

**Lincolnshire Health & Care Apprentice Centre
Internal Quality Assurer**

Job Description

Job ID	ID – 478b
Pay band	5
Department/Section	Learning & Organisational Development
Job purpose	<p>The post holder will Internally Quality assure the delivery of apprenticeship education, , training, and development of Clinical Apprenticeship Programmes and will be responsible for progressing the delivery of apprenticeship programmes ensuring that the delivery is compliant with the academic and apprenticeship standards prescribed by the awarding bodies.</p> <p>The post holder will principally support the delivery of Clinical Apprenticeship training to support evidenced based care across the workforce teams.</p> <p>As contribution within the Learning & Organisational Development Team, the post holder will ensure that the workforce is fit for purpose in terms of their roles and that individual role competencies are reviewed to provide a safe, high quality and efficient service.</p> <p>The post holder will contribute to the Trust's education and development strategies, supporting projects as designated by the Apprenticeship Lead.</p>
Main tasks, duties, and responsibilities	<p>Lincolnshire Community Health Service requires all staff to safeguard children, young people, and adults. All staff are required to access the organisational policies, also the Local Safeguarding Children Board and the Local Safeguarding Adults Board policies and procedures that underpin the safeguarding agenda. The safeguarding policies to be followed are found at www.lincolnshirecommunityhealthservices.nhs.uk and www.lincolnshire.gov.uk .</p> <p>LCCHS policies, procedures, and guideline - It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures, and guidelines. These can all be found on the Trust's website.</p> <ul style="list-style-type: none"> • Act as expert in the Quality Assurance of the relevant Clinical apprenticeship standards and possesses the

	<p>relevant knowledge, theory and understanding to support learners throughout the programme of study</p> <ul style="list-style-type: none"> • Provide regular support to learners and Assessors ensuring 12 weekly reviews are accurately recorded and documented in the correct format that satisfies both Ofsted and ESFA requirements • To be responsible for carrying out work-based visits, observations, and reviews in a timely manner to ensure Assessors are meeting deadlines and progressing as targeted. • Support initial skills assessment and is actively involved in the Induction of new starters • Ensures and contributes to the successful and timely completions of learners • Provide independent support to all learners and Assessors regarding their welfare safeguarding and advice reasonable adjustments liaising if required with awarding bodies • Proactively manages Assessors/learners that are non-compliant and follows up all on all non-attendances in a timely manner • Contributes to the development of the Clinical Apprenticeship delivery. • Provide a visible profile, having an advisory and practical input into the development of staff as directed by the Apprenticeship Manager • Prepare accurate and concise reports, both written and verbal using Ecordia electronic portfolio • Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to needs of patients, staff, Assessors and learners in training • Keep relevant records and submit reports in a professionally acceptable manner. • To maintain professional registration, competence, and continual professional development by appropriate means e.g., attendance at professional forums, conferences and learning events • To create and maintain collaborative and constructive working relationships with internal and external stakeholders through attendance at appropriate groups, forums and other meetings/ events as required • To prioritise own work commitments to meet the needs of the service and to manage work time effectively
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	<ul style="list-style-type: none"> • To maintain own health and safety and that of others by own work activity, to ensure that all relevant policies and practices are observed, to cooperate with management in meeting health and safety requirements, and to attend mandatory training. To identify work related risks and ensure that they are reported in accordance with Trust's Risk Management Policy and associated procedures • Provision of information, advice, and guidance to all Assessors/learners whilst on programme • To liaise with colleagues to ensure consistency and clarity in communicating programme requirements to apprentices and their employers. • To effectively manage a caseload of learners and Assessors as directed by the Apprentice Manager through keeping records and preparing reports for regular work-based learning/assessor meetings to review progress of apprentices. • Design and deliver Clinical apprenticeship training sessions to learners of varied needs
Reporting to	Apprentice Centre Manager

Person Specification

Criteria	Essential <i>It is expected that applicants will meet all the essential criteria to be considered eligible for appointment.</i>	Desirable <i>Enhance a person's capacity to do the job and can be acquired / learnt once in post.</i>
Qualifications	<ul style="list-style-type: none"> • Minimum Level 3 in Healthcare qualification or above. • Vocational Verifier (D34, IQA or V1) • Teaching qualification, PTTLs/ ideally DTTL's • Qualifications in Maths, English, and ICT minimum Level 2 attainment 	<ul style="list-style-type: none"> • IT Qualifications • Information Advice and Guidance Qualification • Qualified Nurse • Vocational Assessor (D32/33, CAVA or A1)
Skills/competencies	<ul style="list-style-type: none"> • Designing and developing curriculums to meet the needs of Assessors/learners • Critical analysis skills • Evidence of skills in diplomacy and negotiation. 	<ul style="list-style-type: none"> • Management and leadership theory • Understand, interpret, and critically analyse data and information • Facilitating at multi-professional workshops
Knowledge	<ul style="list-style-type: none"> • In depth knowledge of apprenticeship qualifications 	
Experience	<ul style="list-style-type: none"> • Portfolio of evidence demonstrating achievements in practice/education and delivery of training programmes • Recent evidence of continuing professional and personal development • Experience of change management 	<ul style="list-style-type: none"> • Evidence of project management • Experience in teaching English and Maths within a recognised qualification • Awareness of ESFA/ Ofsted rules and regulations
Special attributes/specific requirements	<ul style="list-style-type: none"> • Ability to Travel 	
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic and supportive with the ability to motivate people • Confident Decision maker 	

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I declare that I have read and understood the Job Description and Person Specification of the role.

Post holder name:

Date:

Line manager name:

Date: