

## JOB DESCRIPTION

**Job Title:** Apprenticeship Reviewer  
**Reports to:** Head of Apprenticeships

### **Main Duties:**

- To liaise with the Apprenticeship managers to ensure that there are no waiting lists of prospective apprentices for: Construction Crafts, Automotive Engineering, Electrical installation, Plumbing and Electronics and any other areas as required.
- Provide initial information and advice to prospective apprentices.
- To assess the learners existing skills/experience, training needs and suitability via interview and agree relevant course of action
- Undertake health and safety assessments and ensure employer meets Health and Safety, Equality and Diversity and Safeguarding requirements.
- Complete enrolment documentation in line with college and funding requirements.
- Undertake Functional Skills initial assessments using BKSB.
- Complete individual learning plans for each apprentice in accordance with college and funding requirements and in liaison with their employer (as 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.
- Provide constructive feedback that supports apprentice to improve and offer advice if the standards are not met.
- 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. Also, where issues with learning, progress or quality are identified, to negotiate and work closely with tutors, assessors and co-ordinators to achieve effective resolution
- Use electronic portfolio systems to plan reviews, monitor progression of skills/knowledge/competence and provide high quality feedback and track apprentice progress
- Retain a list of any apprentices that have a specific need and ensure that they are mentored during college to ensure that they are retained.
- Assist Tutor/Assessor to monitor and address non attending apprentices, on day release course.

- Ensure that documentation completed with business Services is completed to meet audit requirements
- Provide outstanding pastoral care to support apprentice during the period of their apprenticeship and provide mediation if necessary
- Cooperatively work with Business Development team to develop employer relationships and bring in prospective leads

### **Qualifications**

- Level 2 literacy and numeracy

### **Knowledge & Experience**

- Experience of working successfully and as part of a team.
- Sound understanding of SASE and appropriate apprenticeships framework qualifications.
- A business-like and customer focused approach to working with employers and stakeholders.
- An excellent understanding and experience of working with employers.
- A demonstrable track record of working as part of a team.
- A demonstrable record of excellent employer engagement.

### **Competencies**

- Outstanding IT skills including experience of using bksb and e-portfolios.
- An organiser who implements tasks and plans schedules to optimise efficiency and productivity.
- The ability to adapt quickly and creatively to new initiatives.
- Ability to work on own initiative.
- Excellent Communication Skills.
- A willingness to undertake staff development to improve own performance.
- An imaginative problem solver who continuously improves process and promotes better ways of working.

### **July 2019**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.