

**Job Title: Apprenticeship Manager**  
**www.dcreclamation.co.uk**

### **About us**

DC Reclamation is recognised by the Education & Skills Funding Agency as a Main Provider on the Register of Apprenticeship Training Providers (RoATP). The main office is located in Sunderland and operates across the United Kingdom to meet the growing needs of its customers, delivering innovative and responsive training across a variety of sectors.

We are experts in the digital apprenticeship and skills sector. Currently creating a Centre of Digital Excellence. We believe that organisations' greatest assets are their people. We work with like-minded organisations and help them with their apprenticeship and people strategies. Services range from designing, implementing and delivering high-impact traditional early in career programmes that assist employers to recruit their future talent through to the identification, design and delivery of game-changing digital skills to enhance current employees and in turn their organisation

We have a highly qualified team of programme designers, all trained to identify and focus on the needs and aspirations of employers and employees, supported by a charismatic and passionate team of expert trainers.

We start with a conversation. We take time to understand each customer's starting point and ambitions. No customer is the same. We believe in a partnership approach. It is our job to help you achieve more with your apprenticeship and skills strategy.

Although DC Reclamation is new to the sector we have an established I.T. Asset management Company, providing a safe and profitable solution. We are a market leader, offering professionals, graduates and apprentices the opportunity to work, train and learn within a fast-paced innovative technology business in the North East of England.

A vacancy has arisen for an Apprenticeship Manager.

### **ABOUT THE ROLE:**

Location: Sunderland

Salary: £35000

Initially you will be tasked with building a team and framework that allows a 'best-in-class' centre of digital excellence.

You will teaching, assessing, curriculum design and delivery of our apprenticeship programme. You will lead a team of teaching and mentoring staff and your role will sit on the Senior Leadership Team for our apprenticeship programme.

The team you lead are responsible for the delivery of high quality training, high satisfaction and completion rates of learners, the personal development of learners during the programme as well as ensuring they build a diverse set of networks so that they can flourish in an increasingly diverse society. You will manage and lead a growing team as the programme grows and expands across the UK.

The Head of Delivery will work closely with the CEO to help develop and execute the company's goals. The company is committed to safeguarding and Prevent along with British values and expects all staff to share and promote these

## Key Tasks and Accountabilities

- To develop and manage delivery plans to ensure the delivery team understand key milestones, deadlines and targets are met.
- Responsibility for the preparation of information and all other associated documentation and reports relating to funding claims, including administration of the Digital Apprenticeship Service.
- Participate in the design of systems and processes to ensure that DCR maximises the opportunity and risks presented by the Apprenticeships Levy.
- Establishment of robust systems and procedures at all levels to ensure that training and assessment paperwork is aligned to the requirements of the main contractor, the ESFA and Ofsted as applicable.
- Establish and maintain DCR's status on the ESFA Register of Apprenticeship Training Providers (RoATP).
- Make sure KPI and targets are achieved and items of Compliance such as QIP and SAR are made available and undertake all items around recruitment
- Support the CEO in the preparation of reports for the board
- To lead the national delivery team and support colleagues in the wider management team for the levy business, to achieve company targets.
- To line manage allocated staff responsible for coordinating the above activities.
- To drive forward a strategy on continuous improvement for learning with relentless focus on outstanding experiences for our learners and employers.
- Utilisation of all operational resource to provide excellent learning opportunities for our customers and value for money
- To attend conferences and workshops before feeding back to the management and delivery team
- To provide weekly progress reports to the CEO and to be responsible for tracking and monitoring of starts to inform delivery plans and resources required, working with the wider levy management team.
- Effective management of financial performance and budget control within the delivery team for all aspects of provision.
- To work with the wider levy management team to ensure all monthly starts are allocated to delivery team with immediate effect.
- To support the management of key accounts through operational success, ensuring excellent client feedback and great team working with colleagues.
- To ensure appropriate levels of Continuous Professional Development (CPD) for all delivery personnel are in place to reach outstanding grades on Observations
- To work with colleagues across the business to monitor the changing landscape of funding and sector requirements, identifying development areas that the business should act upon and coaching team members effectively.
- Ensure that the team are up to date and keep abreast of safeguarding governance, prevent and British values
- To identify opportunities to enhance the work with our existing and new stakeholders
- To perform any Ad-hoc duties that the Company considers to be reasonable
- To be mindful of your personal safety and the safety of apprentices and colleagues

- Please note that this role involves National Travel and overnight stays

### **Expectations and Targets**

- Retention above 85%
- Timely Achievers above 95%
- Enrolment/Induction and delivery documentation compliance - Audits
- Managing Performance
- Improving performance to deliver excellence via robust and regular performance management reviews that meet our vision, mission and values
- Achieve financial targets
- Continuous staff development to provide outstanding teaching, learning and assessment

### **Other Targets:**

- To identify opportunities to enhance the work with our existing and new stakeholders
- There will be a responsibility to keep CPD detail live and current
- Effective management of financial performance
- Qualifications and Knowledge

### **Essential**

- Previous experience within a similar role is essential
- Experience of managing people, budgets etc
- Experience of client management
- Knowledge of the Apprenticeship Levy
- Understanding of the new Apprenticeship Standards
- Understanding of the FE sector and impact the Levy will have for employers
- Proven experience of managing apprenticeship delivery
- Corporate management experience
- Experience of presenting at various levels, from senior management to young people
- Proven networking skills
- Experience of working to targets
- Staff Management experience
- Understanding of ESFA funding and registration for Apprenticeships
- Full understanding of Apprenticeship frameworks and mapping job roles to new Apprenticeship Standards
- A full, clean drivers licence, access to own vehicle with business insurance
- Excellent communications skills (oral and written) and demonstrable presentation skills
- Understanding of the OFSTED Framework with experience of Ofsted Inspections preferable
- Candidate will be required to undertake DBS check
- Assessors Award, Internal Verification Award (IQA Level 4), Maths Level 2, English Level 2.