



PLUMPTON

COLLEGE

Apprenticeship Manager	
Reporting to:	Vice Principal Curriculum & Quality
Working Hours:	Full time (37.5 per week)
Salary:	PCM2 points 36 – 40
Annual Leave:	26 electable days, 8 statutory days, and up to 5 efficiency closure days at Christmas

Job Purpose

The postholder will oversee all aspects of the College's apprenticeship offer, from onboarding through to completion to ensure excellent outcomes for apprentices and employers. The postholder will work with delivery and support teams across the College to ensure funding compliance, alignment between on and off the job training, and tracking of progress through to timely completion and future destination.

Duties and responsibilities of the job

a. Liaise with business services and curriculum teams to ensure pipeline recruitment is supported with an efficient enrolment process, onboarding, and on programme employer engagement
b. Manage and monitor the progress of all apprentices from enrolment through to final completion (including start, onboarding, progress review, off the job hours recording, and timely achievement)
c. Liaise with curriculum and Exams to ensure apprenticeship gateway submissions are accurate, compliant, and processed promptly
d. Line manage administrative staff coordinating the implementation, support, and success of the apprenticeship programmes
e. Working with MIS to monitor all compliance requirements for apprenticeship funding purposes, including progress reviews, off the job hours monitoring, and required qualifications
f. Working with Curriculum Managers, ensure delivery models are responsive to the programme, apprentice and employer needs, are efficient, appropriately resourced, and regularly reviewed and amended where required

g.	Work with MIS to develop and refine the apprenticeship data dashboard and use this with curriculum teams to ensure timely tracking of KPIs and accurate information for the Plumpton College ILR
h.	Develop and maintain collaborative relationships with curriculum teams and provide training and support around delivering and outstanding apprenticeship
i.	Plan, prepare, and chair cross-college Apprenticeship meetings
j.	Monitor and review monthly progress reports of apprentices from curriculum teams, identifying areas of concern and setting clear actions where required
k.	Lead on the continued improvement and training around the e-portfolio to ensure that it is fit for purpose, meets the needs of teaching staff, programme and curriculum management, and reporting requirements. Set clear expectations for e-portfolio use in quality, consistency, and reporting
l.	Manage the implementation, training, and oversight of the e-portfolios to ensure apprentices and employers can use the platform efficiently track progress and the college can report on progress
m.	Maintain and update the cross-college Teams/SharePoint areas to ensure all information is relevant and current with exemplars of good practice
n.	Liaise with the Quality Team and Business Services Team to ensure that apprentice and employer perception surveys and reviews test strengths or areas for improvements arising from monitoring and tracking
o.	Keep up to date with changes in Government Policy for apprenticeships and provide briefing notes to administrative and curriculum teams
p.	Manage EPA organisation updates and relationships
q.	Manage all Ofsted and any other internal and external quality assurance processes for apprenticeships
r.	With the Head of Business Services, develop and maintain a digital employer handbook with interactive resources to support employer understanding and engagement
s.	Working with the Student Personal Development Manager and programme teams, inform and support the implementation of the Personal Development Programme for apprentices
t.	Work with the Teaching, Learning & Quality team to identify areas for further development in teaching, learning, and delivery of the apprenticeship programme
u.	Working with the Marketing and Curriculum teams, use of variety of channels and methods to promote awareness, understanding, and opportunities in apprenticeships, including case studies, newsletters, and related community engagement
v.	Raise the awareness, profile, and value of apprenticeships cross-college and liaise with the Careers team to develop and deliver cross-college apprenticeship progression events and activities
w.	Represent the college at external conferences, seminars, and webinars as required

Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience

Other responsibilities and duties

a. Attend events/shows and assist the cross-college team for these events; this may include some weekends and evenings from time to time
b. Undertake any other reasonable duties from time to time, commensurate with the grade of the post as requested by the Senior Management Team or Principal

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Experience of delivering and/or managing apprenticeship programmes (including recruitment, retention, and completions)
Knowledge and understanding of apprenticeship standards including EPA, IQA, and EQA requirements
Knowledge of funding in Further Education, Apprenticeship sector
A full Level 3 qualification (or equivalent experience) in IT, Customer Service, Business Administration, or otherwise relevant subject
GCSE English & Maths at grade C minimum (or equivalent e.g. Level 3 functional skills)
Demonstrable experience of managing and developing administrative processes to ensure high quality service delivery
Demonstrate experience of managing and / or leading a successful team
Excellent IT skills including a familiarity with MS Office and educational databases
Strong analytical skills with the ability to comprehend and effectively summarise complex information

Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively

Excellent organisational skills, able to work independently, prioritise tasks effectively and influence internal/external teams and stakeholders
--

A self-motivated, positive and pro-active attitude who is able to work effectively as part of a team, with the ability to deal with problematic situations
--

Desirable criteria

Experience of working with Awarding Organisations for registrations, queries, and claims
--

Experience of working with ProSuite and e-portfolios
--

Knowledge of one of the subject areas taught at Plumpton College
--

Knowledge of GDPR and Safeguarding issues

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays, and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Other benefits include a Cycle to Work Scheme, Employee Assistance Programme, staff discounts, and competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation, or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.