

## **Traineeship Placement Officer**

Skills For Security

Warrington

£28,000 - £30,000 a year - Full-time

### **About the Role:**

Skills for Security are excited to present this exciting opportunity to join our brand new Traineeship team. We are seeking a performance-driven, multi-disciplinary learner focused **Traineeship Placement Officer** to support participants on our Traineeship programme. This role will be securing, managing of work placements and the progression of learners into employment or apprenticeships

### **About Skills for Security:**

Skills for Security is a Grade 2, Good, Ofsted national provider, with a Technical Training Centre in Warrington. We hold direct claims status with two Awarding bodies and a direct contract with the ESFA. We are a part of the British Security Industry Association (BSIA) and a not-for-profit organisation.

As the leading Apprenticeship Training Provider in the UK we are proud to play a key role in Apprenticeship Training across the Electronic Fire & Security sector across the North West and beyond: through a range of mixed delivery methods we have a reach like no other across the whole of England.

Our links with individuals, employers and stakeholders are at the very heart of what we do. We aim to strengthen and develop these relationships and the services we offer. A nationally renowned centre of excellence for High-Quality Learning, Teaching and Employer Engagement.

We work with apprentices, trainees stakeholders and employers to ensure training is designed and delivered to be fit for purpose.

### **Competitions**

Continuing to be highly successful in competitions & awards locally, regionally and on national platforms through Engineers of Tomorrow and WorldSkills.

### **Continuous Development**

A strong focus on listening to employer & apprentice voices, ensuring the ongoing and continuous development of the curriculum.

## Job role

### ***The post holder will:***

To undertake a key role in securing employers, planning, securing and managing of placements through liaison with employers; the completion of relevant placement documentation including health and safety assessments, monitoring and validation of learner hours and work experience on the systems.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Secure Placements for learners.
- Identify and develop relationships with appropriate work placement employers and assess the compliance of the work placement with Health and Safety, Insurance cover and other relevant criteria.
- Ensure that learners are familiar with their responsibilities on work placement, including health and safety and child protection / the protection of vulnerable adults.
- Complete all work placement documentation including safety assessments.
- Update and ensure accurate employer and learner records are maintained
- Organise placement interviews for employer and learner, attend a minimum of 70% of interviews
- Validate student hours and placement locations.
- Meet monthly and annual targets for work placements – 100% of learners are to start placement as per the Traineeship Timetable / a minimum of 4 new employers to be recruited a month
- Meet a minimum of 90% placement completion rate and convert a minimum of 70% placement opportunities to apprenticeships or employment.

### **Monitoring and Placement**

- Inform and liaise with employers, learners and staff on all matters relating to the progress of learner in the work placement setting.
- Prepare relevant work placement /assessment documentation and maintain appropriate record
- Monitor the attendance of learners in work placement and follow up any learner who have not been attending placement on a weekly basis.
- Ensure learner complete journal whilst on placement



- Complete placement induction within 2 days of agreed start date and completed exit review within 2 days of agreed end date
- If a learner falls out of placement then to replace them within 5 working days

### **Job Knowledge/Skills/Experience**

- Experience of working in a performance targeted environment
- Experience of securing work placement for young people
- Experience of recording and maintaining records for learners
- Experience in recruiting employers for work placements
- Willingness to take increased responsibility when required
- A commitment to Equal opportunities, Safeguarding, Cultural Diversity, Health and welfare of self and others.
- Experience of working in a customer facing environment
- Experience of working with ASN and ALN learners
- Good understanding of Ofsted and Traineeship requirements

### **Benefits**

- 25 days holiday
- Pension
- CPD opportunities
- Progression opportunities

Job Type: **Full-time**

Salary: £28,000.00-£30,000.00 per year

Schedule:

- 8 hour shift
- Monday to Friday