

**JOB DESCRIPTION**

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| **Job Title** | **Apprenticeship Delivery Lead** |
| **School /Service** | **Quality Assurance and Enhancement (QAE)** **Professional Academic Compliance (PAC)**  |
| **Grade**  | **Grade G**  |
| **Location and Hybrid working status** | **Hybrid working, at least three days a week on site at UEL Docklands/Stratford** **(inc. visits to employer premises, if necessary)**  |
| **Reporting to** | **Dean of Professional and Academic Compliance & Head of Quality Assurance and Enhancement**  |
| **Line management for**  | **Apprenticeship Coaches** |
| **Key working relationships: Internal**  | **Academic Schools** **Quality Assurance and Enhancement** **The Talent Gateway (Employer Partnerships Office)** **Academic Registry (Apprenticeships and Partnerships)** **External Relations (Admissions)** **Student Services (Disability and Dyslexia Service)** |
| **Key working relationships: External**  | **Employers** **Industry bodies** **Regulators**  |
| **Contract type/ Hours**  | **Permanent 1.0 FTE** |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

# THE DEPARTMENT (QUALITY ASSURANCE AND ENHANCEMENT)

Following successful Ofsted full inspections in 2023/24 which confirmed the quality of UEL apprenticeships as ‘Good’ across all areas, as well as ‘Outstanding’ for primary teacher apprenticeships, the new apprenticeships branch of Quality Assurance and Enhancement (QAE) is committed to the achievement and maintenance of ‘Outstanding’ status in all future inspections and to maximising the impact of apprenticeships in meeting the strategic objectives of UEL’s *Vision 2028*.

The QAE team is responsible for the development and implementation of all UEL academic quality assurance processes and procedures, and provides support to academic staff, professional services staff and students, including staff and students at academic partners.

The apprenticeships branch of QAE establishes institution-wide, robust processes to support UEL’s thriving and growing apprenticeship provision. This branch leads the Apprenticeship Professional Services Network and reports directly to the committee(s) chaired by the Dean of Professional Academic Compliance (PAC), holding institutional responsibility for implementing apprenticeship quality and compliance processes in accordance with Ofsted, ESFA, OfS, IfATE and PSRB requirements, and disseminating these to relevant stakeholders.

To this effect, the Apprenticeship Delivery Lead is line managed by both the Dean of PAC & Head of QAE (equal responsibility). This enables the role to support the strategic objectives of both the Head of QAE and the Dean of PAC, both of whom report to the University Provost & Vice-President (London Campuses).

**JOB PURPOSE**

The Apprenticeship Delivery Lead is responsible for the new apprenticeships unit, a branch of QAE. This role plays a pivotal role in bridging the gap between UEL leadership and the academic and operational teams delivering apprenticeships. The Apprenticeship Delivery Lead holds institutional responsibility for producing and driving delivery of the Apprenticeship Delivery Strategy, including setting pan-institutional KPIs for high-quality apprenticeship delivery and putting actions into motion to meet them.

The Apprenticeship Delivery Lead acts as UEL’s central point of contact for all matters relating to apprenticeship quality and compliance and as such, is expected to keep the University abreast of all developments in the sector relating to apprenticeships to ensure that UEL is consistently meeting the requirements of external regulatory bodies and well-prepared for inspections, audits and monitoring visits. Given the launch of Skills England following the 2024 General Election, this role will additionally support innovation and how UEL can grow its portfolio in the broader ‘skills’ space.

This role demands not only an exceptional knowledge base on apprenticeship quality and compliance matters but ambitious dedication to excellence and continuous enhancement in apprenticeships.

**KEY DUTIES AND RESPONSIBILITIES**

* Institutional leadership, direction and responsibility for centrally available quality and compliance data, guidance and support for apprenticeship and end point assessment (EPA) provision; upholding a UEL culture of ‘data transparency’ for apprenticeships and skills.
* Leadership on strategic developments (including the coordination of Schools and professional services) to achieve excellence in delivery and operations for apprenticeships to achieve maximum growth, including operationalisation of the Apprenticeship Delivery Strategy.
* Transforming the role of Apprenticeship Coaches as ‘quality and compliance practitioners’ to serve as enablers of the objectives of the Apprenticeship Delivery Strategy and the broader objectives of QAE and PAC.
* Actively horizon scan for and be the expert on apprenticeships compliance matters and advise on implementation within the institution.
* Chairing the Apprenticeship Professional Services Network and reporting to the Apprenticeship Compliance Sub-Committee on all institutional matters relating to apprenticeship quality and compliance (inc. maintenance of the Apprenticeship Risk Register).
* Regular reporting of Apprenticeships compliance and quality to the Provost via the Dean of PAC.
* Organisation of a programme of staff continuous professional development (CPD) activities relating to apprenticeship quality and compliance, including events during National Apprenticeships Week.
* Line management of Apprenticeship coaching teams, including training on apprenticeship quality/compliance and coaching skills.
* Identifying opportunities to represent UEL at national apprenticeships events and conferences.

# Quality Assurance and Enhancement

* Leading activities to support all Academic Schools in providing apprenticeship evidence to achieve Gold in the Office for Students (OfS) Teaching Excellence Framework (TEF) and in the event of an OfS Quality Assessment.
* Writing the UEL Self-Assessment Report (SAR) in collaboration with PAC & the Quality Assurance and Enhancement team, including gaining formal approval and submitting to Ofsted annually.
* Actioning and reporting on the status on actions documented in the UEL Quality Enhancement Plan (QEP) and Provider Data Self-Assessment Toolkit (PDSAT) reports.
* Responsibility for institutional actions to address the Department for Education (DfE) survey results on the government’s 'Find Apprenticeship Training' service.
* Representing apprenticeships at School Education and Experience Committees (SEECs), including consultation on the development of UEL policy and regulations in relation to apprenticeships.
* Representing apprenticeships at the Quality Leaders’ Forum.
* Analysing and acting on outcomes from the National Student Survey (NSS) data for apprenticeships.
* Management of the dissemination, reporting and resulting actions of UEL’s Apprentice Induction Survey (AIS) and Apprentice Learner Experience Survey (ALES).
* Monitoring and acting on issues arising in the Continual Monitoring Process (CMP),

External Examiner (EE) reports, Module Development and Enhancement Plans (MDEPs), Module Evaluation Questionnaires (MEQs) for apprenticeship courses and modules.

* Identifying research opportunities for UEL based on apprenticeship developments.
* As requested by the Head of QAE, support for any quality assurance and enhancement projects.

# Professional Academic Compliance

* Leading on activities to ensure audit and regulatory inspection readiness on-programme delivery.
* Aligning objectives for the UEL Race Equality Charter (REC) and Athena Swan action plans into apprenticeship delivery.
* Representing apprenticeships at the Safeguarding Advisory Group, including the production of organisational advice and guidance on good safeguarding practice for apprenticeships.
* Ownership for the delivery interface of UEL’s apprenticeship learner management platform (Aptem), including the facilitation of training for UEL staff, handling of delivery-related queries/complaints, and communication of system updates.
* For applicable apprenticeships, ownership of the ACE360 EPA management system, including the training of UEL staff.
* Leading on the APAR registration process for newly validated apprenticeship courses and for EPAO status for UEL’s integrated degree apprenticeship provision.
* Acting as the institutional contact with third-party EPAOs for non-integrated degree and non-degree qualification apprenticeships.
* As applicable, leading on UEL’s re-registration process on the APAR as an Apprenticeship Training Provider.
* As requested by the Dean of PAC, support for any professional academic compliance projects.
* Any other requirements/duties as required by the University Provost and Vice President (London Campus).

The duties and responsibilities outlined above provide a general overview of the range of tasks that an Apprenticeship Delivery Lead at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

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| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| Undergraduate/postgraduate qualification(s) in an applicable subject. | [ ]  | [x]  | A/C |
| Evidence of continuous professional development relating to apprenticeship quality and compliance. | [x]  | [ ]  | A/C |
| Coaching qualification. | [ ]  | [x]  | A/C |
| Evidence of training on safeguarding adults.  | [ ]  | [x]  | A/C |
| Experience/Knowledge |  |  |  |
| Demonstrated experience in successfully leading Apprenticeship provision in either FE or HE environments.  | [x]  | [ ]  | A/I |
| In-depth knowledge of apprenticeship quality and compliance standards, including Ofsted, ESFA, OfS, and PSRB requirements. | [x]  | [ ]  | A/I |
| Experience in organising staff continuous professional development (CPD) activities focused on quality and compliance. | [x]  | [ ]  | A/C |
| Demonstrable track record of keeping current with sector developments and ensuring strict compliance with external regulatory bodies. | [x]  | [ ]  | A/C |
| Strong communication skills for producing reports, representing UEL, and collaborating with diverse stakeholders. | [x]  | [ ]  | A/I |
| Proven ability to build and nurture productive relationships with internal and external partners for effective collaboration.  | [x]  | [ ]  | A/I |
| Proficiency in data analysis and presentation to inform decisions and enhance apprenticeship delivery. | [ ]  | [x]  | A/I |
| Ability to work independently  | [x]  | [ ]  | A/I |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

**Disclosure and Barring Service (DBS):**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.