

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Apprenticeship Progress Coach	Post Number:	CS1351F
Daily Supervision:	Curriculum Lead	Grade:	CSS Support Scale 5/6
Department:	Apprenticeships and pathways	Last Updated:	May 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

The Apprenticeship Progress Coach (APC) is responsible for facilitating the delivery of the apprenticeships within Apprenticeships and pathways through their journey from induction to successful achievement of the End-Point Assessment (EPA).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To deliver the induction for new apprentices.
2. To provide initial pastoral support, and where appropriate, referring to appropriate support services both within and outside the College.
3. To liaise with Apprenticeship Learning Support Administration Officer/Assessor as required and ensure support is put in place for any student who has identified a need for learning support.
4. To provide impartial careers education, information and advice, and referring to career guidance where appropriate, as part of a structured programme.
5. To support development and delivering the curriculum intent to add value beyond the qualification.
6. To communicate clearly and in advance the key apprenticeship timelines to those supporting an apprentice.
7. To conduct regular reviews to provide pastoral support.
8. To work closely with all partners and stakeholders throughout the delivery of the apprenticeship to develop strong relationships.
9. To proactively upsell services and training to existing and returning clients including adult education funded programmes and commercial training.
10. To ensure all learners and employers have access to the appropriate systems, college events and college activities.
11. To support marketing events and engage with employers to promote the college's apprenticeship provision.
12. To respond promptly to employers' requests and maintain excellent working relationships (in line with service level agreements), including offering advice of further apprenticeship pathways.
13. To attend regular meetings with associated college staff members and the Learner Engagement Team to monitor/report on progression and highlight 'at risk' learners.
14. To identify business leads, liaising closely with the employer engagement/sales team and progressing all employer referrals to the BD Team.
15. To assist with duties relating to learners and employers as follows:
16. To visit the work place to support learners and employers
17. Attendance at reviews, case conferences and programme review team meetings to advise on progress in work placements where required.
18. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
19. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
20. To maintain quality standards appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	NVQ level 3 / 4 occupational qualification (Desirable)	A/I
2	NVQ Assessors and Verifiers award qualification (D32/D33/D34) or equivalent	A/I
3	Knowledge of apprenticeships, industry and training requirements in Greater Lincolnshire area.	A/I
4	Health & Safety certificate (Desirable)	A/I
5	Information, advice and guidance qualifications level 3 - 6 (willing to work towards Level 6)	A/I

	Skills/Abilities – Interpersonal	PSM
6	Good communication (oral and written) and negotiation skills	A/I
7	Ability to work with and provide services for a range of people i.e. learners, employers, tutors, parents, careers staff	A/I/T
8	Ability to carry out promotional activities and client liaison	A/I/T
9	Ability to give guidance and support to young people	A/I
10	Ability to work in a team	A/I
11	Ability to work in a non-discriminatory manner	A/I

	Experience	PSM
12	Experience of working with young people and adults, particularly in Apprenticeship training	A/I
13	Experience of ensuring basic health and safety requirements	A/I
14	Experience and ability of organising and dealing with administration associated with training programmes	A/I

	Work Related Circumstances	PSM
15	Ability to drive and hold a current driving licence as this role entails a large amount of travel to very rural locations across a large geographical area	A/I
16	Ability and willingness to work on employers' premises	A/I

	Skills/Abilities - Other	PSM
17	Ability and willingness to work flexible hours, as necessary to the job	A/I
18	Ability and willingness to undertake relevant staff development	A/I
19	Ability to present a professional image	A/I
20	Appropriate computer literacy to undertake duties e.g. PowerPoint, Email and Internet.	A/I/T

Prepared By:	Darren Cutler
Date:	April 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

