



Role Profile

Job Title: Apprenticeship Co-ordinator	Role Profile Number: ENN34
Grade: M	Date Prepared: November 2021
Directorate/Group: Enabling Services	Reporting to: Organisational Learning Manager

Job Purpose

Swindon Borough Council continues to grow the number of recruited and upskilling apprenticeship opportunities, and we aim to maintain the public sector target of at least 2.3% of the total workforce in apprenticeship positions.

We aspire to be an apprentice ambassador for Swindon and local businesses by role modelling good practice and through developing efficient processes.

In this role, you will support the Organisational Learning Manager to deliver and maintain a growing apprenticeship programme within the learning and development team, as well as supporting the new Young People's Career Development Framework. This framework consists of Work Experience, Supported Internships, Traineeships and Apprenticeships with a focus on supporting our most vulnerable young people in their professional development.

Key Accountabilities

- Lead on the administration and management of the online DAS system, administer the Apprentice and Levy tracker (including Levy transfer) to maintain accurate records of apprenticeship positions and progress, and provide timely quarterly reporting of Apprenticeship data
- Offer 1:1 support and guidance to line managers in understanding the apprenticeship pathway and young people's framework, and work alongside managers to identify the right apprenticeship course or framework for the role
- Support apprentices throughout their apprenticeship journey, from application through to their transition into the step of their career upon completion
- Establish and maintain positive relationships with training providers – including liaising with providers to source courses, identifying learning opportunities, and ensuring timely preparation of apprenticeship enrolment documentation to allow for sign off
- Be responsible for answering a range of queries from different stakeholders regarding apprenticeship opportunities and the Young People's Career Development Framework

- Contribute, administer and be an active member of the Apprenticeship Project Group
- Promote apprenticeships and the Young Person's Framework as forms of CPD both to young people and managers across the organisation
- Support with the implementation of the Young Person's Framework, as well as the programme detail within the Framework, to include:
 - planning and implementation of job coaching, mentoring strategies and resources for managers of young people
 - the identification and engagement of young people who would benefit from the various programmes which make up the Young Person's Framework, and support for the adaptation of recruitment, application and onboarding processes
 - the assessment of the wants and needs for each young person and ensure they are matched to the correct programme and department, and support for developing work habits/skills in preparation for competitive employment
- Keep up to date with policy and guidance relating to education, employment and training
- Provide support to the wider Learning and Development function

Supplementary Accountabilities

- To promote equality and diversity best practice in all areas of work
- To support the wider learning and development function

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Understanding of apprenticeships as means of learning and development
- Ability to develop positive partnerships within the organisation and with external partners
- General coordination and administration skills to support in the management of the apprenticeship programme
- Experience in providing support and guidance to stakeholders

Qualifications

- Educated to A-level standard or equivalent
- Formal L&D, training or coaching qualifications desirable, but not essential

Decision Making

- Make decisions when selecting apprenticeship courses and providers
- Make decisions on the best way to engage with learners

Creativity and Innovation

