



**BICTON**  
COLLEGE



**CORNWALL**  
COLLEGE



**DUCHY**  
COLLEGE



**FALMOUTH**  
**MARINE**  
SCHOOL



THE CORNWALL COLLEGE GROUP

0330 123 2523

cornwall.ac.uk

## THE CORNWALL COLLEGE GROUP

### Job Description

**Post title:** Apprenticeship Programme Manager (APM) in Electrical Installation

**Based at:** St. Austell

**Reports to:** Curriculum Area Manager (CAM)

**Responsible for:** Apprenticeship Programme(s) and associated apprentices

**Terms & Conditions:** Lecturing, assessing & coaching in the work place

#### Primary Purpose of Role:

To manage all aspects of the Apprenticeship Programme(s) and provide a positive experience for all apprentices enrolled that enables them to achieve to their maximum potential.

In collaboration with the CAM to be accountable for all aspects of the apprenticeship journey from initial marketing, promotion, initial advice and guidance and solely responsible for successful progression and careers advice, achievement, recording destinations, programme design and consistently high levels of teaching, learning and assessment.

#### Key Areas of Responsibility

##### Apprenticeship Programme(s) and Apprentices

You are responsible for all apprentices enrolled on your Apprenticeship Programme(s) and must ensure that:

1. All apprentices attend their lessons. You must monitor attendance for your area and ensure that registers are completed in line with the associated Policy. This is inclusive of the apprentice's main qualification(s) and English and maths where appropriate.
2. You are the main point of contact for parents/guardians throughout an apprentice's journey at TCCG.
3. Intervention is proactive, timely and in line with College Policies and Procedures.
4. You are responsible for working with the apprentices to achieve their overall success at College and must ensure that attendance at English and maths is good. Where such matters are escalated to you, you must take timely steps to resolve the issue.
5. Be actively involved with all teaching, instructing and assessing. To ensure high quality of education in all aspects of the Apprenticeship Programme.
6. All apprentices complete Initial Assessment and skills scan prior to enrolment, with results shared with the teaching and B2B teams.
7. All apprentices should behave in accordance with the code of conduct in all lessons and social spaces. Where poor behaviour is escalated to you, you should take timely steps to resolve the issue.

8. You are responsible for ensuring all of your apprentices complete the Apprenticeship Framework or Standard, including all gateway requirements in a timely manner.
9. You should continuously monitor the levels of retention and success of your apprentices. You must ensure that all apprentices have targets set including Individual Learning plans with milestones set and monitored through regular tutorials and recorded on Learning Assistant and take steps to ensure that they are achieving, stretched and challenged.
10. You must ensure that College systems are being used to support progress and success and take action to resolve issues identified, escalating issues where necessary to the Curriculum Area Manager or Head of Campus.
11. Ensure all apprentices have opportunity to be heard in relation to their learning experience and act upon or escalate any concerns that are raised. Complete internal and external learner surveys as required.
12. Positively support progression and destinations of the apprentices on your Apprenticeship Programme(s), engage them with independent Careers Advice and Guidance and tracked their planned destination via Pro, Learning Assistant and the Course Review process.
13. Celebrate success with your apprentices and the wider College.

### **Quality of Education**

1. Create and maintain a positive learning environment (physical classroom layout, displays etc.).
2. Ensure Schemes of Learning are in place for all aspects of the Apprenticeship Programme(s).
3. Ensure individual skills scans and Individual Learning Plans are in place for all apprentices.
4. Design the curriculum structure and sequencing for the Apprenticeship Programme(s).
5. Manage and update E-learning / Virtual Learning / Digital resources for the relevant Apprenticeship Programme(s).
6. Complete Course Review documentation and process and attend and contribute to Course Reviews in line with the associated procedure.
7. Have active involvement with standardisation of assessment activities and ensure that appropriate Internal and External Quality Assurance is in place.
8. Write the SAR for your Apprenticeship Programme(s) to input into your area SAR and contribute and participate in RAID.
9. Be responsible for the interviewing of potential apprentices for your area. Ensure that apprentices are recruited with integrity and placed on the most appropriate Apprenticeship Programme.
10. Ensure apprentice progress reports for your area are completed in a timely manner and are available for all parties to review via Learning Assistant
11. Work with the Learning Support Deployment team to enable the positive transition of apprentices with EHCP's, vulnerable circumstances and risk assessments. Ensure timely reporting of apprentice contact and progress on Pro Monitor.
12. Work with the Business to Business team to support employers with curriculum related information and concerns.
13. Ensure attendance of your area at open events to support recruitment. Participate in a pro-rata system to support open events.
14. Work with your CAM and/or HoC, marketing and B2B to ensure suitable Apprenticeship Programme information is available.
15. All duties as specified in the Job Description Lecturer.
16. Take an active part in staff appraisal (PMR) processes and staff development.
17. Ensure that all mandatory training is maintained and completed within a timely manner.
18. Ensure own professional practice is up to date with industry developments; engage in 'Back to Industry day'.

## Person Specification

|                            | Essential  | Desirable   |
|----------------------------|--|---|
| <b>Previous Experience</b> | <p>Knowledge and experience of all funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.</p> <p>Experience of teaching and/or training in the relevant subject sector.</p> <p>Experience of Apprenticeship Programme Management.</p> <p>Ability to utilise effectively a range of IT-based resources to support delivery and learning.</p> <p>Significant subject sector industry experience.</p> <p>Demonstration of excellent communications skills and ability to work within a team.</p> | <p>Awareness of financial and business management in relation to the development and delivery of provision.</p> <p>Successful teaching experience within the last 12 months.</p> <p>Up to date knowledge of the Ofsted and Adult Learning Inspectorate process.</p> <p>Ability to increase recruitment, retention and achievement whilst maintaining quality standards.</p> <p>The ability to deliver excellence in assessment processes.</p> |
| <b>Qualifications</b>      | <p>Full teaching qualification e.g. AET, DET, PGCE, or Certificate of Education (or willingness to achieve within three years of appointment).</p> <p>Minimum Level 3 NVQ (or equivalent) in Electrical Installation/Maintenance</p> <p>Hold or be working towards IQA.</p> <p>Level 2 English and maths.</p>  | <p>Degree in related Subject Sector Area.</p> <p>Masters in related Subject Sector Area.</p> <p>Level 3 English and maths.</p> <p>Verifier awards.</p> <p>Health and Safety Certificate.</p> <p>First Aid Certificate.</p>  |
| <b>Personal Attributes</b> | <p>Honesty and integrity.</p> <p>Excellent communication skills.</p> <p>Excellent work ethic.</p> <p>Team player.</p> <p>Personal commitment to continuous learning.</p> <p>Calmness under pressure.</p> <p>Commitment to completing task.</p> <p>Personal ambition.</p>   |   |

# Our Mission

Exceptional education and training  
for every learner to improve their career prospects

## Our Values



### **Please note:**

Cornwall College is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your Performance Development and Review process, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive, and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality, Diversity and Inclusion Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

Where staff are required to drive on Cornwall College Business they must hold a full driver’s licence that permits them to drive any vehicles that they will be using.

Additional rules may apply where staff are required to drive a minibus either as an employed driver, or where this is required as part of their role.

Driving licences should be checked prior to an offer and confirmation of employment to ensure they meet legislative requirements and The Cornwall College Group policies as referred to in the Health and Safety Policy.

If a role requires a staff member to use their own vehicle for work then it is a legal requirement to hold business use category on their motor insurance policies and to ensure that the vehicle is safe and roadworthy, as part of the approval process to drive a personal vehicle for College work we may request a copy of a valid insurance certificate and MOT (where required).

Any documents provided will be periodically reviewed by the College.

The Cornwall College Group is committed to fostering a sustainable and responsible work environment. Education and Training providers have a crucial role in preserving and protecting the environment for future generations. As part of TCCG’s mission, it seeks individuals who share our passion for sustainability and want to impact the world positively.

Staff can contribute to sustainability initiatives, such as reducing carbon emissions, minimising waste and implementing eco-friendly practices. Employees are encouraged to actively participate in sustainability programs and offer resources and support for their personal sustainability goals.