

Role Profile

Job Title:	Skills Development Advisor
Department:	Engineering – Work Based Learning
Responsible to:	Apprentice Work Based Learning Manager

Main purpose of job:

As part of the Apprentice Work Based Learning team, the role will support and manage the apprenticeship journey from onboarding until end point assessment and completion. Working closely with Skills Development Coaches (Assessors) to create an individualised training plan, which meets the needs and ambitions of the apprentice to achieve end point assessment and be successful in their chosen career.

Main Duties:

- To support the recruitment, assessment and placement of learners with Employers.
- To work with Skills Development Coaches (Assessors), Employers and apprentices to create detailed personal development plans.
- In conjunction with the Skills Development Coaches (Assessors), plan and deliver regular progress review meetings as required by current ESFA and company policies and procedures and to liaise with employers, including visiting learners in the workplace on a minimum bi-monthly basis.
- To complete enrolment paperwork, in conjunction with the Learner Recruitment Team.
- To support apprentices and Employers with OneFile induction and support/signpost with any on-going training requirements.
- To complete regular reviews of registrations for on programme qualifications and end point assessment, liaising with the Skills Development Coach and Exams Officer to ensure accuracy and timeliness of registration.
- To ensure the timely completion of progress reviews and, in conjunction with the Skills Development Coaches (Assessors), monitoring against the personal development plan and ITP ensuring the apprentice develops the skills, knowledge and behaviours in the workplace and training environment.
- To 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.

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- To collate accurate completion documentation for apprentices, ensuring compliance with apprenticeship funding rules.
- To manage an electronic diary and be responsible for scheduling Employer/workplace visits.
- To ensure the timely production of reports and data to manage learner progression.
- To maintain a safe working environment at all times and provide awareness and guidance to ensure that the apprentice is kept safe in terms of and Health & Safety, Safeguarding and Prevent. To discuss this as part of the review process and make any relevant referrals as per company procedures.
- To liaise with Functional Skills staff to support apprentices in the development of their maths and English skills including the completion of any mandatory components.
- To promote the benefits of End Point Assessment (EPA) and achievement to both apprentices and their employers and to support learners towards EPA.
- To track and communicate learner progress and attendance plans and manage any issues that arise, such as breaks in learning and ensure that follow up actions are implemented and that any relevant updates are communicated to Data Co-ordinators.
- To support apprentices, their work mentors and line managers in recording and monitoring of off-the-job training (OJT).
- To keep up to date and adhere to quality assurance and compliance in accordance with the Company's policies and procedures adhering to the requirements of any external stakeholders including awarding bodies, the ESFA and Ofsted within your activities.
- To maintain up to date knowledge of key delivery platforms including tracking systems, OneFile and Microsoft Teams to accurately maintain learner recording systems in a timely manner and ensure that all MIS data changes are forwarded immediately to the Data Co-ordinators including any changes required to the ITP.
- To actively promote the generation of additional revenues in line with the Company's business plan through further development of existing client relationships in order to gain new business, not only in engineering, but across Training 2000's product portfolio.
- To comply with all company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and ensure adherence at all times.
- To contribute to the promotion of Training 2000 particularly with employers, learners, schools and parents by assisting with School visits, Parents Information Evenings, Open Days and Prize Nights.

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- To undertake any other duties comparable with the role as requested by the Line Manager or a member of the leadership team.

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Person Specification

Job Title: Skills Development Advisor

Department: Engineering – Work Based Learning

Responsible to: Apprentice Work Based Learning Manager

Criteria	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> Level 2 in Literacy and Numeracy 	<ul style="list-style-type: none"> L3 Assessors Award Internal Verifiers Award L3 Engineering qualification First Aid Qualification IOSH – Working Safely L2 in Information, Advice and Guidance (IAG)
Knowledge	<ul style="list-style-type: none"> Commitment to Safeguarding policies and procedures and their application Commitment to Health & Safety policies and procedures and their application Commitment to Equality & Diversity Commitment to continuous professional development 	<ul style="list-style-type: none"> Up-to-date knowledge of the Engineering sector
Skills & Relevant Experience	<ul style="list-style-type: none"> Experience of using IT Highly effective planning, organisation and administrative skills Strong communication skills (written and verbal) Ability to demonstrate effective support to our learners Ability to deliver to established targets and deadlines Demonstrates strong engagement skills and commercial capability to develop employer relationship and to drive business opportunity. 	<ul style="list-style-type: none"> Experience of effective teaching or training of young people Experience of assessing on work based learning programmes Experience of working with young people / apprentices in a training capacity Experience of working in the Education or Training sector
Behaviours	<ul style="list-style-type: none"> Open, honest and supportive behaviours Strong positive customer focused behaviours 	

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Ability to support continuous improvement through innovative ideas and solutions• Demonstrates a strong and effective interaction with others as an effective team player and support to others.	

Signed

[NAME OF RECIPIENT]

Dated

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