

LIBF

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:	TBC	Job Title:	Head of Apprenticeships
Reports to:	Head of On-Campus Programmes	Location:	London/Hybrid
Department:	Higher Education	Job Family:	Management

SECTION 2

DEPARTMENT STRUCTURE

Please see Appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

(What is the purpose of the job?)

The Head of Apprenticeships is responsible for the effective implementation and execution of the apprenticeship strategy at LIBF, providing dynamic leadership and effective management to the Apprenticeships team. The post holder has overall operational responsibility for apprenticeship programmes and student outcomes, including full oversight of LIBF as a training provider.

The Head of Apprenticeships ensures the effective planning, development, and delivery of high-quality provision that meets industry and employer needs and requirements, whilst engaging apprentices and supporting them to achieve.

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

- Direct line management of the Apprenticeships team, including (but not limited to) Apprenticeship Programmes Manager and (Senior) Apprenticeships Officer(s);
- Working in collaboration with the Apprenticeships Compliance Manager and Personal Tutors
- Individual spending authority of up to £5,000
- Oversight, in collaboration with the Quality, Policy and Regulation team, of Education and Skills Funding Agency (ESFA) apprenticeship funding processes

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

In fulfilling this overall job purpose, the post holder will have responsibility for:

In overview:

1. Delivery of LIBF's apprenticeship strategy
2. Ensure operational leadership
3. Ensure apprenticeship success
4. Lead and inspire the LIBF Apprenticeships team, and colleagues across the wider organisation, to support the achievement of LIBF's core purpose and institutional objectives.
5. Lead on business planning and budget setting, management and control for the apprenticeships area.
6. Develop, maintain and disseminate awareness and knowledge of educational policy, government priorities and industry drivers and change in relation to apprenticeships.
7. Oversight of apprentice progression, both on-programme and post-Gateway, ensuring full operational compliance.
8. Act as Designated Safeguarding Officer.

Stakeholder management

- Work effectively with Apprenticeship clients and manage overall and on-going operational relationships with employers.
- Liaise with the Professional Education team with regards to business development opportunities and assist, where appropriate, in the preparation of business cases, proposals and exploratory conversations with prospective clients.
- Contribute to the Marketing and Professional Education teams' efforts to promote LIBF's apprenticeships programmes.
- Oversee the internal validation process of existing and new apprenticeship programmes
- Liaise with organisations, including but not limited to employers, training providers, HEIs and EPAOs, to initiate and build partnerships.
- Negotiate apprenticeship funding provision and fees with employers, training providers and EPAOs and manage the contracting of apprenticeship provision in co-ordination with LIBF's legal and compliance team.
- Act as the operational contact for Ofsted, ESFA, IfATE and other apprenticeship sector bodies.
- Lead and manage any external inspections.

Compliance and Quality Assurance

- Co-leading (with the Apprenticeships Academic Lead) apprenticeship programme validations from initial concept to launch and delivery, including reviews and new developments as required.
- Co-leading (with the Apprenticeships Academic Lead) to ensure that the design and delivery of LIBF's apprenticeship programmes are aligned to the apprenticeship standard knowledge, skills and behaviours.

- Oversee and manage the monitoring, review, and reporting of apprentice records, performance, and quality assurance, ensuring timely dissemination of information to employers and partners, and coordinating documentation for internal and external quality assurance.
- Work with apprenticeship delivery teams to ensure compliance across ESFA, Ofsted, External Quality Assurance and any other regulatory bodies.
- Represent apprenticeships at LIBF deliberative committees (e.g. Learning and Teaching Committee; Academic Standards and Quality Committee) and on other platforms.
- Collaborate with Quality, Policy and Regulation, to develop and implement quality frameworks and processes ensuring high performance across LIBF's apprenticeship provision.
- Collaborate with Quality, Policy and Regulation on preparing and submitting institutional applications for apprenticeship provision, including the Apprenticeship Providers and Assessment Register.

Operational

- Operational oversight of the apprentice experience from initial point of contact through to successful completion.
- Oversee all learning and teaching support for degree-level apprenticeships, both online and face-to-face.
- Lead on the development/updating of programme handbooks, timetables, survey analyses, etc. and all employer-facing support materials as necessary
- Ensure that there are appropriate processes and procedures in place for apprentice enrolment, End-Point Assessment (EPA), recording of Off-the-job (OTJ) training hour, support and coaching
- Act as Designated Safeguarding officer and undertake Prevent Duty requirements.

Team management

- Direct line management of the Apprenticeships team including regular meetings and workload oversight, as well as individual and team objectives and key results setting and monitoring.
- Maintain an extensive and detailed knowledge of the rules and regulations for apprenticeships and provide expert guidance, advice and training to other parts of the institute in these areas.
- Working cross faculty and cross directorate as required.
- Resource planning and recruitment of staff.

CONTACTS AND INFLUENCE EXERCISED

(Type, number and seniority of contacts, impact of influence)

- Employers and employer trailblazer groups
- Policy makers and regulatory bodies, e.g. IfATE, ESFA, Ofsted, Department for Education
- Training providers
- Other HEIs
- Professional and membership bodies
- EPAOs
- Sector organisations promoting the early careers market
- Other key stakeholders as the apprenticeship landscape continues to evolve

DECISIONS

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder's involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	X

DEFINITION /CLARITY

(The extent to which to job is defined; the clarity of the job's boundaries, levels of uncertainty)

N/A

ANY ADDITIONAL FEATURES OF NOTE

None

PERSON SPECIFICATION

Job Title: Head of Apprenticeships

Reports to: Head of On-Campus Programmes

Department: Higher Education

Qualifications, knowledge and professional memberships	Essential / desirable?	
Educated to degree level or equivalent	E	
Knowledge of regulatory expectations (OfS/ESFA/Ofsted/IfATE)	E	
Sound understanding of the higher education landscape and programmes	E	
Technical competencies (skills and experience)	Essential / desirable?	
In-depth knowledge of the national apprenticeship agenda and policy	E	
Client relationship management experience	D	
Experience as nominee or shadow nominee in an Ofsted inspection	D	
Working effectively with internal and external stakeholders to develop and maintain strong relationships.	E	
Excellent attention to detail and a high level of accuracy	E	
Ability to prioritise, organise own (and others') workload and work to tight deadlines	E	
Proven experience in managing and developing a high performing team.	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience		
Communicating effectively	E	C
Business thinking	E	En
Developing yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	En
The Customer Experience	E	C
Managing quality and standards	E	En
Applying judgement and taking decisions	E	C

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date.....