

Apprenticeship Quality Compliance Officer			
School / Department:	Student and Teaching Administration - Apprenticeships	Grade:	D: £32,006 - £35,331 p/a
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Pension classification:			Other
Responsible to:	Apprenticeship Compliance Manager	Responsible for:	N/A
Job Purpose			
The Apprenticeship Quality Compliance Officer supports apprenticeship quality compliance activities, to assist with readiness for an Ofsted inspection. They will coordinate the SAR, QIP, and monitor individual action plans. They support the preparation for Ofsted inspections. They work closely with the apprenticeship support manager, apprenticeship compliance team, quality team, operational teams and Academic Leads for Partnerships and Apprenticeships, and other stakeholders, to arrange training, share information and monitor progress.			

Main Activities and Responsibilities
1. Support the planning and monitoring of inspection readiness, to ensure compliance with regulatory requirements. 2. Coordinate and assist with the writing of the self-assessment report, ensuring it is regularly reviewed, and data is accurate. 3. Monitor quality improvement plans and individual action plans, escalating any issues or concerns. 4. Work with the apprenticeship compliance team, quality team operational teams and Academic Leads for Partnerships and Apprenticeships, and other stakeholders, to arrange simulation exercises to test planning. 5. Keep up to date with the requirements for inspection and key judgement areas. 6. Help prepare documentation and evidence for Ofsted inspections. 7. Liaise with internal teams to gather quality compliance related information and resolve queries. 8. Contribute to the development and maintenance of quality compliance policies and procedures. 9. Respond to quality compliance related enquiries from staff, employers and external partners. 10. Assist in identifying and escalating quality compliance risks or issues. 11. Support training activities related to apprenticeship quality compliance, and inspection frameworks and toolkits. 12. Assist with producing guidance and training materials on apprenticeship quality compliance. 13. Undertake other duties as required to support the apprenticeship support function. 14. Supporting University events such as enrolment, graduation, open days, and clearing as required.

Person Specification	
Essential Criteria	Application Form / Support Statement / Interview
1. Experience or knowledge of apprenticeship compliance or quality assurance processes.	Application Form / Support Statement / Interview
2. Strong organisational skills with attention to detail.	Interview
3. Ability to maintain accurate records and documentation.	Application Form / Support Statement / Interview
4. Good communication skills to liaise with internal and external stakeholders and produce clear guidance documentation and reports.	Application Form / Support Statement / Interview
5. Ability to work effectively within a team.	Interview
6. Experience in monitoring and reporting compliance or performance data.	Application Form / Support Statement / Interview
7. Good IT skills, including use of databases and spreadsheets.	Application Form / Support Statement / Interview
8. Ability to manage multiple tasks and priorities.	Interview
Desirable Criteria	
9. Experience working in an apprenticeship or education compliance role.	Application Form / Support Statement
10. Knowledge of apprenticeship funding and regulatory frameworks.	Application Form / Support Statement
11. Familiarity with higher education apprenticeship delivery.	Application Form / Support Statement

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.