



# JOB DESCRIPTION

**POST TITLE:** AUDIT & COMPLIANCE OFFICER –  
APPRENTICESHIPS & TRAINEESHIPS

**POST NUMBER:** WREQ3146

**SALARY:** MANAGEMENT SPINE F - D

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## JOB PURPOSE

The person appointed will work as part of the Apprenticeship & Traineeship Hub, supporting the delivery teams across the College to ensure we have appropriate evidence in place to meet audit requirements. This post will include checking internal systems such as our ILR, CRM, and e-portfolio system, to identify risks and provide guidance on potential solutions. The position will require a person familiar with apprenticeship funding rules and other ESFA documents and will be responsible for identifying changes that may affect our current processes. Training of staff on any new or amended processes implemented will be a key part of this role.

## KEY TASKS, DUTIES, AND RESPONSIBILITIES

The person appointed will report to and be responsible to the Head of Apprenticeship Operations for the following:

- Leading continuous reviews of the effectiveness of our current processes and ensuring these are consistently implemented across the delivery teams.
- Managing our documents and processes, ensuring these meet the funding requirements, and collaborating with our Management Information Systems team and other managers to ensure current ones are adapted or new ones are implemented.
- Support delivery staff with the implementation and continued delivery of processes and documents to ensure evidence gathered is correct and is not a funding risk.
- Develop training resources and provide training to delivery staff on any new and current processes and documents to ensure staff can carry out their responsibilities in this area.
- Lead internal spot checks of Apprentice and Trainee files and manage the resolution of any funding issues. Identify any themes or trends and provide possible solutions.

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- Review funding rules and other associated documents, identifying any changes or risks to funding through current apprenticeship delivery processes.
- Manage the rectification of any DSAT Report errors and work with management and the delivery teams and their managers to find suitable solutions
- Prepare summary findings and recommendations for review by Apprenticeship & Traineeship Hub management and wider college management on audit risks.
- Lead on the completion of the audit section of our termly deep-dive reports conducted by Training Development Managers.
- Assist with the preparation for external audits and the gathering of evidence.
- Participate in joint College forums, Government or ESFA online information platforms to keep up to date with impending changes or funding rule clarifications and share best practices on Apprenticeship and Traineeship funding.
- Ensuring ISO27001 compliance for all new and existing documents and processes.

## **GENERIC TASKS, DUTIES, AND RESPONSIBILITIES**

The Apprenticeship & Traineeship Compliance Officer will be responsible for reviewing the Apprenticeship and Traineeships process and will be the College's main point of contact between faculty delivery teams and the Apprenticeship & Traineeship hub. You will be an integral member of the Apprenticeship & Traineeship Hub management team, which also undertakes the following general duties:

- Act as the first point of contact for any apprenticeship audit and compliance queries.
- Ensuring College administrative procedures are carried out and take minutes of meetings to analyse and inform quality improvement.
- Ensure the College is compliant with ESFA funding and audit rules.
- Contribute to the effective management of Apprenticeship & Traineeship Hub and support the College Faculty Teams delivering Apprenticeship & Traineeship programmes.

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- Liaise with other College staff to identify trends and issues with audit compliance.
- Ensuring College policies and procedures are adhered to.
- Ensuring the use of relevant IT systems supports lean and efficient working practices.
- Providing reports, data and other information as required.
- Monitoring and evaluating audit processes to ensure financial viability, quality, validity, accessibility and success.
- Other duties as may be required by the College to reflect changes and developments commensurate with the grade of the post.

## **SUPERVISORY RESPONSIBILITY**

None initially.

## **SUPERVISION RECEIVED**

The post holder will report to the Head of Apprenticeship Operations.

## **CONTACTS**

Internal and external clients and partners, apprentices, staff within the organisation, especially faculty staff.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and they have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

## **SALARY**

Management Spine F to D: £28,549.00 to £30,639.00 per annum

## **HOURS**

Hours of attendance: Full-time, 37 per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

**Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A level 3 or equivalent qualification related to an office-based role, such as but not limited to; administration, financial or management.	✓	
A level 3 qualification in audit and/or compliance.		✓
Knowledge of Apprenticeships and Traineeship funding.	✓	
Knowledge of DSAT reports and associated evidence requirements.		✓
Knowledge and experience of identifying and correcting financial or funding errors.	✓	
Experience of delivering training to improve systems, processes and documentation.	✓	
Experience of participating in successful audits and the gathering of evidence required for audit.	✓	
Experience and understanding of the ILR reporting process for Apprenticeships and Traineeships.		✓
Experience and evidence of improving quality standards.	✓	
Evidence of supporting colleagues to develop systems, processes and documentation.	✓	
Ability to analyse data and information.	✓	
Strong computer literacy – ability to use IT systems effectively to enhance your performance.	✓	
Highly motivated and an ability to motivate others.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal and communication skills.	✓	
Setting and achieving high standards for self, staff and Apprentices/Trainees.	✓	