

APPRENTICESHIP – JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Apprentice Business Administration Assistant (End Point Assessment)
Department	Apprenticeship Team
Apprenticeship level:	3
Location:	Exion, Hollingbury (currently remote/agile working)
Reports to:	Head of Technical Education and Apprenticeships

Overview of the role

You will work as an Apprentice Business Administrator in the Apprenticeship Team, supporting the delivery of Apprenticeships across the University. It is a newly created role which will focus on the administrative tasks associated with End Point Assessment, especially those associated with our function as an End Point Assessment Organisation.

You will complete an 18-month training programme that will cover all aspects of the role, delivered through in-house training and a blend of day-release, work-based and on-line learning. You will learn new skills and knowledge whilst achieving a nationally recognised Level 3 Business Administration apprenticeship qualification. As the Apprentice Business Admin Assistant (End Point Assessment), you will gain experience of a wide range of administrative tasks, including communication with internal and external clients, preparing reports and data inputting on University systems and National portals. You will work with a dedicated team of staff who comprise the Technical Education and Apprenticeship Hub, and have regular contact with colleagues in academic schools and professional services, to gain a good understanding of the apprentice learner journey.

All apprenticeships are a standard based education and training programme. During an apprenticeship, the apprentice will be required to follow a specific course of training and undergo a series of assessments to confirm that they have reached the required industry standard. These assessments take the form of an End Point Assessment (EPA). The EPA is the assessment of the knowledge, skills, and behaviours that an apprentice has learnt throughout their apprenticeship, which confirms that they are occupationally competent.

College attendance, engagement with building your portfolio of evidence and successful completion of these studies is an essential requirement of this Apprenticeship. The role will be based at the University 5 days/week. You will undertake training at your training provider, or other off the job learning activities for the equivalent of one day per week.

Key responsibilities

- To provide administrative support for the University's function as an apprenticeship End Point Assessment Organisation
- To liaise with course administrators and employers to collect, collate and report on achievement and destination data of apprentices
- To produce gateway evidence packs for apprentices nearing the end of their training programme. To liaise with course teams and employers over booking of end point assessments and ensure data is uploaded to the relevant portals in timely fashion

- To work with the Apprenticeship Compliance Officer over the inputting of data and claiming of certification via the Education Skills Funding Agency apprenticeship portal where the University is the End Point Assessment Organisation
- To support the Head of Technical Education and Apprenticeships, the Steering Group and its associated Working Groups as appropriate
- To assist with Apprenticeship activities and events including presentation evenings, open days, enrolment of students, and graduation ceremonies
- To act as an Apprenticeship Ambassador, supporting recruitment activities and promoting apprenticeships to internal and external audiences

APPRENTICESHIP – PERSON SPECIFICATION

The person specification focuses on the knowledge, skills and experience (both general and technical) required to undertake the apprenticeship role. Please ensure that your application shows how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		A, I, E
Knowledge and skills	• Strong communication skills (both written and verbal). Able to communicate clearly to a variety of audiences and through a range of platforms.	A, E
	• Ability to write grammatically with a high level of accuracy.	A, E
	• Attention to detail	A, E, I
	• Understands and follows digital etiquette.	A, I
	• Understanding of what good customer service looks like	A, I
	• Able to work in a fast paced environment working to tight deadlines and under pressure	A, I
	• Understanding of the need to maintain confidentiality and deal with data maintaining the requirements of GDPR	A, I
Qualifications	• Minimum of 5 GCSEs, grades A-C (or equivalent), including English and Maths.	A
	• A level or equivalent level 3 qualification would be desirable but not essential	A
Experience	• High level of organisation skills with experience of working independently and as a member of a small team.	A, I
	• Experience of collecting and collating information to produce reports	A, I
Technical/work based skills	• Ability to use the Microsoft suite of packages competently (Word, Excel, PowerPoint, Outlook, Teams)	I, E
Other requirements	• This role will require some travel between university sites at times so applicants will need to be able to travel independently.	I

TRAINING TO BE PROVIDED

- The successful candidate will receive training in Business Administration and work towards the [Level 3 Business Administration Apprenticeship Standard](#).
- You will be expected to attend some training sessions in Brighton and complete an on-line portfolio of activities. Off the job training time will be the equivalent of one day/week
- The experience/training will lead to a level 3 qualification in Business Administration
- You will be based within the Apprenticeship Team and you will work closely with the Head of Technical Education and Apprenticeships, the Apprenticeship Compliance Officer, other members of the apprenticeship team and course administrators in the schools.
- You will report to the Head of Technical Education and Apprenticeships who will be able to train you effectively in the areas required.

ADDITIONAL INFORMATION

- This is a fixed term role for **18 months**
- Working days/hours: The role will be based at the University 5 days/week. You will undertake training at your training provider, or other off the job learning activities for the equivalent of one day per week.
- Working hours are 7.5 hours/day (7 hrs on Fridays).
- The hourly rate for the role is £6.56.

The university's apprenticeship salary will be based on the national minimum wage for 18 – 20 year olds. This will also apply to those who are in the first year of their apprenticeship. In year 2, rates will increase to the age appropriate national minimum wage rate. (<https://www.gov.uk/national-minimum-wage-rates>)

Year	Under 18	18 - 20	21 - 24	25 and over
2021	£6.56	£6.56	£8.36	£8.91

Annual leave entitlement per year	23 days	& bank holidays and closure days
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- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic departments \(schools and colleges\)](#)
- Read the University's [2016 - 2021 Strategy](#)
- Progression – once you have completed your apprenticeship, you will have the opportunity to apply for a role with the university.