

## JOB DESCRIPTION

**Post:** **PROGRESS REVIEW OFFICER**

**Responsible to:** Apprenticeship Delivery Manager

**Salary:** Full or Part Time, 52 weeks  
£26,146-£30,679 pro rata  
Scale 5/6 Point 25-31

**Conditions of Service:** Truro and Penwith College conditions of service

**Main Purpose of Job:** To facilitate Progress Reviews with apprentices and employers undertaking apprenticeship standards across the breadth of Truro and Penwith College's provision, providing support, guidance and action plans for learners on Apprenticeship programmes.

To support learners to achieve timely success for their apprenticeship, supporting and tracking progress with learners and employers.

To work with academic staff and Training Advisers to identify and agree individualised SMART targets that will enable learners to achieve and evidence the knowledge, skills and behaviours required for the relevant apprenticeship standard.

**Specific Duties:** To be responsible for undertaking Progress Reviews for identified cohorts or individual apprentices across the range of apprenticeship programmes delivered by Truro and Penwith College in line with current business need.

Carry out regular progress reviews to agreed timescales providing coaching and mentoring to the learner, using clear target setting and action planning.

To ensure that learners are supported in all aspects of their apprenticeship programme and that any additional support is identified and provided as needed.

Maintain accurate tracking on OneFile and monitor at all times.

Monitor achievement through regular meetings with the relevant programme delivery teams to prepare and report on completed Progress Reviews and ensure that delivery aligns with the apprenticeship programme and scheduled assessments.

Complete all necessary administration to ensure compliance with audit and funding/awarding bodies' contractual and reporting requirements.

Ensure appropriate learner progression through proactive promotion of relevant opportunities.

To induct learners onto relevant programmes to meet the needs of employers and learners, carrying out relevant skills-based diagnostic assessments as well as advice and guidance for career progression.

Host 'Gateway' meetings and complete the appropriate 'Gateway' paperwork.

Ensure that apprentices and employers have full knowledge of all aspects of the apprenticeship programme to include preparation for End Point Assessment and the End Point Assessment process.

Ensure that employers understand their obligations and involvement in the EPA process.

To champion Truro and Penwith College as the preferred business training provider across Cornwall and record and relay any feedback or enquiries from

employers to the relevant programme team and/or Business Partnership Consultant.

Complete and record minimum 30 hours of continuing professional development each year.

Comply with all Health and Safety monitoring and reporting requirements.

Support the development of new initiatives and undertake other professional tasks as requested.

## **General Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### PROGRESS REVIEW OFFICER

Ideally, the person appointed will have the following skills and experience:

The person sought will possess **most**, if not all, of the following characteristics:

- Strong professional experience and an understanding of the Cornish business landscape
- Appropriate qualifications in assessing, teaching or training would be an advantage.
- Ability to create and maintain effective records and systems.
- Ability to motivate learners to obtain their learning goals
- Ability to create and maintain effective records and systems
- Be an excellent communicator, both in writing and orally.
- Be committed to good working relationships and have the ability to motivate others.
- A commitment to monitoring and upholding of quality standards
- Excellent interpersonal skills
- Flexible, self-motivated and willingness to use own initiative
- Ability to plan, organise and work under pressure and meet deadlines
- A record of continued study or professional development.
- Excellent IT Skills
- Self-motivated and personable – capable of working both as a team player and independently.
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence.

#### ***Desirable:***

- Up to date knowledge of Apprenticeship standards/frameworks, contractual requirements and quality issues.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

## THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

### OUR AMBITIONS

#### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

#### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

#### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

### OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

#### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

#### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

#### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

#### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.