

Apprenticeships – your role



Apprenticeship strategy and design	Recruitment	Graduate and Apprentice Development	Business Sponsor	Training provider
<p>Manage and support the business on the design and development of all new apprenticeship schemes.</p> <p>Procurement of training providers. set the governance, manage training providers overall performance, manage the AS account and work with stakeholders to identify opportunities and drive through best practice standards.</p>	<p>Support the business during the attraction, design, marketing and development of the recruitment campaign, from advert design to contract offers.</p> <p>The schemes team work with the business sponsor to understand what knowledge, competencies and strengths are required in a candidate. They will adapt the recruitment process for the scheme to meet those needs.</p>	<p>Support includes:</p> <ul style="list-style-type: none"> -Induction -Enrolment with training provider- signing statement of commitments -Supporting and coordinating placement rotations -Ensuring compliant and required training and assessment is undertaken, and the End-Point Assessment (EPA) -Supporting and facilitating roll-off -Ensure that any absentee or leaver is reported and the manager updates sap. -Graduation and Apprentice of the year event (April/ may) -Support sponsors to ensure that they performance manage apprentices with the training provider and that issues are picked up and followed through. 	<p>Identifies the requirement for an apprenticeship, supports recruitment, decides on placements and course content , line manage the apprentices, and work closely with the training provider to ensure that the apprentices are on track. They are also involved in choosing the learning provider and identifying placement managers and mentors for the apprentices.</p>	<p>Manage training delivery, scheduling and assessments to ensure that it fits with your organisation requirements and the apprenticeship standard.</p> <p>Monitor and report on attendance, punctuality and performance. Monitor apprenticeships progress (and risk analysis), achievement rates, feedback reports, end point assessment planning, Have regular (12 weekly) meeting with the business and the apprentice to discuss progress. Support EPA assessment process by ensuring apprentices are ready and assist with choosing the provider.</p>

