

Job Description



Staffordshire University Services Ltd

General Details	
Job title:	Work-Based Education Officer (JSS, Business and Law Department)
School/Service:	School of Justice, Security and Sustainability
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 37 hours per week/1.0 FTE
Grade/Salary:	Grade 6
Date Prepared:	September 2021

Job Purpose
To work with learners, monitoring and assessing their progress in meeting and evidencing the knowledge, skills and behaviours outlined in the relevant apprenticeship and work-based education standards. The role holder will work in partnership with the Employer Partnerships Service and employers to ensure all the relevant documentation is in place to meet funding and quality assurance requirements. The role will include the requirement to undertake learning reviews, most of which will take place within the learners' workplace.

Relationships	
Reporting to:	Apprenticeship Manager
Responsible for:	None

Main Activities
<p>This role will undertake a range of activities relating to liaison and coordination of evidence to meet apprenticeship and work-based education standards:</p> <ul style="list-style-type: none">• Visit learners in employment and provide comprehensive support in their work-based education and/or apprenticeship development.• Provide skills, knowledge and behaviour insight and input to learners and assess competence to work-based and/or apprenticeship standards where appropriate in the professional setting.• Maintain accurate records of the progress through learner reviews to meet work-based and/or apprenticeship quality assurance standards• Complete visit logs, assessment logs, schemes of work, travel claims and development plans in accordance to the latest Apprenticeship Funding and Performance Management Rules (updated annually).• Undertake tripartite progress review meetings on a quarterly basis with employers and apprentices and any other meetings relating to employer activity and learner progress.

- Ensure learners have timely achievement and successful progression through monitoring of progress and evidence to meet work-based and/or apprenticeship standards.
- Maintain oversight of learners' 'Continuous Personal Development', keeping up to date with professional, lead and awarding body standards.
- Complete tracking systems to fulfil evidence requirements for work-based education and/or apprenticeships.
- To participate in internal quality audits to monitor standards of learners' work.
- Thrive in working to support the work-based learner and/or apprentice's personal achievement and academic targets.
- Timely completion of assessment reports, summaries and quality assurance documentation.
- To support School and University activity to promote work-based education.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder may be required to travel nationally as part of the role.

The post holder will be required to possess a valid driving licence and have access to a road worthy vehicle to facilitate off-site employer visits.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.