­­­­­­­**TRAINING ADVISOR – Motor Vehicle**

**Service Area/Centre: Apprenticeships**

**Hours: 18.5 hours per week / 52 weeks per year**

**Salary: Business Support 17-21**

**Reference Number: 3481**

**Responsible to: Head of Operations (Apprenticeships)**

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The Position

Working as part of the apprenticeship team you will work closely with the Motor Vehicle Assessor to manage the apprenticeship journey from onboarding until end point assessment and completion. The role will involve enrolment of the learner onto programme and working with the Motor Vehicle Assessor and employer to create an individualised training plan, which meets the needs and ambitions of the apprentice and enables them to achieve end point assessment and be successful in their chosen career.

Main Duties and Responsibilities

1. Visit employers to discuss initial training needs
2. Work with the team to support the recruitment, assessment and placement of learners with employers
3. Carry out health and safety appraisals
4. Work with employers and apprentices to identify starting points and create detailed personal development plans, to be monitored and reviewed with the employer and apprentice every 12 weeks, to evidence progress and distance travelled.
5. Completion of enrolment paperwork and set up of OneFile eportfolio including an in-depth individual learning plan (ILP).
6. Supporting apprentices with OneFile induction.
7. Complete regular reviews of registrations for on programme qualifications and end point assessment, liaising with exams to ensure accuracy and timeliness of registration.
8. Monitor and support apprentices with the recording of 20% off the job training.
9. Timely completion of progress reviews and monitoring of all elements of the apprenticeship standard and progress against personal development plan and ILP.
10. Monitor learner attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of learner’s progress and achievements
11. In partnership with the employer completion of appropriate paperwork to ensure timely entry to the standard gateway
12. Collate accurate completion paperwork for apprentices, ensuring compliance with apprenticeship funding rules.
13. Manage an electronic diary, scheduling workplace visits
14. Timely production of reports and data to manage learner progression
15. To be actively involved in the work of the Centre including attendance at team meetings, open evenings and employer events
16. Flexible approach to work across the department
17. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
18. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
19. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the centre of what we do. All staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance learners’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
20. Any other duties commensurate with the post

 You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Head of Operations (Apprenticeships)

Date: March 2024