

JOB DESCRIPTION

Post:	Work Based Learning Training Co-ordinator
Responsible to:	Head of Work Based Learning
Pay Band:	6

Overview of role

Responsible for managing a cohort of apprentices, employers and work-based learning students from enrolment through to timely completion. Responsibilities will include coordinating sign up paperwork, managing the induction process, tracking and monitoring learner progress, organising exam and End Point Assessment (EPA) registrations and ensuring the timely completion of all qualifications. You will carry out effective progress reviews with learners and employers that add value to the apprenticeship programme and document the learning and progress that has been made using e-ILPs.

You will be required to liaise regularly between employers and delivery staff and, under the guidance of the Apprenticeship Managers, coordinate the delivery of training. A key part of this role will be to work with employers to design high quality, effective and individually tailored apprenticeship training programmes, each of which must meet the requirements of apprenticeship funding rules and apprenticeship standards, as well as meeting the training needs of employers and career aspirations of the apprentices.

Responsible for apprentices and students working within a group of subject sector areas and will be required to keep up to date with qualification, training and skills needs within those sectors and to use this knowledge to inform innovative delivery models that genuinely meet the needs of employers. Supporting the sales staff and building effective relationships with key employers working in your sector will also be central to this role.

Job Tasks

- Manage a cohort of apprentices and work-based learners working within a group of subject sector areas through from enrolment to timely completion
- Carry out Initial Advice and Guidance (IAG) interviews, sign ups, enrolments and inductions
- Use ProMonitor and other college-based systems to track and monitor the progress of learners
- Analyse reports to ensure that all learners are enrolled and achieved correctly
- Under the guidance of the Apprenticeship Managers, co-

ordinate the delivery of training and work with employers to design high quality, effective and individually tailored apprenticeship training programmes, each of which must meet the requirements of apprenticeship funding rules and apprenticeship standards, as well as meeting the training needs of employers and career aspirations of the apprentices.

- Carry out progress reviews with learners and employers
- Liaise between curriculum and employer services delivery staff and employers
- Be the first point of contact for employers working within the group of subject sectors for which you are responsible
- Keep up to date with sector subject developments for apprenticeship Standards
- Support marketing and sales activity, particularly for employers based within the sectors for which you are responsible
- Carry out administrative duties in relation to your cohort of learners such as requesting exam registrations, updating ProMonitor, booking rooms for teaching, claiming ACE certificates, organising End Point Assessment (EPA) and acquiring learner and employer feedback

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

	CRITERIA	HOW ASSESSED
	Essential	
1	Has a relevant qualification at a minimum of level 3 (A level, Diploma or equivalent)	Application form/certification
2	Has knowledge and experience of coordinating training and development	Application form, interview
3	Has experience of working with individuals to deliver successful programme outcomes including setting and reviewing SMART targets	Application form, interview
4	Understands employer skills and training needs	Application form, interview
5	Has excellent organisational and administrative skills	Application form, interview
6	Has excellent communication skills, both spoken and written	Application form, interview, tests
7	Has excellent customer service skills	Application form, interview
	Desirable	
1	Has knowledge of national, regional, and local initiatives relating to employer engagement	Application form, interview
2	Has experience of providing IAG	Application form, interview
3	Has experience of coordinating apprentices	Application form, interview
4	Has experience of producing training / development plans	Application form, interview
5	Has experience of reviewing and recording progress toward targets	Application form, interview
6	Has experience of account management or sales, including customer-facing business conversations	Application form, interview
7	Has strong commercial awareness and projects credibility, able to effectively establish professional rapport	Application form, interview

CONDITIONS OF SERVICE

Salary:	Pay band 6
Payment:	Monthly payments direct to bank via BACS
Hours:	As advertised
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.