

Apprenticeship Assessment Manager

School / Department:	Student and Teaching Administration - Apprenticeships	Grade:	G: £44,131 - £51,182
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Associate Director Apprenticeships	Responsible for:	BCU-AAO Officers, Apprenticeship Assessment Officer, Apprenticeship Assessment Coordinators

Job Purpose

The Apprenticeship Assessment Manager will oversee the delivery and quality assurance of Apprenticeship Assessment activities across the university's apprenticeship provision. They will ensure Apprenticeship Assessment processes meet regulatory requirements, support assessors and apprentices through the assessment journey, and work closely with other stakeholders to maintain high standards and timely delivery.

Main Activities and Responsibilities

1. Manage the planning, scheduling and day to day delivery of timely Apprenticeship Assessment activities across all apprenticeship programmes.
2. Ensure compliance with regulatory and funding body requirements for Apprenticeship Assessment delivery.
3. Ensure Gateway checks are robust and completed.
4. Lead on the development of BCU-AAO assessments, ensuring regulatory and assessment plan requirements are met.
5. Ensure Internal Quality Assurance and Compliance checks are robust, ensuring standardisation of materials and practices.
6. Lead on External Quality Assurance checks, visits and audits, and be responsive to internal and external feedback, evaluations and recommendations.
7. Develop and maintain policies, processes and documentation for Apprenticeship Assessments to support apprentices, employers and colleagues across the University.
8. Work with apprentice teams to ensure accurate recording and reporting of Apprenticeship Assessment outcomes.
9. Ensure the recruitment, training, induction and coaching strategy of Independent Assessors, Internal Moderators and External Examiners/External Quality Assurers is robust, compliant and meets the requirements of the Apprenticeship Assessment Plan and regulatory bodies.
10. Work closely with HR, L&D and training delivery teams, taking responsibility for the ongoing development all colleagues in line with mandatory ad regulatory requirements.
11. Ensure contracts with External Apprenticeship Assessment Organisations are up to date and appropriate, liaising with Legal Services.
12. Monitor any actual or perceived conflicts of interest, including in relation to the independence of assessments.

13. Monitor Apprenticeship Assessment performance and produce reports for senior management and regulators.
14. Identify and resolve issues or risks related to Apprenticeship Assessment delivery in a timely manner.
15. Keep abreast of developments in Apprenticeship Assessment regulations and guidance and ensure the university's practice remains current.
16. Supporting University events such as enrolment, graduation, open days, and clearing as required.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. Experience managing Apprenticeship Assessment or equivalent assessment processes.	Application Form / Support Statement / Interview
2. Experience managing an effective and high performing team.	Application Form / Support Statement / Interview
3. Comprehensive and up to date knowledge of Apprenticeship Standards and Apprenticeship Assessment Plans.	Application Form / Support Statement / Interview
4. Technical knowledge and understanding of the complexities of Apprenticeship Assessment delivery and Quality Assurance.	Support Statement / Interview
5. Strong organisational and planning skills with attention to detail.	Application Form / Support Statement / Interview
6. Flexible to adapt to changing guidelines, regulations and requirements	Support Statement / Interview
7. Ability to coordinate, train and support assessors and other stakeholders effectively.	Application Form / Support Statement / Interview
8. Experience producing reports and managing compliance documentation.	Support Statement / Interview
9. Excellent IT skills and confident in the use of e-assessment systems.	Support Statement / Interview
10. Good communication skills with apprentices, employers, and internal teams.	Interview
11. Ability to identify risks and implement solutions proactively.	Interview
12. Commitment to quality assurance and continuous improvement.	Interview

Desirable Criteria	
13. Experience working for an awarding organisation or end point assessment organisation within operations and quality assurance.	Support Statement / Interview
14. Experience of operations and management in line with the Apprenticeship Assessment Plan and regulatory requirements.	Support Statement / Interview
15. Knowledge of relevant digital systems for Apprenticeship Assessment administration.	Support Statement / Interview

- 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.