

Duties and Person Specification for Apprenticeship External Verifier Role

Duties:

1. To provide external oversight of the university's processes for the management, operation and quality assurance of its apprenticeships (including, but not limited to, onboarding, management of on and off the job training, and apprentice progress), supporting the university to ensure that they are rigorous, fair, in-line with LJMU policies, procedures and regulations, and comply with the requirements of external funding bodies and regulators.
2. Via the designated reporting method, identifying areas for improvement, relating to the operation, management and/or quality assurance of the university's apprenticeships to the Degree Apprenticeship Steering Group, Schools and Programme teams.
3. To review and comment on apprenticeship performance data, identifying to LJMU Schools, and/or the Degree Apprenticeship Steering Group, areas for investigation and/or improvement.
4. To advise the Degree Apprenticeship Steering Group of identified areas of good practice.
5. To advise on the effectiveness of apprenticeship programmes in enabling apprentices to achieve the required knowledge, skills and behaviours.
6. To advise on how effectively off the job learning aligns with apprentices' day to day work activities.
7. To monitor and advise on the effectiveness of the university's apprenticeships to prepare apprentices to progress to timely completion of the End-Point Assessment.
8. To review and comment on employer and apprentice feedback, recommending, as applicable, areas of improvement for inclusion within institutional and programme-level Enhancement and Development Plans.
9. To advise on the comparability of apprenticeship support and management with those at other institutions with which you are familiar.
10. To advise on the effectiveness of the collaboration between the university and employers in supporting apprentice progress and outcomes.

11. To advise on the effectiveness of mechanisms for pre-entry assessment of apprentices' existing knowledge, skills and behaviours.
12. To advise on the effectiveness of tripartite progress reviews.
13. To comment on the design of new apprenticeships and/or changes to existing apprenticeship programmes.
14. To attend, upon invitation, meetings of the Degree Apprenticeship Steering Group.
15. To pro-actively and collegiately engage with programme-level External Examiners.
16. Through the above activities, and through other identified mechanisms, to inform the university's approaches to evaluation of its apprenticeship portfolio, both holistically and at a programme-level, and contribute to the ongoing development and management of Enhancement and Development Plans, both at institutional and programme-level.

Person Specification:

The Apprenticeship External Verifier must:

1. Be educated to at least the FHEQ level of the apprenticeship programme.
2. Be currently employed by an institution delivering apprenticeship provision and be actively involved in the delivery, operation, and management of a Higher Education apprenticeship programme(s).
3. Have experience of the operation, management and quality assurance of Higher Education apprenticeship provision.
4. Have a proven track record of achieving consistent improvements in relation to Higher Education apprenticeships.
5. Have a high degree of competence and experience in the fields covered by the apprenticeship programme, including work-based aspects.
6. Have a robust knowledge and understanding of the applicable Apprenticeship Standard(s).
7. Have a robust knowledge and understanding of the requirements of applicable external funding bodies and regulators.
8. Have an ability to challenge effectively.

9. Have an awareness of current changes taking place in relation to Higher Education apprenticeships, and an ability to keep up to date with developments in an ongoing way.
10. Have understanding of the key stakeholders involved in Higher Education apprenticeships.
11. Have understanding and experience of current practice and developments in the teaching, learning and assessment of Higher Education apprenticeships.
12. Comply with all relevant employment legislation, including safeguarding.
13. As applicable, meet criteria set by professional, statutory or regulatory bodies.
14. Have a clear communication style (both verbally and in writing)