

Job Role Details		Last Updated: April 2019
<b>Department/ Location:</b>	Apprenticeships / Cross site	
<b>Job Title:</b>	Training Officer	
<b>Salary Grade</b>	Grade E	
<b>Responsible to:</b>	Apprenticeship Manager, Apprenticeships	
<b>Responsible for:</b>	No staff management responsibilities.	
<b>Job Purpose Statement:</b>		
<p>Respond to employer referrals, passing on information, co-ordinating candidate interviews, establishing and maintaining close links between employer, College and candidate, co-ordinating, tracking and ensuring the completion of all elements of the Apprentices study programmes, assessing practical skills of candidates both in the work place and at the College as necessary, assisting the candidates to compile portfolios in accordance with the requirements of the examining body, in order to ensure full compliance with all College and departmental quality policies and procedures.</p>		

Main Responsibilities and Duties:
<p><i>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</i></p> <ol style="list-style-type: none"> <li>1. Respond within the set deadlines to employer referrals from all Agencies and employers, giving information to the candidates and employers on the use and opportunities of Government funded programmes including funding incentives and projects, co-ordinate interviews for the candidates with employers and interviewing candidates, in order to explore and advise on learning and development opportunities.</li> <li>2. Establish and maintain close links between employer, College and candidate, undertaking initial assessment of learners and negotiate individual action plans, leading on APL/APA opportunities, reviewing learners' performance on a regular basis and keeping employers and managing agents appraised of candidate progress, recording information on learners' progress and reviews on College on-line systems.</li> <li>3. Co-ordinate, track and ensure the completion of all elements of the Apprentices study programmes, assessing practical skills of candidates both in the work place and at the College as necessary. This will include undertaking internal verification of candidate's</li> </ol>





work as appropriate.

4. Assist the candidates to compile portfolios in accordance with the requirements of the examining body, reviewing on-going progress with candidates and maintaining own records of candidate's progress and achievement and regularly meet with Internal Verifier and External Verifier to discuss assessment decisions.
5. Liaise with referral agencies, organisations and individuals – external and internal – on the delivery of learning and development opportunities, supporting the delivery of relevant training in the workplace and the College including the delivery of workshops, as required.
6. Ensure full compliance with all College and departmental quality policies and procedures and all College policies and procedures to meet Funding Guidance and Audit requirements, attending work based learning meetings and updates on funding and apprenticeship guidance as required.
7. Compile and complete all appropriate documentation and reports associated with the delivery of the training and assessment of the candidates and other documentation relevant to the needs of all stakeholders.
8. Promote College training programme opportunities to employers including Apprenticeships and maintains a working knowledge of employer funding incentives

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete mandatory training sessions or on-line computer based training





packages as required by the college.

- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

