



Job description	
Job title	Social Work Apprenticeship Programme Co-ordinator (Adult Social Care)
Grade	M
Directorate	Social Care
Section/team	Adult Social Care
Accountable to	
Responsible for	Adult Social Care Apprentices Programme
Date reviewed	July 21

Purpose of the Job

To promote, manage and coordinate the adult social care apprenticeship programme. This will involve managing relationships with universities, training providers and internal service managers to identify areas that can utilise apprentices to support succession planning. Provide support and mentoring to apprentices to ensure a successful completion of apprenticeship social work degree qualification. Organising and delivering development events and regular catch ups with managers as well as apprentices. Support managers with back fill of jobs in services that apprentices are being released from to undertake the degree programme.

Duties and Responsibilities

- Ensure Apprentices have access to appropriate resources and materials.
- Work with line managers to support and develop apprentices programme in Social Work.
- Deliver and develop talks, briefings, and workshops to a variety of audiences and age groups to recruit and increase awareness and understanding.
- Use a variety of channels and methods to promote recruitment, awareness, understanding and opportunities.
- Provide administrative, counselling, consultative and investigative services for apprenticeship training and certification.
- Coordinate quality Social Work Apprentices training within the Council.
- Conduct Social Work Apprentices training needs assessments within the Council.
- Promote the social work apprenticeship opportunities within and external to the Council to a diverse audience.
- Advise apprentices of their rights and responsibilities under relevant legislation and regulations and investigate matters of non-compliance under their contract of employment.



- Participate and procure the development of practical and technical training.
- Liaise with various training providers and other community partners regarding the provision of information and problem resolution.
- Work closely with service managers and with the Workforce Planner to identifying and fulfil workforce plans within social care.
- Liaise with Senior Workforce development Practitioner regarding utilising the apprenticeship levy to meet applicable training costs.
- Advise and encourage services to recruit social work apprentices from their existing cash-limit pay budgets rather than recruiting via the more traditional route.
- Regularly evaluate the progress and effectiveness of the schemes and report to the relevant management teams.
- Understand and advise on the new Social Care Apprenticeship standards and the impact of greater recruitment via this route.
- To support the service to develop and promote the 'refer-a-friend scheme to incentivise staff to recommend Knowsley Council as a good place to work.
- Support managers with back fill of jobs in services that apprentices are being released from to undertake the degree programme
- To enable/support the apprentice to find direction/solutions
- Use own experience to offer guidance
- Provide focused opportunities for reflection and offer constructive challenge

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out considering apprentices' capabilities and apprentices.
- To use equipment as instructed and trained.
- To inform senior management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.