

# Title: Apprenticeship Quality and Compliance Lead

**Reporting to:** Head of Apprenticeships

**Responsible for:** Apprenticeship Quality and Compliance

**Grade:** 6

**Contract Status:** Permanent

**Hours of work:** Full-time

**Date:** 22 February 2022

**Role Summary:**

* Carry out quality assurance activities and rigorous tracking on Apprentice programmes in accordance with Ofsted and awarding body requirements.
* Build relationships with EPAOs to support apprenticeship achievement.
* Develop resources to support progress to achievement and quality of the apprenticeship provision across the sectors.
* Lead on the quality of the review process cycle for Apprentices.

**Main duties**

* Carry out rigorous tracking activities in line with awarding body and Ofsted requirements
* Support assessors on assessment practices and review process
* Support IQA’s on the IQA Process in line with Ofsted /awarding body requirements
* Quality check assessment and review process by observation and feedback in accordance with Ofsted requirements
* Coordinate and monitor the Apprenticeship quality cycle and report results
* Investigate and analyse different EPAO option and feedback to stakeholders to make informed decisions
* Build and maintain a relationship with EPAOs, ensure contracts in place, best suited for the college, employer and Apprentice
* Advise Assessors on process for EPAO requirements
* Support assessors to devise and use training plans and reviews to facilitate achievement of EPA
* Identify future improvements to training plans and review documentation and make improvements where required
* Ensure resources on City bit are current and suitable for Standards
* Support assessors, Learning Managers, teaching staff and other stakeholders in the design of the apprenticeship journey, to facilitate achievement of the EPA
* Induct new assessors into city college processes and procedures
* Deliver development sessions with assessors to improve overall quality and understanding
* Observe assessors within the workplace assessments and reviews to improve quality
* Carry out developmental meetings with the Assessors to ensure developing good assessment practices
* In conjunction with Head of Apprenticeships, collate regular CPD for all staff involved with Apprentices
* Report to HOA on the robustness of IQA and Quality process including observing assessment and other support activity where requirements.
* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process
* Carry out all duties with due regard to Health and Safety Regulations
* Ensure compliance with the Financial Regulations of the College
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at February 2022. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Apprenticeship Quality and Compliance Lead**

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|   | **Essential** | **Desirable** | **How Assessed** |
| **Education/ Qualification and Training**  |
| Subject specific qualification at level 3 or above | x |   | Application /Interview |
| Assessor and Verification Qualifications | x |  |
| Internal Quality Assurance Qualification | x |  |
| Degree or equivalent relevant higher qualification  |  | x  |
| Teaching qualification |  | x  |
| GCSE A\* - C in Maths and English (Grades 9 – 4) or equivalent | x |  |
| Evidence of professional development and continuous updating of skills and Knowledge |  x |  |
| **Experience** |
| Significant experience in assessment and verification |  x |  | Application /Interview |
| Experience of tracking achievement | x |  |
| Experience of contributing to course design, curriculum development and programme managing |  x |  |
| Experience of successfully implementing change |   | x |
| Experience of lesson observation and feedback |   | x |
| Experience of working with learning and tracking assessment platform |  | x |
| Experience of tutorial and student support process |  | x  |
| **Knowledge and awareness** |
| Knowledge of effective approaches to curriculum, course content and leadership | x |   | Application /Interview |
| Current and up to date knowledge of good practice in IQA/EQA | x |  |
| Knowledge of trends and initiatives within the subject sector | x |   |
| Knowledge of Inspection Frameworks  |   | x |
| Knowledge of equal opportunities issues | x |   |
| **Skills**  |
| Knowledge of IT and its use in the curriculum and decision making | x |   | Application /Interview |
| Excellent communications and interpersonal skills  | x |   |
| Ability to complete relevant documentation and produce reports | x |  |
| Commitment to team working  | x |   |
| Strong personal commitment to the college | x |   |
| Ability to work flexibly to meet college requirements | x |  |
| **Other Requirements** |
| To have satisfactorily met the requirements of a DBS check appropriate to the post. | x |   |  |