Apprenticeship and Learning Manager

## Job details

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| Job title: | Apprenticeship and Learning Manager |
| Department: | Central Service – Clinical Governance |
| Location: | Home based |
| Reporting to: | Head of Learning & Development |
| Direct reports: | L&D Assistant (tbc) |
| Accountable to: | n/a |
| Responsible to: | n/a |
| Job purpose: | The Apprenticeship & Learning Manager will account manage the implementation and management of apprenticeship programmes within Vita Health Group. This post is key to maximising the opportunities of the apprenticeship levy, ensuring alignment to the current and future skill requirements and business needs of Vita Health Group staff. This role will ensure compliance with policy, continuously support apprentices and key stakeholders. Working closely with the Head of L&D and the L&D team, this role will implement an Apprenticeship Strategy, and help build a learning culture to develop and retain talent. |
| Role and Responsibilities: | **Programme Management**   * Manage apprenticeships; sourcing, promoting and co-ordinating providers and programmes with staff. * Manage apprenticeship funding and ensure effective use of the apprenticeship levy through effective forecast and planning * Provide oversight to the Head of L&D for the use of the Apprenticeship Levy through the Digital Apprenticeship Service Accounts   **Compliance and Quality Assurance**   * Finalise and implement the Vita Apprenticeship Policy and ensure compliance. * Raise awareness of policy and process through staff engagement and Sharepoint * Monitor the quality and effectiveness of apprenticeship programmes, conducting regular evaluations and making improvements as needed.   **Stakeholder Engagement**   * Advocate for apprenticeships within the organization, promoting their value and benefits to employees and managers * Proactively engage with key stakeholders and managers, to promote the use of apprenticeship and build maintain relationships, including training providers * Conduct learning needs discussions and collaborate with managers to identify business needs, apprenticeship opportunities and create pathways for career progression. * Be a point of contact and subject matter expert for Apprenticeships for staff, Managers and education providers   **Apprentice Support and Development**   * Provide guidance and mentorship to apprentices, ensuring their personal and professional development. * Act as the point of contact for resolving apprentice-related issues or concerns. * Create a supportive environment to ensure high apprentice retention and satisfaction rates.   **Data Management and Reporting**   * Analyse data and monitoring/evaluating and developing reports, driving continuous improvements. * Track apprentice progress and maintain accurate records in line with compliance requirements. * Prepare and present reports on apprenticeship progress and programmes.   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | Some travel including occasional overnight stays may be required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Recognised L&D / HR (or equivalent) qualification | * CIPD (or equivalent) qualification * Degree or equivalent professional qualification or experience |
| **Experience** | * Proven experience of managing apprenticeship programmes from an employer perspective * Proven experience of apprenticeship management and funding, and working with third party training providers * Proven planning and organisational experience of delivery of projects in a cross-functional, collaborative organisation | * Experience in Learning and Development best practice * Experience in coaching peers or managers * Experience in managing a direct report |
| **Skills/knowledge** | * Expert knowledge of Apprenticeship funding rules / regulations and national DAS system * Detailed understanding of structure of Apprenticeships and qualifications * Ability to analyse data and report on programme performance * Strong knowledge of MS Excel and other elements of MS Office * Effective communication both verbally and written to clients and business customers * Exceptional interpersonal skills demonstrated through behaviours * Proactive with excellent presentation and organisational skills * Excellent project management skills * Excellent planning and prioritising skills * Demonstrable experience of data analysis and reporting | * An understanding of healthcare provision * Speaks another language |
| **Personal competencies and qualities** | * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work individually or within a team and foster good working relationships * Ability to work under pressure * Excellent time management skills * Highly organised |  |