

Apprenticeship Learner Engagement Officer

Skills For Security

Warrington WA1 / Remote

£24,000 - £27,000 a year

Full-time, Permanent

The Company:

Skills for Security are the largest fire and security apprenticeship training provider in the UK. Delivering high quality training to over 400 apprentices from across England and Scotland participating in four different programmes. As a sector skills body, Skills for Security liaise with key industry bodies to develop apprenticeships that are fit for purpose.

Skills for Security's objective is to increase apprenticeship participation through the delivery of high-quality learning and teaching; engagement with key stakeholders and raising awareness of the fire and security industry.

Hybrid working is offered for this role. The nature of the role requires presence at our Head Office in Warrington on a regular basis, but at other times you will be able to complete your work remotely. We recognise the benefits and importance of an environment that supports flexible working and are open to conversations throughout the application process.

The Person:

You should be energetic, professional, remain calm under pressure, work independently using your own initiative and be able to adapt to change easily. Above all, this role requires an individual with passion and determination to lead on the development of our apprenticeship programmes and develop the Quality of Education across our apprenticeship provision.

Job role

The post holder will:

- Provide mentoring and support to all learners to ensure they have the best opportunity to achieve their apprenticeship.

Key Responsibilities:

- To mentor and support learners whilst on the programme by conducting regular reviews to monitor progress on the apprenticeship



- Hold regular meetings with employers to provide an update on their apprentices' progression
- Work with learners to reduce and remove barriers to successfully completing the apprenticeship
- To re-engage learners who are disengaging from the programme
- Ensure the wellbeing and safeguarding of learners
- Ensure that learners receive effective support appropriate to their needs
- Monitor and ensure learners achieve their 20% OTJ log
- Monitor the mapping of Knowledge, Skills and Behaviour on OTJ journals
- Record and maintain records for learners using the e-portfolio system (OneFile)
- Support colleagues with recruitment, induction and EPA of apprentices
- Work with colleagues to ensure that the systems of support are used effectively in order to support learner retention and achievement
- Assist with audits, both internal and external
- Attend events/exhibitions to promote the training, as required
- Work away from home when necessary
- Plan your own schedule to meet all necessary deadlines
- Maintain, implement, and evaluate your own professional development

Job Knowledge/Skills/Experience

- Experience of apprenticeship delivery and its requirements
- Experience of working in a customer facing environment
- Experience of working with ASN and ALN learners
- A commitment to Equal opportunities, Safeguarding, Cultural Diversity, Health and welfare of self and others.
- Experience of using an LMS
- Experience of working in a performance-targeted environment
- Good understanding of Ofsted and the Education Framework Inspection
- Willingness to take increased responsibility when required



Benefits

- 25 days holiday
- Pension
- CPD opportunities
- Progression opportunities Company pension
- On-site parking
- Work from home

Safer Recruitment

As we accept students under 18 years of age and take the safety of our students very seriously, please be aware of the following, should we wish to proceed with your application:

- We will require two references and these reference requests will ask specifically whether there is any reason you should not be employed in situations where you have responsibility for, or substantial access to, persons under 18.
- We will need a satisfactory explanation for any gaps in your CV.
- A DBS check will be required prior to confirmation of appointment.

If appointed, we will need to see your passport or other proof of identity and your original certificates

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Warrington, WA1 1NN: reliably commute or plan to relocate before starting work (preferred)

Experience:

- Education Administration Occupations: 1 year (preferred)