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**Service Area/Centre: Apprenticeships / Brickwork**

**Hours: 22.2 per week / 52 Weeks Per Year**

**Salary: Point 22-27**

**Reference Number: 3082**

**Responsible to: Programme Area Manager - Apprenticeships**

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The Position

Working as part of the Brickwork Apprenticeship team you will be responsible for a case load of learners. You will liaise with learners to plan and undertake assessments in the workplace, deliver high quality training and support and monitor them through all aspects of their apprenticeship/learner journey to ensure timely completion of the Apprenticeship/qualification framework.

Main Duties and Responsibilities

1. Plan, prepare and deliver high quality training to groups and individuals both in College and in the workplace in accordance with qualification guidelines and the College’s quality systems.
2. Carry out marketing and promotional activities for the department
3. Visit employers to discuss initial training needs
4. Work with the team to support the recruitment, assessment and placement of learners with employers
5. Carry out health and safety appraisals
6. Carry out inductions in the workplace for learners
7. Timely completion of progress reviews and monitoring of all elements of the apprenticeship/qualification framework
8. Monitor learner attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of learners progress and achievements
9. Responsible for direct assessment of learners in the work place
10. Create assessment plans with learners and assess supporting evidence, providing feedback for individual learners
11. Completion of appropriate paperwork to ensure timely completion of the apprenticeship/qualification framework
12. Manage an electronic diary, scheduling workplace visits
13. Timely production of reports and data
14. To be actively involved in the work of the Centre including attendance at team meetings , open evenings and employer events
15. Participate in standardisation activity
16. Involvement in curriculum and course development relating to the professional development of learners
17. Plan and undertake internal verification. Plan and participate in external verification visits alongside the Lead Internal Verifier.
18. Flexible approach to work across the department
19. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
20. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
21. 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. Therefore 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.
22. 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: Programme Area Manager - Apprenticeships

Date: July 2021