

UCEM APPRENTICESHIP OUTCOMES OFFICER (AOO) ROLE

75 

Each Apprenticeship Outcomes Officer (AOO) has a caseload of approximately 75 Apprentices.

The main point of contact for the apprentice and the employer.



Responsible for monitoring and overseeing the progress of each allocated apprentice.



Providing information, advice and guidance to each apprentice to support their personal and career progression and completion of the apprenticeship.

Providing information, advice and guidance to each apprentice's employer to support, where possible, the coordination of workplace and off the job training.



The AOO role starts with an initial review in week 3-6, progress reviews within 12 weeks to support with academic and personal development goals, as well as monthly touch points (if needed) to ensure apprentices are supported pastorally to the end of their apprenticeship.



AOOs do not deliver teaching and learning but are responsible for supporting their apprentices throughout their apprenticeship journey. This includes identifying issues and supporting the safety and wellbeing of each allocated apprentice.



AOOs support apprentices from a variety of backgrounds located across the UK - from small medium and large Levy organisations.

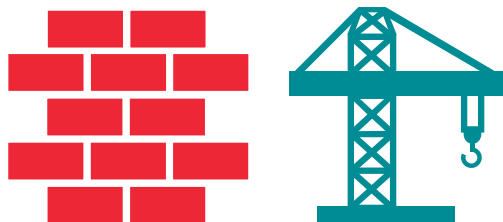


The AOO and Apprentice Outcomes Manager (AOM) are accountable for the retention and success of the apprentices in the AOO caseload.



The AOO will process, and where appropriate, the AOM will approve employer requests for an apprentice to take a break in learning.

Apprenticeship Programmes support: Chartered Surveyor, Building Control, Construction Site Management.



The AOO will support self-assessment and quality improvement planning activities.

