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| <b>Job Title:</b> Enrolment Officer  | <b>Pay Grade:</b> Scale 5               |
| <b>Normal Place of Work:</b> Field Based   | <b>Line Manager:</b> Compliance Manager |
| <b>Role Summary:</b><br><br>To provide in depth advice and guidance to both learners and employers, ensuring potential apprentices are enrolled onto the most appropriate programme and that funding and other documentation is completed accurately to allow for processing onto the ILR. |   |

### Principal Accountabilities:

1. Provide detailed, relevant and up to date advice and guidance to both employers and learners in order to ensure that they are enrolled onto the correct programme.
2. Liaise with employers to ensure that contractual documentation is completed as per existing funding rules and any queries are answered.
3. Complete all funding documentation in line with existing funding rules to allow for processing onto the ILR.
4. Carry out initial and diagnostic assessments of learners to ensure they meet the relevant entry criteria.
5. Delivery initial teaching and learning to allow for a funding claim to be made, including producing necessary teaching and assessment plans.
6. Carry out Health & Safety Prevets with Employers to ensure that learners are safeguarded and learning environments are appropriate.

### Key Relationships

The post holder will be expected to develop and maintain good relationships with:

|                              |  |
|------------------------------|--|
| • Employers                  |  |
| • Learners                   |  |
| • Business Development Teams |  |

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement

- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- Promote innovation
- To contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected
- To participate in the College Annual Staff Performance and Development Review (ASPDR) as a reviewer and a reviewee
- To undertake other duties commensurate with the job level

## Person Specification –

|   | Essential | Desirable | How assessed* |
|---|-----------|-----------|---------------|
| <b>QUALIFICATIONS</b>                                     |           |           |               |
| IOSH Managing Safely                                      |           | X         | Cert          |
| Award in Education & Training                             |           | X         | Cert          |
| L3 Certificate in Advice & Guidance                       |           | X         | Cert          |
| <b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/<br/>CURRENT)</b> |           |           |               |
| Experience of working in the FE sector                    | X         |           | AF            |
| Experience of engaging with employers                     | X         |           | AF            |
|   |           |           |               |
| <b>SKILLS AND ABILITIES</b>                               |           |           |               |
| Excellent communication skills, especially verbal         | X         |           | IV            |
| Good attention to detail                                  | X         |           | IV            |
| Ability to build rapport and put people at ease           | X         |           | IV            |
| Good time management skills                               | X         |           | IV            |
| Able to work independently                                | X         |           | IV            |
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|   |           |           |               |

\*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV =

Cert =

Skill assessed via interview

Certificate checked at interview