

## **Apprentice Learner Rep Job Description**

### ***What is an Apprentice Learner Rep?***

Apprentice Learner Reps are an important link between apprentices and College staff. They represent their own individual views and those of their peers. Apprentice Learner Reps help raise the quality and standards of our Apprenticeship provision and improve the service that we deliver to all apprentices and employers.

### ***Who can be an Apprentice Learner Rep?***

Any learner who is passionate about succeeding and helping others to succeed.

### ***What are the advantages of being an Apprentice Learner Rep?***

As a Learner Rep you will have the opportunity to have your say to make the College a better place. Your involvement as a Learner Rep can be added to your CV; it helps you to strengthen your skills, essential for helping you to stand out from the crowd; it offers an opportunity to meet new people and to meet the College's key decision makers. If that wasn't enough, you will receive a certificate of recognition for being an Apprentice Learner Rep.

### **Main duties include (but not limited to):**

- You will be expected to demonstrate commitment by attending all 3 **Apprenticeship Learner Voice Forums** throughout the year.
- Talking to learners on your apprenticeship **and on other apprenticeships within your Course Area** to actively seek out issues, suggestions, compliments in relation to those apprenticeships/your College;
- Accurately record the details of each issue/suggestion/compliment manually or electronically (notebook/tablet) for discussion at meetings, prioritising and fast tracking more urgent issues directly to the Quality Manager;
- Be a useful source of information and share information/feedback with the College and other learners on your apprenticeship in a professional, positive, accurate and timely manner; (incl. details of changes implemented/College plans, as a direct result of learner feedback);
- Successful candidates will also have the opportunity of attending other events, such as Open Events etc. to represent the College and your apprenticeship (full training will be provided, and travel costs reimbursed).

### **Reporting to:**

Melanie Cooper (Quality Manager) will be your direct contact for day-to-day queries/issues/organisational aspects; however, meetings will be attended by a number of staff whom you will engage with and report to, these include: the Assistant Principal of Quality & Curriculum, Director of Quality Improvement, Head of Apprenticeships, Quality Manager and Business Area Managers.

### **Person Specification:**

**Qualifications & Knowledge:** Good IT skills preferable but not essential.

### **Skills:**

The ability to work as a member of a team, computer literate (preferred), ability to organise your own workload, good communicator and listener, able to demonstrate discretion when dealing with sensitive issues, accurate note taking and record keeping, ability to form and maintain appropriate professional relationships and personal boundaries, willingness to use authority and maintain good levels of discipline in an education environment (e.g. good behaviour, attendance, punctuality), responsible and respectful attitude towards all staff, students and visitors, to be a good role model to others. It is essential that candidates are pro-active in seeking out and checking accuracy of information (e.g. checking emails for updates/meeting dates etc.)

### **How to apply?**

Please inform your Course Tutor to register your interest for this post. The absolute deadline for Apprentice Learner Rep selection is **Friday 29<sup>th</sup> September 2023**. Successful applicants will be notified during w/c 9<sup>th</sup> October 2023. Training will take place during w/c 16<sup>th</sup> October 2023

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