

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title: Apprenticeship Co-ordinator – Business and Work Place Learning

Post Number: CS0718P

Grade: CSS Scale 5/6

Line Manager: Training and Skills Lead

Date: November 2019

Directorate: Education and Training

Unit/School: EP

Daily Supervision: Training and Skills Lead

Job Purpose:

To engage with and support learners into appropriate apprenticeship vacancies and programmes.

To co-ordinate employers, internal schools/curriculum areas and assessors to enable successful delivery of programmes.

To be responsible for account managing a caseload of employers (may include levy paying and non-levy paying employers)

To liaise closely with the Digital Engagement Team and the Contracts Team to ensure learners are fully prepared and that the eligibility and entitlement to funding is established.

To liaise closely with the Digital Engagement Team to ensure robust initial assessment and recruitment of apprentices to meet the needs of employers to ensure high achievement rates.

To respond and adapt focus to the apprenticeship needs of the organisation.

Principal Duties and Responsibilities:

1. To have an in-depth understanding of the College's portfolio of training courses, funding streams, services and capabilities that can be promoted to business regardless of their size or sector specialism.
2. To update and manage allocated caseload of apprenticeships and vacancies.
3. To contribute to the College's strategy of "up selling" services and training to existing and returning clients and to canvass employers for other types of business and/or services including adult education funded programmes and commercial training
4. To co-ordinate with relevant curriculum areas within internal schools where required to ensure delivery of programmes.

5. To assist in the processing of apprenticeship applications and liaise with the Digital Engagement Team to provide information, advice and guidance to learners.
6. To conduct the initial basic skills screening and diagnostic assessment of applicants where required.
7. Ability to manage own time to meet deadlines and targets as directed by the Head of Training and Skills.
8. To ensure all learners and employers have access to the appropriate systems, college events and college activities.
9. To respond promptly to employers requests and maintain excellent working relationships (in line with service level agreements), offering advice of further apprenticeship pathways.
10. To contribute to the maintenance of the College Customer Relationships Management (CRM) database.
11. To attend regular meetings with associated college staff members such as TSL's and Learner Engagement to monitor/report on progression and highlight 'at risk' learners.
12. To identify business development opportunities within the local employment community and work with colleagues to co-ordinate the supply of college resources in order to support such opportunities.
13. To assist with the recruitment of potential new learners, the matching of learners to work placements and provide appropriate levels of support to other related marketing initiatives.
14. Identify and pursue leads, liaising closely with the employer engagement/sales team and handing over employers where required.
15. To canvass local employers to find suitable placements for learners and to arrange interviews in liaison with staff and learners and escort learners when necessary to interviews.
16. To canvass local employers to obtain participation in their recruiting procedures for and adult workers.
17. To co-operate with and support other Business Development staff in finding workplaces suitable for specific learners.
18. To conduct interviews with potential learners and provide appropriate levels of advice to enable the best selection of career related choices.
19. To negotiate with workplace providers over financial arrangements, the signing of contractual agreements and the design and implementation of training programmes.

20. To carry out health and safety checks at workplaces, for which an appropriate qualification will be required.
21. To assist with duties relating to learners and employers as follows:
 - Work placement visits to support learners and employers
 - To support the completion and collation of necessary documentation for compliance purposes.
 - Attendance at reviews, case conferences, programme review team meetings to advise on progress in work placements
22. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
23. To maintain professional standards and expertise by undertaking relevant professional development.
24. To maintain quality standards, appropriate to the post.
25. To conform with the Health and Safety requirements relevant to the post.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.

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PERSON SPECIFICATION FORM

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Directorate: Employer Provision

Unit/Division: Employer Provision

No.	Requirement	Proposed Selection Method *
Knowledge		
1	NVQ level 3 / 4 occupational qualification (if relevant)	A/I
2	Knowledge of industry and training requirements in the Lincoln, Newark and Gainsborough areas.	A/I
3	Desirable – NEBOSH certificate	A/I
Skills/Abilities – Interpersonal		
4	Good communication (oral and written) and negotiation skills	A/I
5	Ability to work with and provide services for a range of people ie learners, employers, tutors, parents, careers staff	A/I
6	Ability to carry out promotional activities and client liaison	A/I/T
7	Ability to give guidance and support to young people	A/I/T
8	Ability to work in a team	A/I
9	Ability to work in a non-discriminatory manner	A/I
Experience		
10	Experience of working with young people, particularly in training	A/I
11	Experience of ensuring basic health and safety requirements	A/I
12	Experience and ability of organising and dealing with administration associated with training programmes	A/I
Work Related Circumstances		
13	Ability and willingness to travel as this role entails a large amount of travel to rural locations across a large geographical area (Lincolnshire/Nottinghamshire Area)	A/I
14	Ability and willingness to work on employers premises	A/I
15	Ability and willingness to work flexible hours, as necessary to the job	A/I
16	Ability and willingness to undertake relevant staff development	A/I
17	Ability to present a professional image	A/I
18	Appropriate computer literacy to undertake duties eg PowerPoint, Email and Internet.	A/I/T

Prepared By:

Date:

Designation:

* A = Application Form

I = Interview

T = Test