



### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Apprenticeship Workplace Assessor</b>
<b>Ref No:</b>	<b>CAS16</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Service:</b>	<b>Centre for Apprenticeships and Skills</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Salary:</b>	<b>£37,357 per annum rising to £42,653 incrementally each year inclusive of Outer London Weighting</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>FTC – 24 Months (If you are applying internally for a temporary secondment you must discuss this with your line manager before applying and read our <a href="#">Secondment Guidelines</a>)</b>
<b>Reporting to:</b>	<b>Faculty Apprenticeship Manager</b>
<b>Reporting to</b>	
<b>Job Holder:</b>	<b>N/A</b>

#### **Overall Purpose:**

To work as part of a team, to deliver the University Apprenticeship Strategy by promoting an excellent learner experience that is fully compliant with Department for Education (DfE) funding rules.

The postholder will be responsible for the monitoring of compliance aspects across the apprentice journey. This includes scheduling, managing and servicing Progress Reviews, monitoring progression and retention, ensuring that engagement with the programme is compliant with Department for Education (DfE) funding guidance. Promoting apprentice learning and wellbeing through appropriate signposting to relevant learning enhancement, welfare or safeguarding support. Facilitate reflective discussions with learners to embed learning into practice and to promote the development of excellent portfolios of evidence for their end-point assessment (EPA).

Working collaboratively with programme teams, central services, external partners and employers, the postholder will identify and deliver support materials, APTEM reports, and learner/employer feedback to continuously improve the programme, compliance measures and contribute to strategic KPIs. The postholder will have a comprehensive understanding of Department for Education (DfE) funding rules and Ofsted inspection framework.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

#### **Vetting (NPPV Level 2):**

It is a requirement of the role that the post holder holds a positive vetting clearance - Non-Police Personnel Vetting Level 2 (NPPV). It is therefore a condition of the offer of employment that you agree to participate in the agreed vetting procedure.

#### **Principal Duties:**

- Support learners through the apprenticeship journey to achieve their apprenticeship, within university procedures and appropriate funding compliance rules
- Manage the scheduling, planning and undertaking of regular progress reviews with learners and their employers to track progress against plans and manage any issues that arise by appropriate signposting. Ensuring actions are followed up in a timely manner and uploading reviews on the APTEM platform

- Act as key point of contact between the academic team and employers, managing communications, tracking and following up any actions. Using initiative and liaison with other teams to find solutions and resolutions to issues and queries
- Support learners and their employers in applying the Standard Knowledge, skills and behaviours (KSBs) in the workplace, using coaching methods to drive improvements
- Facilitate reflective dialogue with learners in evidencing KSBs for their portfolio and End point Assessment
- Proactively support new programme team members, learners and employers in engaging with APTEM by liaising with central services to preparing support materials
- Active participation in the Apprenticeship Community of Practice to establish and share good practice across apprenticeship provision
- External networking to source new ideas and solutions to promote continuous improvement of our processes, programmes and learner/employer experiences
- Managing cohort tracker spreadsheets using MISIS and APTEM data
- Provide support to programme teams and contribute to the planning and improvement of programmes by providing APTEM reports and learner/employer feedback from progress reviews
- In liaison with relevant support service teams, provide learner support and guidance in the development of study skills such as reflective learning techniques, time management skills, IT aids, presentation skills, research and ethics guidance and advice on avoiding plagiarism
- Work as a member of the Faculty Apprenticeship team to establish and communicate good practice, problem solve effectively and contribute to a positive working environment to meet team targets and deadlines
- Keep updated with latest DfE rules and Ofsted inspection framework criteria

## **PERSON SPECIFICATION**

### **Job Title: Apprenticeship Workplace Assessor**

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

#### **SELECTION CRITERIA:**

##### **Education/Qualifications**

###### **Essential:**

- Educated to degree level, or relevant experience demonstrating graduate equivalent skills in the fields of coaching and/or student learning support

###### **Desirable:**

- Professional, coaching or postgraduate qualification, working towards or membership of relevant professional body, such as the EMCC

##### **Experience**

###### **Essential:**

- Previous experience in a relevant role dealing with administrative and information management systems
- Experience of working in or with HEIs and awareness of wider University, HE issues and external changes such as changes in legislation/regulation
- Experience of developing expertise and theoretical knowledge
- Commitment to providing a high-quality experience for learners, external customers and/or partners

##### **Knowledge**

###### **Essential:**

- Knowledge of Apprenticeship programmes
- Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology or software packages

###### **Desirable:**

- Previous working knowledge of University packages such as APTEM, MyMDX and PAFIS

##### **Skills**

###### **Essential:**

- Ability to research, collate and present material for inclusion in reports and/or meetings
- Analytical and problem-solving skills to perform detailed analysis of information and support decision making
- Ability to provide detailed guidance, coaching, and instruction to develop the knowledge and skills of others
- Ability to work independently and also collaboratively with other university colleagues in a busy work environment, to enhance student experience and learning outcomes
- Ability to organise resources, and plan and progress work activities, projects, and implement improvements, using initiative and judgement

###### **Desirable:**

- Experience of working from a coaching approach

##### **Equality Diversity and Inclusion**

###### **Essential:**

- Demonstrable commitment to fairness and the principles of equality and inclusion



## **TERMS AND CONDITIONS**

### **Diversity**

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

### **Flexibility**

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

### **Travel to Hendon Campus**

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

### **Parking**

There are currently *Regular Parking Permits* and *Pre-Paid Parking* options available to new joiners. *Further details are available on the Travel and Transport page on the staff intranet*. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Parking for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- Pending a restructure

Therefore, this appointment has a defined end date of 6 months.

### **What Happens Next?**

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Paul Stapleton, Faculty Apprenticeship Manager, via email at [p.stapleton@mdx.ac.uk](mailto:p.stapleton@mdx.ac.uk)