

# Job Description

<b>Position:</b>	Head of Apprenticeship Quality & Compliance
<b>School/Service:</b>	Apprenticeships
<b>Reference:</b>	APP-010/P
<b>Grade:</b>	Grade 8
<b>Status:</b>	Permanent
<b>Hours:</b>	Full time (1fte)
<b>Responsible to:</b>	Director of Apprenticeships (DoA)

## Main Function of the Post:

- To ensure Apprenticeship compliance standards in line with the ESFA funding regulations, for future ESFA audits.
- To ensure Apprenticeship quality standards in line with the Education Inspection Framework, for future Ofsted inspections.
- To proactively identify potential compliance / quality issues, develop improvement plans and provide targeted support to Schools / Faculties, to continually improve compliance and quality of Apprenticeship provision.
- To lead, manage, coach and further develop a high performing centralised Apprenticeship Team.
- To disseminate and receive best practice in the management of compliance and quality to University of Bolton Group members.

## Principal Duties and Responsibilities:

1. As identified by DoA, to lead on both the development and improvement of multiple existing systems and processes, to ensure operational performance relating to Apprenticeship compliance and quality assurance measures meet and exceed requirements for audit (ESFA) and inspection (Ofsted)
2. To conduct regular checks of the outputs of these systems and processes, monitoring compliance and as required, in conjunction with DoA, implement action plans to mitigate any risks, thus creating a mechanism to ensure continuous improvement of these systems and process.
3. To take the lead in the implementation and dissemination of these systems and processes, ensuring that all internal stakeholders are fully aware of their obligations to each by the creation, maintenance and delivery of online information / training material for compliance (ESFA) and inspection (Ofsted).
4. Ensure that the apprenticeship delivery model, systems and processes (inter alia accreditation, validation, evaluation, reporting and post assessments) are fit for purpose and that colleagues are trained accordingly, working closely with SEO, academic Schools and SDM.
5. To be the lead person at Performance Boards (PB) for the reporting on the quality of Apprenticeship reviews, maintenance of Off the Job Training (OJT) logs and sign-up compliance, instigating action plans for these aspects to effectively drive forward improvements in these areas, as required.
6. To have overview on Provider Data Self-Assessment Toolkit (PDSAT) reports in conjunction with Student Data Management (SDM), to ensure timely intervention associated to data locks and maintenance of accurate data for monthly ILR returns.

7. To be the lead person for the quality assurance of EPA, in line with the requirements of the Designated Quality Board (DQB), working in collaboration with DoA and SEO.
8. To support the Senior Compliance Manager to develop and maintain an effective EPAO management system, to ensure associated contracts are in place and that Schools are effectively managing completers and SDM are informed of completion for effective final payment claims via ILR.
9. To support the Senior Compliance Manager to develop and maintain an effectively managed EPA services/system for integrated awards, ensuring that Independent Assessors (IA) are appointed by Schools, where required, and that EPA completion is facilitated in accordance with EPA plans for integrated awards where IA are not required; with timely notification to Student Data Management of all integrated award completers for effective and timely final payment claims via ILR.
10. To support DoA in the creation of the University Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for Apprenticeships and to lead on monitoring progress on both local and University level QIPs at Performance Boards.
11. Support the DoA in planning activities for inspection and audit.
12. Provide support to DoA in the production of regular reports to the Executive Board and relevant University committees on progress, developments and performance against external benchmarked metrics with respect to the Apprenticeship agenda
13. To research and advise on new developments affecting apprenticeships, including ESFA and Ofsted updates, ensuring that where required, changes are implemented in a timely manner to associated documentation, systems and processes.
14. To keep up to date with OfS regulatory requirements as they relate to Apprentices, and ensure compliance
15. To work with others across the University of Bolton Group to support Apprenticeship delivery, compliance and quality.
16. Promote a culture of high performance through supportive and high quality managerial and professional leadership to the team, enabling team members to fulfil their potential.
17. Assess customer satisfaction (internal and external) and make recommendations for service improvements.
18. Work collaboratively with, and support, colleagues on University-wide priorities /initiatives outside own specific area of work in support of the University's Strategic Plan (inter alia Open Days, clearing and other corporate priorities) in line with the University 'Team Bolton' ethos
19. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times
20. To actively support the delivery of the University strategy for environmental sustainability, and champion sustainable practices.
21. Undertake such other duties as may be required with the grade and nature of the post.
22. To engage in continuous professional development and Undertake appropriate training and staff development as requested
23. Work flexibly, as required, with colleagues, and at locations across the University of Bolton Group.

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

19.08.2022

## Person Specification

<b>Position:</b> Head of Apprenticeship Quality & Compliance		<b>Reference:</b> xxxxxxxxxxxxx	
<b>School/Service:</b> Apprenticeships		<b>Priority</b>	<b>Method of Assessment</b>
<b>Criteria</b>		<b>(1/2)</b>	
<b>1 Qualifications</b>			
1 a)	Honours degree in relevant subject area or equivalent level experience	1	Application Form/ Documentation
1 b)	Postgraduate qualification, or equivalent relevant experience	2	Application Form/ Documentation
1 c)	Relevant professional qualification/membership	2	Application Form/ Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Demonstrable knowledge of both the Education Inspection Framework (EIF) and ESFA main training provider funding regulations	1	Application Form/Interview
2 b)	Able to develop plans and work in a structured, organised way, monitoring progress and prioritising workload (sometimes with conflicting deadlines) to meet own and service objectives	1	Application Form/Interview
2 c)	Significant working knowledge and experience of databases and spreadsheets and their application in managing ESFA data compliance. (PDSAT)	1	Application Form/Interview/ Presentation
2 d)	Strong interpersonal and relationship building and networking skills	1	Application Form/Interview/
2 e)	Strong time management and caseload management skills and experience of prioritising competing demands with minimum support	1	Application Form/Interview
2 f)	Ability to lead, motivate and influence staff, both within and outside line management responsibility, to ensure achievement of project outcomes and adherence to compliance requirements	1	Application Form/Interview/
2 g)	Excellent verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures to students, staff at all levels and external colleagues.	1	Application Form/Interview
2 h)	Able to coach and develop colleagues on critical compliance and Ofsted requirements and facilitate consideration of the implications of these areas across institute	1	Application Form/Interview
2 i)	Understanding of risk management principles	2	Application Form/Interview
<b>3 Experience</b>			
3a)	Detailed working understanding of the Education Inspection Framework and Education and Skills Funding Agency training provider regulations	1	Application Form/Interview/ Presentation
3 b)	Considerable experience of developing and maintaining systems and processes associated to apprenticeship compliance (ESFA) and quality (Ofsted)	1	Application Form/Interview/ Presentation
3 c)	Considerable experience of managing, coaching and training high performing teams	1	Application Form/Interview/ Presentation
3 d)	Demonstrable experience of successfully managing projects	1	Application Form/Interview

3 e)	Credible record of establishing effective working relationships with a wide range of people in a challenging environment	1	Application Form/Interview
3 f)	Experience of working within a FE or HE or private training provider setting, providing information, support and guidance on apprenticeship compliance and quality issues	1	Application Form/Interview
3 g)	A credible record of success in influencing and managing a diverse group of staff not under their direct line management responsibility	1	Application Form/Interview
3 h)	Experience of successfully co-creating and delivering outcomes as part of a team	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail and able to identify broader implications and contribute to strategic thinking	1	Interview
4 b)	Efficient and well organised, personally	1	Interview
4 c)	Efficient and well organised in support of running groups / servicing committees / monitoring progress against deadlines	1	Interview
4 d)	Supportive and collegiate, sensitive to individual needs and cultural differences whilst able to influence and challenge appropriately	1	Interview
4 e)	Self-motivating and proven ability to work unsupervised	1	Interview
4 f)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of	1	Interview
4 g)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	1	Interview
4 h)	Able to build personal credibility and authority, including with academics, professional services and senior management	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and remotely and travel as appropriate in order to meet the needs of the service	1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.