

Higher Education Apprenticeship External Adviser

Role Outline

The role of Apprenticeship External Adviser is to:

- Assist UCEM in ensuring that apprenticeship management processes (including onboarding and management of on and off the job training and apprentice progress) are rigorous and fair and are conducted in line with UCEM policies, procedures and regulations.
- Advise on whether UCEM's programmes and their delivery meet the QAA Apprenticeship Characteristics Statement.
- Comment on apprenticeship programme KPIs; performance data and Apprenticeship Programme Review arrangements and resulting Apprenticeship Programme Quality Enhancement Plans.
- Monitor and advise on the effectiveness of the programme to prepare apprentices to progress to timely completion of the End-Point Assessment.
- Review student and employer feedback and UCEM's resulting enhancement plans.
- Advise on comparability of apprenticeship support and management with those at other institutions.
- Comment on the implementation of quality processes to support the delivery of integrated End-Point Assessments.
- Assist in enhancing the quality of the apprenticeship programme overall by commenting on areas for improvement and also through identifying areas of good practice for wider dissemination.
- Comment on the design of new programmes or changes to existing apprenticeship programmes.

Person Specification

The Apprenticeship External Adviser must:

- Be impartial and wholly independent of UCEM and its staff (including governing body) and have been so for the last five years.

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- Currently employed by an institution delivering degree apprenticeship provision.
- Have the necessary experience of managing the delivery of degree apprenticeship programmes in order to identify good practice and recommend enhancements to provision.
- Have had sufficient experience in quality assurance of degree apprenticeship provision to enable them to undertake the role effectively.
- Have knowledge of sector guidance on apprenticeship delivery including QAA guidance on Quality Assuring Higher Education in Apprenticeships: Current Approaches and QAA Apprenticeship Characteristic Statements.
- Have understanding and experience of current practice and developments in teaching, learning and assessment in Higher Education.
- Comply with all relevant employment legislation.

Engagement and remuneration

Attendance at UCEM (or remotely) one day per semester to review documentation and meet with UCEM staff. At the end of the visit to provide informal verbal feedback followed by a written report to identify areas of good practice and areas for further enhancement.

Remuneration is set at £500.

Term of appointment

The term of appointment for Apprenticeship External Adviser will normally be for a period of four years which will be subject to annual renewal. This may be extended by a year under certain circumstances.