

Job Description

Position:	Work Based Trainer
Faculty/School/Service:	School of Engineering
Reference:	ENG-130/P
Grade:	Grade 6
Status:	Permanent
Hours:	Full Time
Responsible to:	Head of School of Engineering

Main Function of the Post:

- Manage a caseload of apprentices and other work-based students in the School of Engineering, supporting and monitoring progress in the workplace.
- Ensure compliance with apprenticeship standards and associated documentation by working with apprentices, academic colleagues and employers.
- To be the main point of contact for employers for apprenticeships and work placement opportunities
- Contribute to the development and recruitment of all apprenticeships within the School of Engineering and to the wider portfolio of the University as appropriate.

Principal Duties and Responsibilities:

1. To be the liaison point between employers and the University, primarily for apprenticeships, but also to identify work placement opportunities, industry projects and graduate job opportunities for Engineering students.
2. To manage, in conjunction with the Apprenticeship Department and School of Engineering, the onboarding process for new apprentices and their employers, ensuring the following:-
 - Timely interview of the apprentice to ensure eligibility and entry criteria are met
 - Ensure that both apprentice and employer are fully aware of all apprenticeship funding and compliance requirements
 - Timely and accurate completion of apprenticeship sign up documentation (Apprenticeship Agreement, Commitment Statement and Skills, Knowledge and Behaviours / eligibility documents)
 - Timely supply of course application link to apprentice and the monitoring of the progress of the application and offer in conjunction with admissions

3. Work with apprentices, academic staff and employers to:
 - Monitor both academic and work performance, instigating interventions, via action plans, as and when required, to ensure apprentices' progression to completion.
 - Undertake quarterly reviews - inclusive of disseminating knowledge of Prevent, Safeguarding, British Values and Professionalism, to all parties.
 - At reviews set SMART targets for apprentices, which promote learner advancement and success and ensure integration of on and off-the-job elements.
 - At reviews, ensure both Apprentice and employer are aware of End Point Assessment (EPA) and are continually being prepared to successfully complete.
 - Support apprentices and their employers to ensure compliance with the 20% off the job training requirements, by monitoring and ensuring monthly timesheets are returned.
4. To manage and maintain accurate learner records, utilising Smart Apprentice, of the following:-
 - Reviews
 - Academic progress
 - Off-the-job training hours
 - Skills, Knowledge and Behaviours attained against apprenticeship standard requirements
 - Monitoring of timely completion and EPA readiness
5. Manage the interaction with End Point Assessment Organisations to ensure timely booking of EPA and its completion
6. Manage and maintain accurate records of Employers' Health and Safety declarations in line with Health and Safety Executive requirements.
7. Attend monthly Performance Board meetings to report on apprentices' progress and highlight any areas of concern for both apprentices and employers
8. Facilitate a structured approach to planning, execution and evidencing the use and development of Skills, Knowledge and Behaviours in the workplace
9. Provide information, advice and guidance to both current and prospective apprentices/students and their employers
10. Provide a first point of contact for apprentice/student welfare issues and signpost and refer to other professionals, as appropriate.
11. Proactively monitor own performance and targets to meet personal and University key performance indicators
12. Engage with relevant quality assurance and inspection processes/procedures to ensure all teaching, learning and assessment adheres and meets required standards.
13. To support programme leaders in the creation of both the annual Self-Assessment Report (SAR) and the creation of the annual Quality Improvement Plan (QIP) for Engineering.

14. Undertake continuing professional development (CPD) to meet University and learning objectives, ensuring own discipline currency and industry best practice is maintained.
15. Monitor students' work, ensuring learning outcomes have been met and feedback is detailed and constructive
16. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
17. Maintain and share good practice with peers and other University Group members
18. Complete and maintain regulatory and financial paperwork
19. Maintain documentation on apprenticeships in accordance with corporate and statutory requirements
20. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
21. Support excellence in formative assessment to ensure learners reach the highest standards of their qualifications including outcomes of End Point Assessments.
22. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
23. Ensure a safe working environment and abide by University Health and Safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
24. Work flexibly, as required, with colleagues and at locations across the University of Bolton Group.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role 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 role-holder.

Please note that this role has an essential and frequent requirement to travel regionally and nationally

Person Specification

Position: Work Based Trainer		Reference: ENG-130/P	
School: Engineering		Priority	Method of Assessment
Criteria		(1/2)	
1	Qualifications		
1 a)	Degree or equivalent professional qualification in a relevant subject area.	1	Application Form / Documentation
1 b)	Registration with a relevant professional body preferably in the Engineering sector.	2	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Excellent understanding of the requirements of an Engineer in professional practice and the ability to apply this knowledge to a variety of Engineering sectors	1	Application Form / Interview
2 b)	Professional and industry credible communication and interpersonal skills suitable for a wide range of individuals and stakeholders	1	Application Form / Interview
2 c)	Knowledge and awareness of health and safety in the work environment	1	Application Form / Interview
2 d)	Ability to support apprentices on programmes, as appropriate	1	Application Form / Interview / Assessment
2 e)	Skilled at determining priorities and managing deadlines	1	Application Form / Interview
2 f)	Able to liaise effectively with colleagues and other stakeholders	1	Application Form / Interview
2 g)	Ability to translate knowledge of subject area into practice	1	Application Form / Interview
2 h)	Possess up-to-date industry specialist knowledge in the relevant subject area appropriate to the Apprenticeship level	1	Application Form / Interview
3	Experience		
3 a)	Experience of operating successfully within a team environment	1	Application Form / Interview
3 b)	Experience of supervising / supporting students as appropriate to the role	2	Application Form / Interview
3 c)	Experience of supporting the full range of apprenticeship requirements	2	Application Form / Interview
3 d)	Competent in the application of Information Technology systems and software	1	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Adaptable and flexible to meet changing circumstances in the working environment	1	Interview
4 d)	Able to work effectively as part of a team and as an individual	1	Interview
4 e)	Highly organised and able to prioritise and manage own work, and the work of others, to achieve deadlines	1	Interview

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School:	Engineering	Priority (1/2)	Method of Assessment
Criteria			
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural background	1	Interview
4 g)	Attention to detail and meticulous in meeting regulatory and funding requirements	1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, the Bribery Act, Prevent and UKVI	1	Interview
5 c)	Current clean driving licence and car owner or able to travel independently, regionally and nationally.	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	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