



<b>Compliance Officer</b>	
<b>Reporting to:</b>	Apprenticeship Manager
<b>Working Hours:</b>	Full time (37.5h per week)
<b>Salary:</b>	£28,901 - £32,630 (PC S5)
<b>Annual Leave:</b>	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

### Job Purpose

This post is based within the Apprenticeship Team which sits within the wider Business Services Department. Reporting to the Apprenticeship Manager, the Compliance Officer will provide a high-quality administrative and compliance service, working closely with cross college curriculum and support departments, particularly Student Records to ensure the college's apprenticeship provision is fully compliant with current apprenticeship funding rules and quality standards.

### Duties and responsibilities of the job

#### 1. Main Duties

<b>Compliance and Quality Assurance</b>
a. Review apprenticeship enrolment paperwork to ensure accuracy, completeness, and compliance with DfE funding rules.
b. Identify and correct errors or omissions in learner records and documentation.
c. Chase and coordinate outstanding paperwork from internal departments and external stakeholders.
d. Undertake quality assurance checks at key stages of the learner journey to ensure audit compliance.
<b>Data Management and Reporting</b>
e. Use internal college systems to track learner data, funding information, and compliance status.
f. Produce regular compliance reports and dashboards for the Apprenticeship Manager, Curriculum Heads, and other stakeholders.
g. Monitor learner status on systems to ensure timely and accurate entry, progression, and completion records.

h. Support in data validation processes to ensure integrity and accuracy of information.
i. Support the Apprenticeship Manager and college's MIS team in the college's data quality cycle for apprenticeship provision
<b>Continuous Improvement &amp; Audit Readiness</b>
j. Contribute to developing and maintaining robust compliance processes and checklists that ensure compliance with DfE apprenticeship funding rules.
k. Support internal and external audits by preparing accurate learner files and compliance evidence.
l. Recommend process improvements to enhance efficiency and reduce compliance risks.
m. Support training and upskilling of colleagues in compliance-related matters
n. To maintain up to date knowledge of developments with the DfE apprenticeship funding rules, and any other relevant regulatory body, which impacts upon apprenticeship delivery, ensuring that this knowledge underpins all aspects of your approach to this role.
<b>Apprenticeship Service &amp; Funding Rules</b>
o. Support with maintaining the apprenticeship service account to ensure learners are entered accurately and in a timely manner.
p. Liaise with employers and internal teams to ensure apprentices are "live" on the system within required timescales.
q. Support with the correct and timely transferring of apprentices between two employers via their apprenticeship service accounts

## 2. 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.

## 3. Other responsibilities and duties

a. To attend events/shows and assist the cross College team for these events, this may include some weekends and evenings from time to time
b. To 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

<b>Essential criteria for the post</b>
Level 2 qualification in English & Maths.
Confident IT skills including a familiarity with MS Office.
Experience of database input work across more than one database programme
Able to demonstrate data accuracy and timeliness.
Previous experience of working in administration or support.
Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively.
Excellent organisational skills.
Able to work independently or as part of a team.
Experience of organising own workload and prioritising tasks accordingly.
A self-motivated, positive and pro-active attitude. Ability to deal with problematic situations

<b>Desirable Criteria</b>
Knowledge and understanding of apprenticeships, whether having completed an apprenticeship or working within an organisation involved in the delivery of apprenticeships
Knowledge of DfE apprenticeship funding and performance management rules and methodology
Experience and knowledge of the Apprenticeship Service
Knowledge of GDPR and Safeguarding issues.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs 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 LGPS 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. There is also free car parking and a 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