provision.

Ongoing Support with ensuring the provision is compliant with UK Apprenticeship Legislations/Regulations and ESFA funding rules.

To fulfil appropriate activities as guided by the QIP and SAR monthly.

To liaise with appropriate internal leads to ensure the Apprenticeship Provision is inclusive of the following LDE strategies.

- Behaviour
- Attendance
- Academic Progression
- Work Based Learning
- Recruitment

Recruitment & Retention

Apprenticeships Co-ordinator

Job description

- To work with stakeholders to promote the Apprenticeship Programme and to generate new apprenticeship opportunities.
- To monitor the NAS portal, DAS, & IDAMS to ensure the LDE profile remains accurate.
- Monthly ILR submission
- To ensure a high rate of conversion from leads to new starts through various communication channels. To provide employers and stakeholder with information, advice, and guidance to ensure Apprenticeship best practice.
- To carry out Apprentice DBS checks
- Supporting Apprentices throughout their end to end journey.
- Monitoring the EPA planning process to ensure the successful and timely completion of LDE UTC.
- Entry into gateway and EPA ensuring the administrative aspects are completed in line with the apprenticeship standard.
- To work alongside colleagues to plan and improve the quality of Employment, Skills and our Apprenticeship Provision.

Data Management / Reports

- To have oversight of all Apprentices progress using a MIS – Smart Apprentice.
- Actively working alongside internal staff to monitor and collate data.
- Generate and prepare relevant reports and submit to stakeholders as required.
- To provide relevant and accurate updates in a timely manner to inform weekly and monthly KPI stats.

General Duties

- To represent the business by attending internal and external events.
- To lead on creating marketing material and keep the apprenticeships website up to date.
- Support the Head of Apprenticeships with the growth and development plan of the apprenticeship provision. Carry out all duties with full regard to responsibilities under Health and Safety Legislation and other relevant legislation.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Apprenticeships Co-ordinator

Job description

Other Duties

- Always adopt a professional approach and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post, which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the principal.