

## L&D Apprenticeship Officer

### PS Band 5

#### Main Purpose

This role is focused on further developing and enabling the apprenticeship contract and quality framework to ensure fit for purpose and effective programme delivery. Key duties include supporting the contract monitoring of providers, staying updated on government regulations, organising support forums for apprentices, and gathering feedback for continuous improvement. The role is also responsible for promoting apprenticeships and T levels through local partnerships, supporting care leavers, and assisting in the procurement process in order to grow the Council's talent pipeline.

#### Main Accountabilities:

- Responsible for developing and enabling the apprenticeship contract and quality framework, working with the L&D Manager (apprenticeships) to monitor commissioned training providers against agreed contracts to ensure that programmes are well planned, organised and evaluated on a continual basis, including apprenticeship standard delivery, registration, learner progress and certification.
- Ensure tracking of latest regulation updates as released by Government to ensure commissioned apprenticeship providers are meeting the needs of the learner and NNC's workforce priorities and that programme delivery is effective and compliant.
- Organise and chair NNC apprentice network forums / CPD sessions as means of additional support for learners and managers and gather feedback on current experiences and learning journeys to integrate this within the quality assurance process.
- Establish and maintain positive relationships with training providers – supporting the apprenticeship learning and development advisers as required to source appropriate courses and development opportunities.
- Work with the L&D Manager (apprenticeships) to build the apprenticeships pipeline, including:
  - Increasing opportunities for care leavers via a range of developed pathways
  - Increasing co-ordination of work placements and T-Level programmes (or similar initiatives as developed by government) to ensure we capture those who participate and are identified as potential stars for the future
  - Forming links with local schools, colleges and universities to actively promote apprenticeships and T-Levels.
  - Actively promoting and marketing apprenticeships internally within directorates, through staff communications and connecting managers forums.
- Support the procurement of Apprenticeship courses as required, to ensure value for money and high-quality provision by presiding over moderation meetings.
- Provide proactive support to apprenticeship learners in regard to their learning goals and CPD.
- Monitor and track apprentices' progress, providing guidance and support as needed.
- Organise in-house training sessions and workshops, ensuring all materials are prepared and available.
- Maintain accurate records and documentation related to apprenticeship programmes.
- Conduct regular evaluations of apprenticeship programmes, gathering feedback from apprentices and employers to identify areas for improvement using milestone surveys and focus groups.
- Ensure provider compliance with relevant regulations and standards, including safeguarding measures.
- **Equality, Diversity and Inclusion** - Create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.

- **Health and Safety and Risk Management** - Ensure that a safe and healthy working environment is maintained. Ensure that risks are identified and action is taken to reduce these.
- **Data Protection and GDPR** - Ensure Data Protection and GDPR legislation is understood and adhered to in respect of all working practices.
- Undertake other such duties of a similar nature which fall within the scope of the post, and which may be required from time to time.

## Person Specification

### *Education and Qualifications*

#### *Essential*

- Sector specific qualifications to a minimum of Level 5 with TAQA/IQA award or equivalent
- 5 GCSE's at Grade C or above (or equivalent)
- Evidence and commitment to CPD

#### *Desirable*

### **Experience and Knowledge**

#### *Essential*

- Proven experience of contract management with external agencies.
- Experience of employer engagement.
- Experience of developing learning and assessment plans.
- Clear working knowledge of Apprenticeship frameworks and Standards.
- Clear knowledge of procurement processes.
- Knowledge of Apprenticeship Levy funding.
- Experience of developing and delivery learning network forums and workshops.
- Experience of gathering, analysing and presenting learner feedback and using this to inform quality assurance and monitoring processes.
- Experience of delivering service improvement in a large complex organisation.
- Up to date knowledge of apprenticeship

### **Ability and skills**

#### *Essential*

- Systematic approach to tasks and problem solving.
- Analytical and diagnostics skills and an eye for critical detail for identifying areas for improvement.
- Able to work effectively to deadlines and as part of a team.
- Excellent interpersonal and communication skills.
- Aptitude and ability to develop and use new skills in ICT
- Ability to collate, manipulate and present data to different audiences.
- Ability to work with learners across the organisation
- Personal commitment to supporting equality and diversity in the workplace.
- Personal commitment to the health, safety and wellbeing of yourself and others.
- Commitment to GDPR and Data Protection legislation.

The post will require travel between North Northamptonshire Council Offices as required.