

Role Profile

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

Main purpose of job:

The main purpose of the role is to be responsible for an allocated caseload of Engineering Apprentices throughout their programme from onboarding through to End Point Assessment, providing IAG, support, development, training and assessment in the workplace and training environment.

Main Duties:

- To manage a caseload of Apprentices, by preparing and supporting through to successful completion of their End Point Assessment
- To provide comprehensive independent advice, guidance and support to employers, and learners with regards to their training needs and requirements and to link these where appropriate to the Training 2000 training portfolio of commercial and apprenticeship delivery
- To participate in the learner onboarding process in accordance with ESFA funding rules, to include completing the 'three-way conversation' and skills scan ensuring a sound understanding from both employer and Apprentice of their required commitment
- 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 provide an environment where bullying, peer on peer abuse, sexual harassment or discrimination are not tolerated and deal with any issues quickly and in line with company procedures
- To meet the requirements of the appropriate Apprenticeship Standard through establishing clear learning, delivery, and monitoring plans that develops the skills, knowledge and behaviours of candidates in the workplace and training environment through both face to face and remote means
- To liaise with Functional Skills staff to support Apprentices in the development of their maths, English & ICT skills including the completion of any mandatory components

Where your future matters



- To promote the benefits of End Point Assessment (EPA) and achievement to both Apprentices and their employers and to support learners towards EPA including the development of enhanced Logs and PIRF
- To 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 ensure that all relevant Health and Safety legislative requirements are in place, monitored and regularly reviewed to include up to date risk assessments/COSHH records
- 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 mark submitted work and provide timely feedback to Apprentices to enable them to make good progress towards their Gateway target date
- To support apprentices, their work mentors and line managers in confidently applying and evidencing knowledge, skills and behaviours (KSBs) in the workplace and recording sufficient off-the-job training (OJT)
- To keep up to date with and adhere to, the quality assurance and compliance of engineering programmes in accordance with the Company's policies and procedures adhering to the requirements of 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 demonstrate current knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact within your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential and report any data security breaches promptly to the appropriate persons

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University of Central Lancashire

Training 2000

- To assist with Training 2000 marketing and publicity as and where required and attend marketing and enrolment events, either in person or on-line as and when required to do so.
- 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 undertake any other duties comparable with the role as requested by your Line Manager or a member of the leadership team.

Where your future matters

Person Specification

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

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Level 2 qualification in Literacy, Numeracy and ICT • Level 3 qualification in Engineering • IOSH qualification • Knowledge of theory and practical skills in engineering equipment, machinery and materials 	<ul style="list-style-type: none"> • Assessor Award qualification • Internal Verifiers' Award • First Aid Qualification •
Skills & Relevant Experience	<ul style="list-style-type: none"> • Highly effective planning and organisation skills • Strong communication skills (both written and verbal) • Inspired approach to coaching and mentoring • Strong administration skills • Ability to deliver to established targets and deadlines • Strong engagement skills and commercial capability to develop employer relationship and to drive business opportunity 	<ul style="list-style-type: none"> • Experience of working within education or training sector • Experience of working with young people
Behaviours	<ul style="list-style-type: none"> • Appreciation of Company Safeguarding, policies and procedures • Appreciation of Company Health & Safety policies and procedures. • Appreciation of Equality & Diversity. • Commitment to continuous professional development. • Open, honest and supportive behaviours 	

Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Positive customer focused behaviours• Innovative and solutions based approach• Patient and empathetic• Responsive and flexible• Effective team player and ability to support to others	

Signed

Dated

Person Specification

Job Title:

Department:

Responsible to:

Criteria	Essential requirements	Desirable requirements
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Where your future matters