



New College Durham

JOB DESCRIPTION

Job Title:	Apprenticeship Manager
Grade:	Management Grade 00-02
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Apprenticeships
Accountable to:	Director of Apprenticeships

Job Purpose

To provide operational leadership supported by the Head of Apprenticeships for the College's apprenticeship provision.

To assist the Head of Apprenticeships to negotiate, secure, manage and deliver the College's apprenticeship programmes for both levy paying employers and non-levy paying employers.

To assist the Head of Apprenticeships to manage the College's SFA apprenticeship contract and other apprenticeship partnership contracts with the SFA to a financial value up to £6m.

To lead and direct engagement with employers and other organisations to support their apprenticeship proposals particularly in relation to any levy expenditure.

To assist the Head of Apprenticeships to ensure that the College's apprenticeship provision is aligned to the Government's apprenticeship reforms including the transfer from frameworks to standards.

Work directly with the Heads of School, Curriculum Managers and employers to develop the College's Apprenticeship Offer.

To monitor and review the quality of delivery of apprenticeship programmes to ensure successful learning outcomes to maintain high timely achievement rates.



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE

Ensure quality standards are adhered to under the regulatory bodies of Ofsted (FE) and QAA (HE) for all apprenticeship standards.

Key Result Areas

- Work to ensure curriculum design and delivery of apprenticeship provision for intermediate, advanced, higher and degree apprenticeships, meet the specification for Apprenticeship Standards in England (SASE) and standards.
- Ensure current provider guidance and financial rules from the SFA are continuously adhered to and implemented for all apprenticeship programmes.
- Manage the link between the ILR, Unit E, Work Based Liaison Officers and learner files to ensure correct information is transferred to ensure funding is claimed correctly.
- Directly manage apprenticeship staff and plan, monitor and undertake their appraisals to assist them in enhancing their personal and professional skills.
- To work with Apprenticeship Liaison Officers and course teams to liaise with employers in relation to the programmes to improve and develop partnerships.
- To liaise with teams to prepare marketing materials to raise the profile of the programmes both internally and externally.
- To ensure Apprenticeship Liaison Officers and Apprenticeship Support Advisors have appropriate management information and tracking systems in place which are fit for purpose and monitor retention, pass and achievement rates for programmes.
- To liaise with Apprenticeship Liaison Officers, Heads of School, course teams and employers to ensure all learners are supported throughout their programme in relation to registrations, support needs, additional enhancements, on and off the job training and regular academic reviews to help track and target the learner's progress against their Individual Learning Plan.
- Chair apprenticeship meetings to ensure a constant dialogue so that important issues can be raised and addressed quickly.
- Deputise for the Head of Apprenticeships in the provision of an advisory service to staff, learners and employers to ensure the highest customer service standards are maintained and monitored.



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE

- Have the knowledge of the Government Agenda regarding Apprenticeships and keep abreast of impending changes that will impact upon delivery, funding methodology and potential impact for employers and learners.
- Work with funding bodies and local initiatives on any wages subsidies or support for employer grants.
- Ensure that the College's policies for quality management and control are employed effectively within the areas of responsibility, in particular complaints, equal opportunities issues and disciplinary procedures.
- Ensure the process from applications to framework completions is managed to ensure income targets and success rates are achieved.
- To ensure that all the relevant documentation is in place as measured by Financial Audit.
- Ensure effective administration procedures in relation to the role are carried out.
- Ensure the College's agreed visual identity/corporate image is maintained within Apprenticeships.
- Ensure responsible working practices in relation to the Safeguarding of Vulnerable Groups.
- To perform all duties in accordance with all College Policies, procedures and Regulations.
- To support the training quality standards for employer responsiveness.
- To undertake appropriate continuing professional development.
- Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To be responsible for actively identifying own development needs
4. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE

PERSON SPECIFICATION

Job Title: Apprenticeship Manager

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
5 GCSE / O Levels (including Maths and English) at grade C or above	1	✓	
Minimum of a Level 3 qualification in a relevant subject area	1	✓	
A recent proven track record of managing staff (in the last 3 years)	1	✓	
A minimum of 3 years recent experience of working with apprentices and/or employers	1	✓	
Current knowledge and understanding of apprenticeship funding	1 / 2	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1 / 2	✓	
Skills		Essential	Desirable
A proven track record of working independently and organise prioritise own work schedule	1 / 2	✓	
Demonstrate high level problem solving skills, with attention to detail	1 / 2		✓
Recent experience in effectively organising and scheduling tasks to meet deadlines	1	✓	
Recent experience of being able to give inspiration and guidance to learners and employers	2	✓	
A commitment to resolving problems and to improving own performance	1	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	2	✓	

Demonstrate the understanding to inspire individuals towards realistic career goals	2		✓
Possess excellent communications skills and project a positive image to a wide variety of customers	2	✓	
Recent experience of setting individual and team targets as well as setting individual goals for customers	1	✓	
Must hold a current driving licence and have use of a car for work purposes	1	✓	
Suitable to work with young people and vulnerable groups	1 / 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: March 2017



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE