

**JOB DESCRIPTION**

<b>Job Title: Modern Apprenticeship Training Coordinator</b>	<b>Grading:</b>
<b>Section: MBD</b>	<b>Reference:</b>
<b>Job Objectives:</b> <ul style="list-style-type: none"> <li>• To support the Senior Training Coordinator with the day- to -day management and coordination of the Modern Apprenticeship programme.</li> <li>• To contribute to the UHI Work based learning Hub and other key stakeholder groups in relation to the continued delivery of the Modern Apprenticeship programme.</li> <li>• Support the MA promotion</li> </ul>	
<b>Reporting to: Head of Marketing and External Relations</b>	
<b>Reporting to the position:</b> None	
<b>Interface with:</b> Internal stakeholders, teaching staff; other support staff; school pupils, employers, external agencies	
<b>Approved by:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

## **Duties and Responsibilities:**

### **To support the day- to -day operation and coordination of the modern apprenticeship programme**

1. Carry out reviews every 13 weeks with apprentices and the employer.
2. To support the Senior Training Coordinator with the completion of SDS paperwork ensuring adherence to audit requirements.
3. Ensure up to date knowledge in order to advise employers and apprentices on changes to the MA programme
4. Work closely with the work-based assessors and others to ensure that apprentices and employers are provided with support and guidance.
5. Support in the preparation of reports including statistical reporting for SDS audit purposes and reporting to the UHI Moray Board of Management.
6. Complete and process travel and lodging paperwork for claiming.
7. Have an awareness of the local labour market trends and national skills strategies.
8. Input data accurately related to MAs into SDS bespoke database [FIPS]

### **To contribute to the UHI Work based learning hub and other key stakeholder groups in relation to the continued delivery of the Modern Apprenticeship programme.**

1. Liaison with the UHI work based learning hub as required which may include reporting, updates, presentations, attendance at hub event etc.
2. Support internal college curriculum staff and work based assessors in the delivery of the MA programme.
3. Provide support and advice to stakeholders including employers and business groups on the MA programme.

### **Support the MA promotion**

1. Lead on the organisation of Modern apprenticeship stakeholder events with the college events coordinator.
2. Promote the MA programme to employers and support the wider marketing activity.
3. Work with the college Marketing and Communication Assistant in the development of MA marketing materials including leaflets, flyers, posters, social media posts and any others marketing approaches as required.
4. Attending careers fayres, employer events, etc to promote the MA programme.