



Title: Workforce Apprenticeship Administrator

Reporting to: Workforce Skills Delivery Manager

Grade: 3

Contract Status: Full-time

Date: September 2016

Role Summary:

To support the day-to-day operation of apprenticeship delivery and to ensure the quality and consistency of processes and procedures for apprenticeship provision remains outstanding.

Key Responsibilities:

- Support assessors to ensure the appropriate paperwork is correct and completed in a timely manner from sign up to final outcome
- Be the main contact for apprentice absence reporting throughout the academic year and ensure this is communicated in a timely manner
- Communicate any relevant operational information and updates to employers and apprentices
- Ensure the electronic records kept for an apprentice are maintained and current
- Collate and distribute termly apprentice progress reports to employers and apprentices
- Work with Assessors, curriculum and Quality Advisor to coordinate and promote good news stories and case studies of outstanding apprenticeship activity whether this is an individual, a team or a group both internally and externally
- Organise case studies, nominations and attendees for future events and promotions
- Work with manager to take monthly meeting minutes for apprenticeship curriculum meetings and share with distribution lists
- Maintain the NAS Age Grant distribution of payments and record rejections and pipelines with assessors

- Centrally coordinating and promoting good news and case studies of apprenticeship activity
- Communicate any relevant operational information and updates to employers and apprentices
- Maintain excellent communication with colleagues/stakeholders to ensure activities are completed in a timely manner
- Work with the Student Records and Assessors to ensure the ACE administrative process is complete within the agreed timescales and standard
- Support Workforce Skills Manager and Quality Advisor with monitoring and quality cycle for apprenticeship delivery
- Work with Assessors and Curriculum to ensure learners are correctly enrolled with the College and awarding body and maintain records to ensure audit requirements are fully compliant
- 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

NOTE:



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 reviewed 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 September 2016. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: Workforce Apprenticeship Administrator

Criteria	Essential	Desirable	How Assessed
Qualifications			
GCSE English and Maths A - C (or equivalent)	X		Application / Certificates
NVQ Level 2 business administration or similar	X		Application / Certificates
ICT Qualification		X	Application / Certificates
Experience			
Experience of working in a busy administrative support role or office	X		Application / Interview
Good working knowledge of Microsoft Office including Excel and Word	X		Application / Interview
Experience of working with young people		X	Application / Interview
Experience working with employers		X	Application / Interview
Apprenticeship support background		X	Application / Interview
Using internal and external tracking systems		X	Application / Interview
Skills and Competencies			
Excellent written and verbal communication	X		Application / Interview
Good IT skills	X		Application / Interview
Ability to maintain accurate records	X		Application / Interview
Good time management and ability to manage multiple tasks	X		Application / Interview
Problem solving skills		X	Application / Interview
Personal Skills and Attributes			
Able to communicate confidently to internal and external stakeholders	X		Application / Interview
Able to work under pressure to meet strict deadlines and targets	X		Application / Interview
Ability to work effectively with others	X		Application / Interview
Flexible approach to work	X		Application / Interview
Full driving licence and use of own car		X	Application / Interview

