PETROC

APPRENTICESHIP COORDINATOR

Barnstaple campus
Full time, permanent

Information for Candidates

PETROC

TERMS & CONDITIONS OF EMPLOYMENT

Hours of Work

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro- rata for staff on a part time basis.

Holiday

You will be entitled to 30 days paid leave per annum, plus Bank Holidays; pro- rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

Pay

As detailed in the job description below.

Probationary Period

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

Pension Scheme

You will automatically join the Local Government Pension Scheme. Your contribution would be from 5.5% of your gross salary, with Petroc contributing 14.9% on your behalf.

Performance Development Reviews (PDR)

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

Induction

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

Trade Unions

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee

framework upon which recognised trade unions and/or professional organisations are represented. The recognised union for support staff is UNISON. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

Criminal Background Disclosure

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.

DBS Disclosures will be taken up on successful candidates only.

Sick Pay

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years' service.

ID Badges

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

Car Usage & Expense Claims

On occasions you may be required to use your own vehicle for travelling between campuses. In order to claim mileage expenses your car insurance must cover you for business usage. A copy of the insurance certificate would need to be supplied along with a driving license check to the customer services team on joining.

PETROC

APPRENTICESHIP COORDINATOR
BASED AT BARNSTAPLE CAMPUS
FULL TIME/PERMANENT

Name:		Date:	April 2022
Responsible to:	Apprenticeship Administration Manager		
Direct Report(s):	N/A		
Links to:			
Salary:	£19,155 - £21,334 per annum	Hours:	37 x 52 weeks

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

MAIN FUNCTION OF THE JOB

- To coordinate Apprenticeship sign ups and enrollments
- To coordinate the Quality and Audit processes for apprentices
- To provide general support for the apprenticeship provision

MAIN DUTIES

To coordinate Apprenticeship Sign Ups & Enrolments:

- To prepare apprenticeship sign up documentation for completion including employer contracts as required by the funding rules.
- To liaise with both apprentices & employers to ascertain required information to support the Pre Sign Up processes
- To complete initial checks on eligibility for apprentices & employers and confirm adjustments due to prior attainment/experience
- To liaise with faculty teams to undertake all necessary checks as part of the Pre Sign Up process to ensure suitability, eligibility & appropriateness of the apprenticeship enrolment.
- To meet with Employers & Apprentices to complete the Apprenticeship Sign Up & ensure compliance with audit requirements where required.
- To co-ordinate & liaise with the administrative team to ensure apprentices are enrolled & employers are invoiced correctly
- To liaise with Employers to ensure digital account records are completed & set up
- To maintain accurate & up to date records on sign up processes

- To support & co-ordinate activities for induction & on-boarding of apprentices

To co-ordinate the Quality & Audit processes for apprenticeships:

- To coordinate quality control/satisfaction checks with both employers & apprentices and follow up with any required action
- To monitor relevant audit & funding reports & develop action plans to resolve any issues
- To oversee data reports to cleanse data including (but not limited to) Learners Past Expected End Date, Delay in First Register Marks etc.
- To liaise with administration staff & faculty teams to ensure the completion of any necessary action plans to address audit requirements or to clear data reports
- To co-ordinate & oversee any required apprenticeship amendments (such as Change of Employment Statuses, Temporary Breaks, Withdrawals etc)
- To co-ordinate & oversee the completion of apprenticeships through the gateway process & outcome at EPA (including Framework Claims via ACE where necessary)
- To maintain an overview of all apprentices within allocated faculties & liaise with faculty teams regarding progress

To provide general support for apprenticeship provision including the development of future provision/customers:

- To provide advice & guidance to relevant stakeholders (apprentice applicants, employers, staff etc) regarding apprenticeship provision & rules
- To coordinate the apprenticeship recruitment function using the National Apprenticeship service where required by employers
- To work with the Business Development Team & faculty teams to maximise apprenticeship opportunities
- To develop relationships to support & encourage Apprenticeship opportunities with both new & existing Employers.
- To maintain & develop effective employer relationships to enhance Employer Satisfaction
- To maintain an up to date working knowledge of apprenticeship funding rules & strategic direction
- To represent Petroc at relevant events such as Open Events, Business Meetings, Employer Engagement, Marketing Events etc.
- To engage & support the planning & preparation for future apprenticeships including Business Planning tasks

General Tasks:

- To maintain the team's high standard of quality / customer care and to contribute towards Quality Performance Reviews.
- To engage in CPD sessions on relevant subjects & personal/skills development
- To undertake other tasks to ensure the effective and efficient operation of the department & wider College.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the Colleges' campuses.

GENERAL REQUIREMENTS

Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection

Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.

Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.

Actively take part in the College probation and Performance Development Review processes.

Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

APPLICATION

All positions are subject to the completion of an Enhanced DBS Disclosure

Completed applications should be returned to staffrecruitment@petroc.ac.uk or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.

Applications received after this deadline will not be accepted.

If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.

PERSON SPECIFICATION

Criteria		**How Evaluated**	
		Application	**Interview**
Experience	Essential: • Experience using Microsoft Office - in particular Word and Excel	x	X
	Desirable: • Knowledge of Apprenticeship funding	x	X
Qualifications	Essential: • NVQ Level 3 in Administration or equivalent	x	
	Desirable: • Certificate in Information, Advice and Guidance	x	

	• GCSE English and Maths, grade C or above		
Business Support Behaviours	• Communicates clearly and with confidence to a wide range of people. Articulates understanding and gains support from others • The ability to anticipate, prepare, respond and adapt to sudden and incremental changes. Has an acceptance of reality, core values align with the college, ability to improvise • Enjoys working hard, is action orientated and full of energy for tasks they see as challenging. Not fearful of acting with a minimum of planning, seizes more opportunities than others • Takes the initiative, makes decisions and takes responsibility for actions in support of department / faculty and wider college. Has an eye to the future and able to align personal and department / faculty aspirations to the overall strategic direction. Develops ideas, adds values and seeks opportunities for leadership • Looks forward to the broadest possible view of an issue / challenge, has broad-ranging personal and business interests and pursuits, can easily pose future scenarios, can think cross college, can discuss multiple aspects and impacts of issues and project them into the future • The use of digital technology to develop and transform the engagement of others	x	x
College values	• Respect - to embrace differences, respect the values, ideas and beliefs of others and renew our own values through discussion and exploration. • Community - to believe in community, the ability to do more together, the mutual commitments that hold people together, and in responsibility beyond one's own self-interest • Empowerment - to create an educational environment that empowers		x

	learners and staff to exceed their own expectations and enables them to shape the future of our world		
Mandatory requirements	Essential: • Commitment to safeguarding and Keeping Children Safe in Education • Commitment to safeguarding adults at risk • Commitment to equal opportunities and inclusion (SEND) • Commitment to British Values and the Prevent agenda. Embracing differences, respecting values, ideas and beliefs of others, renewing own values through discussion and exploration.		x