

Apprenticeship & Professional Development Lead



WHAT I AM ACCOUNTABLE FOR:

- Mapping of apprenticeships to job path ways. Creating a clear career pathway.
- Develop and promote engagement events to motivate and develop colleagues
- Funding opportunities with T levels and placements to support Turning Point
- Key contact for all apprenticeships & qualifications for stakeholders, colleagues and providers
- Education around apprenticeships to colleagues at all levels.
- Apprenticeship levy reducing wastage and using the monthly contributions.
- Supporting and leading on governance around apprenticeships to avoid one area of the business claiming majority of funding with little ROI to the organisation.
- Leading on the Exploring Apprenticeships Scheme
- Collaboration with HRBP & RHO to share practice and activities around apprenticeships
- Develop Pilots of apprenticeships in key areas depending organisational need.
- Working with under represented groups into senior/key roles with support of the apprenticeships or qualifications.
- Project plan events for 12 months of activity leading up to and following National Apprenticeship week.
- Graduations and Celebration events
- Develop and design Explore pages and wider system information.
- Data analytics from multiple providers and develop activities in key areas from the data.
- Peer Mentoring centre Administrator ensuring all content is completed and uploaded to the relevant site in line with policy and procedure.
- Maintain apprenticeships & qualification database.
- Purchase Orders for Peer mentoring & Learning Pool
- Workforce development funding

HOW I OPERATE:

Values Led Leadership

- I plan effectively for future people requirements to ensure success
- I create an inclusive environment allowing people to input into discussions and share their views and beliefs openly
- I vary my approach to support and challenge where appropriate
- *I help to create a greater understanding and awareness of the apprenticeship & qualification environment with my colleagues and team*
- I understand and respect what is important to the people I work with
- I listen to our colleagues and clients to deliver better outcomes
- I confidently talk about business decisions and engage others in them

WHAT I NEED:

Essential :

- Understanding of apprenticeship levy
- Understanding of the institute of apprenticeships
- L3 L&D / HR Practitioner or equivalent
- Intermediate/Advance use of MS office products
- Analytical skills and knowledge around data

Desirable :

- Apprenticeship Ambassador Network Champion
- Apprenticeship Diversity Network Champion

Skills\Knowledge