



**JOB DESCRIPTION**

<b>Job Title:</b>	Apprenticeship Compliance Lead
<b>Department:</b>	Centre for Apprenticeships
<b>Contract:</b>	Permanent, Full-time
<b>Salary Range:</b>	£32,348 - £34,308 per annum
<b>Salary Grade:</b>	SS5
<b>Report To:</b>	Operations Manager
<b>Job Purpose:</b>	<p>To coordinate all aspects of quality assurance and quality compliance across the apprenticeship provision to ensure operational objectives are met within the University's apprenticeship strategy.</p> <p>To ensure collaborative working with colleagues and University Schools to ensure funding agency compliance throughout the employer and apprentice journey.</p> <p>To work collaboratively with the Director of FE Quality to ensure that all the apprenticeship provision is aligned to the Ofsted Inspection Framework requirements</p> <p>To analyse and report on quality assurance issues and compliance concerns to the Operations Manager</p>
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To lead a small team in maintaining accurate and timely data included in all evidence files, ensuring compliant and accurate ILR monthly uploads.</li> <li>2. To regularly review the funding agency rules and regulations plus any adhoc communications, to support the Apprenticeship Service Officers in understanding and implementation.</li> <li>3. To support the LSDC's using internal operating procedures, reporting issues of concern and good practice to the Operations Manager. Updating policies and procedures as required</li> <li>4. To work closely with the Director of FE Quality to develop and monitor the apprenticeship specific Quality Improvement Plan</li> <li>5. To support and develop the LSDC's and colleagues within Schools involved in all areas of quality assurance using the Ofsted Framework as the guide</li> <li>6. To carry out an approved schedule of observations of the</li> </ol>

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	<p>apprentice's journey using and adapting where necessary UCB teaching and learning protocols and procedures.</p> <ol style="list-style-type: none"><li>7. To use own initiative and organisational skills to meet deadlines set by internal and external stakeholders.</li><li>8. To maintain current understanding of the apprenticeship policy to provide clear information, advice and guidance to teams.</li><li>9. To support the Operations Manager in running internal quality audits, reporting and generating remedial action plans where required</li><li>10. To make recommendations to the Operations Manager to increase the effectiveness and efficiency of the apprenticeship service team.</li><li>11. To attend meetings, training sessions and events that will encourage the development and growth of the service.</li><li>12. To ensure a proactive approach to Safeguarding, PREVENT and British Values throughout the apprentice's journey.</li><li>13. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li><li>14. Any other duties commensurate with the nature and grade of the post.</li></ol>
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**PERSON SPECIFICATION**

<b>Post:</b>	Apprenticeship Compliance Lead	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Substantial experience of apprenticeship funding, compliance and audits across a range of Apprenticeship Standards	X
2	Experience of leading a team and delivering expectations.	X
3	Experience of Ofsted Inspections within an Apprenticeships	
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<b>Skills &amp; Abilities:</b>		
6	Excellent oral and written communication skills; the ability to produce relevant and effective reports.	
7	Ability to lead and motivate a team; working collaboratively with internal across all levels and external stakeholders.	
8	Strong organisation, administrative and IT (Microsoft Office, excel) skills, with accuracy and the ability to multi-task.	
9	Ability to respond positively to targets and deadlines	
10	Ability to use tools available (e.g. apprenticeship performance management software Proachieve, Smart assessor) to monitor and enhance performance.	
<b>Education &amp; Qualifications:</b>		
11	Minimum level 3 qualification (e.g. A-level, BTEC, NVQ, Advanced Apprenticeship).	X
12	Maths and English qualifications at minimum level 2 (equivalent to GCSE grade C/4).	X
13	Internal Quality Assurance qualification or willingness to obtain	
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<b>Training &amp; Professional Development:</b>		
16	Demonstrated commitment to continuous professional development and a willingness to participate in further training to support the post.	
17	Knowledge of quality assurance frameworks and implementation	
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<b>Other:</b>		
21	Flexible approach to work in line with the needs of the service.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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