



## JOB DESCRIPTION

**Job Title:**                   **Apprentice Reviewer**

**Responsible to:**       **Curriculum Manager/Senior Curriculum Manager**

**Accountable to:**       **Assistant Principal**

---

### **Job Purpose**

To be responsible for a specified group of apprentices working in liaison with the Apprentice Coaches, Lecturers and employers to ensure timely reviews and monitoring performance of learners through their apprenticeships.

---

### **Key Responsibilities**

- Ensure that all apprenticeship framework/standard requirements, including functional skills have been 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.
- Manage a caseload of candidates who have started training programmes by monitoring attendance, progression, achievement and completion, organising pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may affect 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 ensure initial health and safety vetting and then regular monitoring of all employer premises takes place 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.
- Ensure learner induction onto the training programmes takes place.
- Ensure that any additional learning support needs have been identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.

- To ensure that Functional Skills has been delivered where required in the work placement.
- To ensure assessment, evaluation and progress reviews take place as appropriate using e-portfolio.
- To ensure 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.
- Liaise with college staff to maintain learners' progress and targets in relation to retention, attainment, completion of courses or apprenticeship frameworks where applicable.
- To ensure fully compliant and comprehensive candidate tracking at all times regarding progress and status of learners is current and up to date, and in line with pre-determined progress targets.

### **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**

- 5 GCSEs including English and Maths
- Recognised national qualification at level 3 or above.
- Qualifications IT at level 2 required.
- Also hold or work towards the HASP qualification.

### **Skills & Abilities**

- Good organisational skills
- Strong team-working skills
- Customer focussed approach to working with others
- Detailed and thorough
- Strong problem solving skills
- Experience of working with work based providers/employers.