



Job Description

Job Title	Work-Based Education Officer
School/Service/Institute	Justice, Security, Sustainability, (Staffordshire Business School)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	1 FTE

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 virtually.

Relationships

Reporting to:	Course Director of Apprenticeships
Responsible for:	None

Main Activities

- Regularly meet with learners 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 meeting logs, assessment logs, 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.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

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 on occasion.

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.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.