



## Apprenticeship Compliance Officer

### Job Description

<b>Faculty / Department:</b>	MIS	
<b>Campus:</b>	Burslem	
<b>Responsible to:</b>	Head of MIS & Reporting	
<b>Responsible for:</b>	N/A	
<b>Grade:</b>	Salary: £23,810 per annum (SCP 11, Grade 3A)	<b>Hours:</b> Full-time, 37 hours per week, 1.0 FTE

#### Role Summary:

The Apprenticeship Compliance Officer will be responsible for ensuring the College's apprenticeship delivery is underpinned by funding compliant auditable evidence in line with Education and Skills Funding Agency (ESFA) requirements, ensuring that the College operates on an 'audit ready' basis. This post holder will also take an active role in ensuring the College's apprenticeship data is accurate by running and cleaning the individualised learner record (ILR), analysing and actioning Funding Rules Monitoring (FRM) and Provider Data Self-Assessment Toolkit (PDSAT) reports. Additionally, through working closely with Head of MIS & Reporting and apprenticeship delivery colleagues capture, they will actively monitor and maintain further data sets that underpin effective internal reporting on both funding and quality.

#### Main Duties and Responsibilities:

##### Work Processes and results

##### General

- Be responsible for, in conjunction with the Head of MIS & Reporting, setting up and implementing processes and procedures to ensure that the College's apprenticeship data reflects actual activity, demonstrates fundability, and that evidence is collected and stored appropriately in preparation for audit
- Work collaboratively with Head of MIS & Reporting and Centre Coordinator to ensure changes to ESFA requirements for apprenticeships are fully understood and reflected through changes to paperwork and processes
- Develop and maintain an excellent working knowledge of apprenticeships ESFA funding rules and evidence pack requirements, ILR coding and internal processes.

- Act as initial point of contact for Assessor/Skills Coaches as they submit start paperwork for their new apprentices, undertaking a range of checks and working collaboratively with these post holders to resolve any missing or inaccurate information ready for inputting by our MIS Administrators
- Develop and maintain a log to track apprenticeship starts from induction to fully completed start paperwork and valid ILR data
- Use the ESFA Apprenticeship Service and work collaboratively with other colleagues to resolve any data match errors. In conjunction with Head of MIS & Reporting, provide advice and detailed explanations on how items should be fixed and / or raise issues with the ESFA helpdesk as applicable
- Support the College in ensuring 20% Off The Job (OTJ) hours are being calculated and recorded appropriately by Assessor/Skills Coaches through regularly sampling records to against ESFA Funding Rules, reporting any issues or concerns to the Head of MIS & Reporting. Ensure OTJ is fully recorded with sufficient relevant detail to support funding claimed and is at least minimum required for completion / Gateway and audit
- Plan and conduct regular apprenticeship data and evidence quality checks in preparation for internal and external audit, using the Provider Data Self-Assessment Toolkit (PDSAT) working papers to ensure the College is 'audit ready' at all times. Work collaboratively with the Head of MIS & Reporting to identify areas of risk and to ensure any actions identified are followed up
- Support the activity and development of the MIS Administrators by defining supplementary checking and audit processes for them to undertake and build their knowledge of the Apprenticeship Service and the key data items for matching
- Prepare samples for internal and external audits including PDSATs as applicable
- Regularly generate and process ILR files from ProSolution, resolving apprenticeship data errors and reviewing warnings
- At least monthly, check and flag apprenticeship additional learning support (ALS) dates in the ILR to trigger funding
- Review monthly ESFA Funding Rules Monitoring (FRM) reports and resolve any apprenticeship data queries in a timely manner
- Regularly review Provider Data Self-Assessment Toolkit (PDSAT) reports and use them to actively check accuracy of apprenticeship data
- Capture, monitor, review and maintain additional data sets to underpin effective internal reporting for funding and quality, for example forecasted Gateway and / or completion dates to aid tracking of all apprentices who are within 12 months of their planned end date
- Be responsible for registering apprentices with chosen EPAOs, linking effectively with Centre Co-Ordinator to confirm arrangements

### **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**

- Attend meetings and training as required
- 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 post-holder.*

Vacancy number: 2096

*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 post holder.*

*This Job Description and Person Specification is accurate as at (July 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.*



## PERSON SPECIFICATION

### Compliance Officer

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

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs at Grade C or above (or equivalent qualifications) to include Maths &amp; English at Level 2</li> <li>Level 3 in IT or Business or Administration or equivalent experience to demonstrate these skills</li> </ul>	<p>A</p> <p>A</p>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience in a similar apprenticeship-focussed FE MIS role</li> <li>Sound working knowledge of ESFA Apprenticeship Service and funding rules and keen interest in developing expertise in this area</li> <li>Experience of using a student records database</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Experience of Pro-suite including ProSolution, ProEngage, ProMonitor</li> <li>Experience of using apprenticeship tracking software e.g. Smart Assessor</li> <li>Experience of working with Awarding Organisations and / or EPAOs</li> <li>Experience of providing advice on and explaining complex administrative processes</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

	<p>to input and amend a wide range of data items</p> <ul style="list-style-type: none"> <li>• Experience of providing advice on and explaining complex administrative processes</li> <li>• Experience in the devising, creation and administration of ESFA compliance and auditing systems</li> <li>• Extensive experience of creating and auditing systems in line with ESFA and internal guidelines</li> <li>• Good knowledge of and experience in using Microsoft packages to include Word, Excel etc.</li> <li>• Experience in gathering information and preparing reports.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Experience of dealing with invoice and purchase order processes</li> </ul>	
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Excellent time management skills and ability to prioritise targets to tight deadlines</li> <li>• Ability to work independently with minimum supervision</li> <li>• Resilience and ability to adapt well to change</li> <li>• Excellent accuracy and</li> </ul>	<p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Ability to manage difficult conversations</li> <li>• Ability to implement change management strategies and monitor their effectiveness</li> </ul>	<p>A, I</p> <p>I</p>

	<ul style="list-style-type: none"> <li>attention to detail</li> <li>Excellent communication and organisational skills with effective problem-solving ability</li> </ul>	I		
Other	<ul style="list-style-type: none"> <li>Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	A, I		