

Role Profile

Job Title:	Placement Officer
Department:	Apprenticeship Preparation Programme (APP)
Responsible to:	Programme Manager – APP, Maths & English

Main purpose of job:

To recruit and retain employers who can provide high quality opportunities for work experience and apprenticeship vacancies, in line with our Apprenticeship Preparation programme requirements.

Main Duties:

- To utilise effective employer engagement strategies to ensure sufficient employers across a range of occupational areas and geographical locations are engaged and retained in supporting the objectives required.
- To match learners to opportunities in accordance with needs, aspirations, objectives and the results of initial assessment, thus enabling them to be better prepared for work, with the end intention of work experience turning into apprenticeship and job opportunities.
- Be actively involved in preparing learners for work experience through delivery of relevant sessions, in a group setting or on a 1 to 1 basis.
- To regularly review learner progress within the work placement and maintain a level of learner contact, support and IAG throughout the programme, commensurate with individual needs for continued engagement and success in all aspects of their programmes.
- Assist learners with successful progression planning, managing the process of leavers and transition, effectively and regularly tracking learners to monitor destinations, update progression data and drive the achievement of targets.
- To engage effectively with colleagues and employers, to ensure comprehensive and accurate information is communicated regarding learners progress, achievements and support needs including liaising with parents and guardians.
- To maintain appropriate learner records that meet company standards and external requirements and to provide relevant statistics as directed to support performance.
- To enable the safety and wellbeing of learners within the workplace setting. Aligned to this will be the need to ensure that employers understand their role, work effectively with colleagues to ensure H&S approvals are complete prior to the work experience commencing and to monitor

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Training 2000

Health, Safety and Safeguarding during work experience, acting promptly regarding any concerns.

- To work closely with the recruitment and business development teams to ensure that current apprenticeship vacancies are best utilised, offering work experience as work trials and converted into opportunities that support our learners to ultimately progress onto an apprenticeship.
- To facilitate customer feedback, encourage the learner voice and completion of surveys in order to collate valuable evidence that will contribute in the development and delivery of the department Self-Assessment Report and Quality Improvement Plan in the pursuit of continuous improvement towards excellence.

Signed by Employee	Date:
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Person Specification

Job Title: Placement Officer
Department: Apprenticeship Preparation Programme (APP)
Responsible to: Programme Manager – APP, Maths & English

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Possession of or willingness to work towards a Level 2 in Information, Advice and Guidance qualification. • Possession of or willingness to work towards a Level 3 Preparing to Teach qualification. • Maths , English and ICT qualification at least Level 2 or equivalent • Full UK driving licence and access to a vehicle. 	<ul style="list-style-type: none"> • Knowledge and understanding of Government funded provision in the Traineeship area. • Knowledge of Government funded external audit processes and documentation. • Knowledge of local employer networks & labour market information. • Knowledge of engagement strategies to recruit, retain & progress customer group. • Knowledge of opportunities for progression within the locality.
Skills & Relevant Experience	<ul style="list-style-type: none"> • Experience of influencing people in a working sales/ recruitment environment. • Experience of generating new business through outbound call activities with new and existing companies. • Strong & effective customer service skills. • Interpersonal skills & ability to communicate with customer group, other stakeholders and external partners. • Works well as part of a team & strongly supports others. • Ability to use and set SMART Objectives in Learning Plans & Reviews. 	<ul style="list-style-type: none"> • Experience of working with employers in a work placement or work trial scenario. • Experience in working with young people aged 16-19. • Strong experience of working with vulnerable client groups engaging & retaining them in a learning process using IAG.

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"> • Ability to effectively using Influencing & negotiating skills to procure service/opportunity. • Ability to understand & effectively manage learner behaviour. • Ability to exercise patience & empathy. • Ability to meet targets and deadlines. • Ability to be responsive & be flexible to meet needs of learners & employers. • Organisation, time management & administration skills. • Active listening skills and interview techniques. 	
Behaviours	<ul style="list-style-type: none"> • Demonstrates highly effective engagement and communication skills in the handling and management of customer and applicants enquiries. • Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships. • Demonstrate collaborative team based behaviours which promote and support highly effective team working across the department. • Demonstrate inquisitive and constructive challenging behaviours in identifying potential business opportunities and acting accordingly. 	<ul style="list-style-type: none"> • Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core values. • Demonstrate strong focused behaviours in ensuring a healthy and safe working environment.

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