

# Apprenticeship Outcomes Officer

## Job Specification

Date created: August 2024

### JOB DESCRIPTION

Employment status: Permanent, full time

Hours: Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern

Location flexibility: The place of work for this role is **Split** between the Horizons office in Reading and your home; the exact split of days/hours is negotiable but must include a minimum of **up to 30 days per year** spent at Horizons (you may work more in the office should you wish)

Please note the following:

- When you work at Horizons you must attend on core office days only
- Core office days are Tuesday, Wednesday, and Thursday
- The building is closed to staff on Fridays
- On a Split contract you cannot attend the office on a Monday, unless you have worked a minimum of 3 other core days in the office
- Working at home is only possible if your environment meets certain conditions – see the **Attachment** to this Job Specification document – and if not, you need to work at Horizons

Department: Business Development & Apprenticeships

Line manager: Apprenticeships Outcome Manager

### Role summary

An Apprenticeship Outcomes Officer manages a caseload of apprenticeships to achieve timely and successful outcomes. You will plan for and facilitate high quality progress reviews where the apprentice and the employer take the lead in reviewing the progress made. As part of this you will facilitate the setting of targets that stretch and challenge the apprentice to achieve their maximum potential. You will monitor each allocated apprentice's participation in off-the-job training and ensure that the requirements for apprenticeship funding are met.

You will maintain accurate records of apprentice progress and other factors within each apprentice's e-portfolio. You will also provide non-technical support and guidance to employers of apprentices in allocated caseloads, to enable them to understand and fulfil the requirements of the apprenticeship and to support their apprentice(s) to achieve. You will also undertake administrative duties relating to changes of circumstances, gateway progression and completions for apprenticeships in the allocated caseload.

# Job Specification

## Role accountabilities and responsibilities

- Schedule, plan for and undertake high-quality progress monitoring and review activity for an allocated apprentice caseload.
- Monitor each allocated apprentice's participation in off-the-job training and ensure, through taking interventions as appropriate, that the requirements for apprenticeship funding are met.
- Maintain accurate records of apprentice progress and other factors within each allocated apprentice's e-portfolio. This will include recording progress against milestones, updating milestone dates as appropriate and maintaining a journal.
- Be jointly accountable, with the relevant Apprenticeship Outcome Manager, for the achievement of retention and success targets for apprentices in allocated caseload.
- Provide non-technical support and guidance to employers of apprentices in allocated caseload to enable them to understand and fulfil the requirements of the apprenticeship and to support their apprentice(s) to achieve.
- Respond to Student Central queries relating to apprentices in allocated caseload.
- Contribute to apprentice on-boarding activities, to include completing additional progress reviews as required to support the needs of the apprenticeship business.
- Undertake required aspects of administrative work in relation to changes of circumstances, gateway progression and completions for apprenticeships in the allocated caseload.
- Support the implementation of outstanding Safeguarding practice (including health, safety and welfare) across UCEM's apprenticeship team, in liaison with UCEM staff with designated responsibilities for Safeguarding.
- Follow-up on and where appropriate refer any health and safety issues/concerns identified as part of apprentice progress reviews or by any other means.
- Support the compliance of UCEM apprenticeship programme delivery with ESFA requirements and partnership lead provider requirements.
- Support self-assessment and quality improvement planning activity.
- Support the integration of UCEM's apprenticeship provision into UCEM's core business.

Line management responsibility:	NONE
Budget responsibility:	NONE
<u>In this role you will liaise with:</u> Apprentices, Employers, Apprenticeship Team, Student Outreach Team, Academic Team, Professional Services Team	

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Level 3 or higher qualification or equivalent workplace experience	X		X		
Level 2 Maths and English at Grade C or 4 or higher, or the willingness and ability to achieve these within six months of appointment	X		X		
Evidence of recent professional development		X	X		
Further education level qualifications		X	X		

# Job Specification

Coaching or counselling qualification		X	X		
Degree level qualification or equivalent		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
<b>Previous experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Experience in a similar role	X		X	X	
Supporting learners/apprentices in identifying and setting own SMART targets	X		X	X	
Working within the Higher Education sector/Built Environment sector		X	X	X	
Standards-based apprenticeship delivery including end-point assessment processes		X	X	X	
Using Microsoft Teams or Zoom for virtual meetings		X	X	X	
<b>Skills, knowledge, and aptitudes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Verbal and written communication skills	X		X	X	
Planning and organisational skills, with the ability to work flexibly and adapt readily to changing circumstances	X			X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X			X	
Ability to motivate and support others to achieve their goals	X		X	X	
Ability to work to tight deadlines and manage competing priorities in a highly pressurised environment	X		X	X	
Attention to detail	X		X	X	
Knowledge of Safeguarding and Prevent Duty requirements		X		X	
Understanding of apprenticeship funding methodologies and funding rule requirements		X	X	X	
Knowledge of the Maths and English functional skills curriculum, initial and diagnostic assessment processes and skills development resources, e.g. BKSB or similar		X	X	X	
Understanding of the Education Inspection Framework and Ofsted inspection processes		X	X	X	

# Job Specification

Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	
Ability and flexibility to travel as required in relation to the job role	X			X	

## PAY & BENEFITS

- Salary £30,942 per annum.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, Thrive Mental Wellbeing app, as well as the SilverCloud mental health platform. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

*On the jobs page of our website, you will find the full list of employee benefits at UCEM*

# Job Specification

## APPLICATION PROCESS

**IMPORTANT!** All job applications must be sent to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application **and** that the recommendation was part of the Employee Referral Bonus Scheme.

To apply for this role, please send the following to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability\* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. \*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our sustainability strategy: <https://www.ucem.ac.uk/sustainability/>

Internal applicants are advised to inform their line manager of their application.

**NO AGENCIES:** We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

### Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Becky Bickerton on 0118 467 2154 or email [r.bickerton@ucem.ac.uk](mailto:r.bickerton@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2433 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

### Next steps

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

### Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

# Job Specification

## **Equality, diversity and inclusion**

Here at UCEM we champion equality, diversity and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

## **Pre-employment checks**

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

# Job Specification

## Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

### General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

### Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN.**
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.