

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: **Apprentice Reviewer**

Responsible to: **Curriculum Manager**

Accountable to: **Director of Curriculum & Quality**

Job purpose

To be responsible for a specified group of apprentices working in liaison with the Apprentice Coaches, Assessors, Lecturers and employers to ensure timely reviews and monitoring performance of learners through their apprenticeships.

Key responsibilities

- Ensure that all apprenticeship framework/standard requirements, including functional skills have been met and delivered in line with all awarding bodies & funding body guidance, including assessment in the workplace, and that learner progress is effectively tracked to ensure timely and overall completion and to ensure readiness for inspection and audit or end point assessment (EPA) where applicable.
- Manage a caseload of candidates who have started training programmes by monitoring attendance, progression, achievement and completion, organising pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may affect successful completion of programmes.
- Work with relevant internal departments to ensure that all candidates are enrolled and registered on all elements of qualification frameworks, to ensure accurate processing of learning claims in line with contract requirements.
- To ensure initial health and safety vetting and then regular monitoring of all employer premises takes place to ensure that they provide a safe working environment for

candidates in accordance with Health and Safety requirements. The Health and Safety team will also be available to provide additional support.

- Liaise with employers to co-ordinate the links between on-off-the-job training, provide regular information on candidate progress, attendance and achievement and monitor the quality of programme delivery through course review and the development of self-assessment reports.
- Ensure learner induction onto the training programmes takes place.
- Ensure that any additional learning support needs have been identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- To ensure that Functional Skills has been delivered where required in the work placement.
- To ensure assessment, evaluation and progress reviews take place as appropriate using e-portfolio.
- To ensure regular and purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.
- Liaise with college staff to maintain learners' progress and targets in relation to retention, attainment, completion of courses or apprenticeship frameworks where applicable.
- To ensure fully compliant and comprehensive candidate tracking at all times regarding progress and status of learners is current and up to date, and in line with pre-determined progress targets.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.



- Follow all agreed Quality Assurance Mechanisms operating within the college and contribute generally to the establishment and development of a quality provision/service.
- The college operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The college is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The college aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the college's Single Equality Scheme.
- To contribute to the college's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the college and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

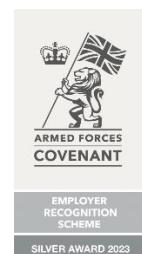
Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal



development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- 5 GCSEs including English and Maths
- Recognised national qualification at level 3 or above.
- Qualifications in IT at level 2
- Hold or working towards the HASP qualification.

Experience and knowledge

- Experience of working with work-based providers/employers

Skills and abilities

- Good organisational skills
- Strong team-working skills
- Customer focussed approach to working with others
- Detailed and thorough
- Strong problem-solving skills

Updated September 2025

