## JOB DESCRIPTION
### Vacancy Ref: N2700

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Apprenticeship Project Manager (1.0FTE, 6-month fixed-term)</th>
<th>Present Grade: 6S</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Academic Standards and Quality</td>
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<tr>
<td>Directly responsible to:</td>
<td>Head of Academic Standards and Quality</td>
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<td>Supervisory responsibility for:</td>
<td>Ad hoc administrative support</td>
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### Other contacts
- **Internal:** Pro-Vice-Chancellor (Education); University Dean for Academic Quality; Academic Registrar; Assistant Registrars; Associate Deans, Heads of Departments, Quality Assurance and Enhancement Managers; Programme Directors with Degree Apprenticeship portfolio.
- **External:** Ofsted; ESFA; training providers; employers.

### The Role

The role of the Apprenticeship Project Manager will be to prepare Lancaster University for monitoring and inspection by Ofsted of degree apprenticeships (and any other Ofsted-inspected provision that the University may develop), and play a leading role in co-ordination of any monitoring visit, should it take place during the time of their contract, working closely with the Head of ASQ, other relevant Assistant Registrars and faculty-based degree apprenticeship teams.

### Major duties

1. Organize and administer the Ofsted Apprenticeship Planning Group or its replacement, ensuring actions are recorded and followed through.
2. Communicate information and brief on policy and procedure with those involved in Ofsted monitoring and inspection visits including: academic teams, central student support team, University Safeguarding and Prevent officers, POE, and employers.
3. Develop an evidence bank commensurate with the requirements of Ofsted including policies, procedures, case studies, student data and metrics, and quality reports and reviews.
4. Work with colleagues within academic departments and central services including ISS and Student Registry to develop systems for gathering and storing data on apprentices’ admission, progress, achievement and other aspects of their experience at Lancaster University and their employer.
5. Working with POE and academic departments, create and maintain a single central record of all staff working on Ofsted-inspected programmes.
6. Create a 48hr-notice inspection operation plan.
7. Arrange and participate in training and briefing.
8. Liaise with employers, ESFA and Ofsted staff.
9. Support the creation of institutional processes and governance structures to assure standards and quality in line with Ofsted and University requirements, including annual monitoring and approval of new provision.
10. Organize and minute planning meetings and inspection visit meetings as appropriate.
11. Coordinate activities of faculty-based degree apprenticeship teams.
12. Undertake any other duties commensurate with the role as directed by Head of ASQ or nominated representative.