



Apprenticeship Compliance Officer

Job Description

Faculty / Department:	Apprenticeships
Campus:	Burslem

Responsible to:	Centre Co-ordinator
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Responsible for:	N/A
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Grade:	Salary: £23,810 per annum (SCP 11, Grade 3A)	Hours:	Full-time, 37 hours per week, 1.0 FTE
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Role Summary:
The Apprenticeship Compliance Officer will be responsible for ensuring apprenticeship delivery complies with both internally and externally set processes, procedures and systems and in line with the Education and Skills Funding Agency (ESFA) requirements. This will involve auditing, monitoring and reporting the status of all aspects of non-compliance to the Head of Apprenticeships and other stakeholders.

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> Responsible for, in conjunction with the Centre Co-ordinator, setting up and implementing compliance procedures and processes, and ensuring all compliance documents are recorded, updated and stored in line with ESFA & Ofsted requirements. Prepare reports in line with the schedule of reports to the Centre Co-ordinator. In consultation with the Centre Co-Ordinator create and monitor a defined schedule for auditing the Apprenticeship files, in line with the ESFA Funding Rules and working papers (critical factors) Ensuring accuracy of data and documentation supplied to/from MIS and the College Quality Team is in line with ESFA Funding Rules and working papers. This will be through review and scrutiny of documentation and liaison with these teams, reporting any issues or concerns to the Centre Co-ordinator. Ensure Assessor/Skills Coach compliance with 20% OTJ being completed, accurately recorded and in line with ESFA Funding Rules reporting any issues or concerns to the Centre Co-ordinator.

- Implement appropriate procedures and practices to ensure robust controls are in place in line with ESFA Funding Rules.
- Create and implement data verification procedures (internal QA Systems) to ensure that rigorous checking processes are in place.
- Plan and conduct regular data quality checks in preparation for internal and external audit and inspection, using the Provider Data Self-Assessment Toolkit (PDSAT) working papers to ensure the Colle is audit ready at all times.
- Perform data checks to ensure correct funding is being claimed from the funding body.
- Ensure all data captured on MIS and other systems complies with, and conforms to, ESFA funding rules.
- Review and interpret ESFA funding rules specifically relating to Apprenticeship provision, and advise the Centre Co-ordinator, making recommendations on changes to paperwork and processes as appropriate to maintain regulatory alignment and promote a culture of compliance.
- Support MIS in audit activity, taking action to ensure the College is audit ready at all times.
- Lead on developing and implementing a programme of Apprenticeship monitoring and internal audit, including thematic and general audits of apprenticeship evidence documentation, to identify areas of risk. Ensure all actions identified are followed up to continuously improve the quality of service and the apprentices' learning experience.
- Ensure all archiving is up to date and compliant with internal and statutory requirements.
- Attend meetings and training as required to ensure up to date compliance standards are known and maintained.

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at (June 2022). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Compliance Officer

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Minimum of 4 GCSEs at Grade C or above (or equivalent qualifications) to include Maths & English at Level 2 	A	<ul style="list-style-type: none"> Level 3 in Business Administration. 	A
Experience	<ul style="list-style-type: none"> Experience in the management, creation and administration of ESFA compliance and auditing systems Extensive experience of creating and auditing systems in line with ESFA and internal guidelines Good knowledge of and experience in using Microsoft packages to include Word, Excel etc. Experience in gathering information and preparing reports. 	A, I	<ul style="list-style-type: none"> Experience of Apprenticeship delivery methods 	A, I

	<ul style="list-style-type: none"> • Strong knowledge of Education sector • Sound knowledge of ESFA Funding rules 	<p>A, I</p> <p>A, I</p>		
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> • Excellent time management skills and ability to prioritise targets to tight deadlines • Ability to work independently with minimum supervision • Resilience and ability to adapt well to change • Excellent communication skills, both written and verbal • Excellent organisational skills with effective problem-solving ability 	<p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> • Ability to manage difficult conversations • Ability to implement change management strategies and monitor their effectiveness • Understanding the government apprenticeship online service 	<p>A, I</p> <p>I</p> <p>I</p>
Other	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. 	<p>A, I</p>		