



Warrington & Vale Royal College

JOB DESCRIPTION

Job Title:	Apprentice Coach
Responsible to:	Sector Leader
Accountable to:	Director of Commercial Development and Apprenticeships

Job Purpose

Manage, review, assess and train a caseload of learners who are based in the workplace and are currently undertaking Apprenticeships ensuring that they meet the occupational standards needed to achieve full framework or standards in a timely manner in order to meet the college income.

Key Responsibilities

- Ensure that all apprenticeship framework/standard requirements, including functional skills are met and delivered in line with SASE & funding body guidance, including assessment in the workplace, and that learner progress is effectively tracked to ensure timely and overall completion and to ensure readiness for inspection and audit or end point assessment (EPA) where applicable.
- To work within the team to identify and secure a wide range of training opportunities, which support the achievement of internal and external targets in respect of new starts, growth of provision and retention and achievement rates.
- Manage a caseload of candidates who have started training programmes by monitoring attendance, progression, achievement and completion, offering pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may impact on successful completion of programmes.
- Work with relevant internal departments to ensure that all candidates are enrolled and registered on all elements of qualification frameworks, to ensure accurate processing of learning claims in line with contract requirements.
- To undertake initial health and safety vetting and then regular monitoring of all employer premises to ensure that they provide a safe working environment for candidates in accordance with Health and Safety requirements. The College Health and Safety Officer will also be available to provide additional support.
- Liaise with employers to co-ordinate the links between on-off-the-job training, provide regular information on candidate progress, attendance and achievement and monitor the quality of programme delivery through course review and the development of self-assessment reports.

- To undertake learner induction onto the training programmes using appropriate resources.
- Ensure that any additional learning support needs are identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- Advise, inform and support internal colleagues on matters relating to work based learning and use quality assurance systems to monitor learner progress and achievement against framework requirements and to ensure department retention, achievement and completion targets are met.
- On a monthly basis report on the performance of individual caseloads against agreed targets and provide the sector leader with achievement against targets, areas for improvement and areas causing concern.
- Undertake regular course reviews and work with the sector leaders to ensure appropriate self-assessment reports are produced for each occupation area and areas for improvement are identified to continually improve the quality of work based learning provision.
- Raise the awareness and the profile of the apprenticeship provision with internal college departments, and external partners by attending open days, promotional events and activities and supplying up to date marketing material.
- To provide professional support and guidance in dealing with enquiries or problems raised by learners, employers and internal and external organisations
- To understand the ESFA funding rules in relation to work based learning, to be aware of and comply with eligibility criteria, and to ensure the quality of paperwork is in line with internal and external audit requirements.
- To be responsible for and implement the delivery of comprehensive IAG with candidates to determine their suitability for Work Based Learning provision and facilitate appropriate initial assessments where required.
- To be responsible for the effective management, delivery and deployment of integrated programmes of work based learning, vocational training and assessment within the apprenticeship framework or standards.
- Undertake initial assessment of learner's basic skills including diagnostic assessments if required and prior learning. Feedback the result to learners and decide upon the most suitable course of support for the learner.
- To be responsible for the co-ordination and support of Functional Skills as part of the overall apprenticeship programme and to deliver where required in the work placement.
- To create and implement innovative work based learning delivery models, aligned to individual and group needs. This may be through delivery of dynamic group sessions, or one to one sessions.
- To deliver to all learners the highest quality training, instruction, guidance and support to work towards outstanding timely achievement and overall success on both individual qualifications, frameworks and standards.
- To conduct assessment, evaluation and progress reviews as appropriate using e-portfolio and other ILT processes ensuring efficient working practices. To provide regular and purposeful

reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.

- To be responsible for continuous personal development in chosen sector specialisms, to ensure effective and innovative support for all learners aligned to current sector needs.
- Liaise with college staff to maintain learners' progress and targets in relation to retention, attainment, completion of courses or apprenticeship frameworks where applicable.
- To fully comply and be responsible for vigorous and comprehensive candidate tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare and produce regular learner progress updates to discuss with line manager at regular 121 and course board meetings.
- To develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management.
- Fully engage with college quality processes and procedures including self-assessment, observations, and contract compliance in relation to paperwork.

Responsibilities Common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Vision, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

Qualifications

- Assessor and internal verifier awards (or commitment to achieve within one year).
- 5 GCSEs including English and Maths
- Recognised national qualification in a relevant subject area at level 3 or above.
- Health and Safety training.
- Teaching qualification or willing to work towards.

Skills & Abilities

- Good organisational skills
- Good communication and motivational skills
- Flexible approach in order to achieve demanding targets

Experience & Knowledge

- Recent relevant commercial or industrial experience within the occupational area
- Experience of training and assessing competence based programmes.
- Experience of Co-ordinating competence based programmes for individuals
- Experience of working with work based providers/employers.