



Job Title	Director - Apprenticeship & Work Based Learning
Department/Institute	Apprenticeship & Work Based Learning
Reporting to	Deputy Principal, Academic Management of Students and Work-Based Learning
Main Objective	Provide leadership to the Department through Policy Development across a wide sector of apprenticeship and work based learning opportunities

- 1) To ensure up to date knowledge of current specifications for Apprenticeship frameworks is maintained and be able to fully explain and respond to queries on to a range of audiences including: employers, apprentices and colleagues.
- 2) To liaise with and work with curriculum experts to create and develop new and existing apprenticeship opportunities with employers.
- 3) To be responsible for organising and managing apprenticeship recruitment and selection.
- 4) To take responsibility for and be the first point of contact for all apprenticeship related enquiries.
- 5) To be proactive in the recruitment and induction of apprentices by providing information and support throughout the recruitment process to employers and ensuring that recruitment targets are met.
- 6) To deal with enquiries from employers and applicants in person, via telephone email and online applications.
- 7) To work closely with the Deputy Principal's responsible for the CPD of lecturing staff to ensure appropriate training and development is identified and delivered to generate high quality apprenticeship placements.
- 8) To ensure employers are fully committed and able to provide relevant work, training and supervision in a healthy and safe environment and ensure the completion of all documentation to the required standard prior to commencement of the programme.
- 9) To build effective relationships with all stakeholders and work with, and visit employers with new opportunities to match supply and demand of apprentices.
- 10) To be responsible for organising and carrying out initial visits with employers.

- 11) To be responsible for preparing appropriate induction programmes and materials for employers and apprentices.
- 12) To ensure accurate and timely enrolment of apprentices and provide relevant documentation in advance of enrolment.
- 13) To monitor apprentice progress, regular payments or top-up stipends and identify and address any concerns to ensure timely success of all apprentices and placements.
- 14) To provide progress feedback including details of concerns to employers and agree appropriate actions to address concerns.
- 15) To monitor individual apprentice performance and lead on disciplinary action where appropriate in liaison with the employer and institute director.
- 16) To monitor and report to Senior Management on a quarterly basis the state-of-play of MCAST apprentices.
- 17) To prepare and produce documentation for audit and inspection.
- 18) To mentor and lead new team members on pastoral care to support their understanding and effective operation of procedures.
- 19) The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.