

Job Information Pack - LEVEL 3 BUSINESS ADMINISTRATION APPRENTICE (WORK BASED LEARNING UNIT)



Thank you for your interest in working at
Bridgend College.

We hope the information in this pack is
both informative and inspirational to you.

Should you have any queries we would be
happy to help. Please contact us at:

jobs@bridgend.ac.uk

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Our values

Be all that you can be.

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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Diversity, Inclusion & Safeguarding

Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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Organisational Overview

Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

Engage

Commercial Training, Community College, Part Time Courses



Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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Coleg Penybont
Bridgend College



LEVEL 3 BUSINESS ADMINISTRATION APPRENTICE (WORK BASED LEARNING UNIT) FULL TIME & FIXED TERM FOR 2 YEARS

Salary scale £12,000 - £14,885 PER ANNUM

Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.

This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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Job description for Level 3 Business Administration Apprentice

Job Purpose: To undertake a Business Administration Apprenticeship Level 3 with the Bridgend College Work Based Learning Unit.

Main Duties

- To assist the Senior Funding and Claims Officer to respond to enquiries from potential apprentices and employers and log enquiries on tracker.
- To assist the Senior Funding and Claims Officer with the induction process of new apprentices, including room bookings, preparing information packs and contacting prospective apprentices with induction dates and data requirements.
- To ensure accurate input of all new apprentice data on to the College EBS system, WEST and Maytas in accordance with the application and all data amendments that may occur.
- To manage a caseload of apprentices for all administrative purposes to ensure accurate data management for funding and claims.
- To prepare a digital and paper apprentice folder and ensure that relevant paperwork is maintained throughout the apprentices' journey.
- To process digital reviews and monitor 61 day return schedule and provide feedback in accordance with the guidelines.
- To monitor non-attendance of Bridgend College apprentices in line with contractual requirements to ensure that all relevant paperwork is completed.
- To assist the Senior Funding and Claims Officer with arranging regular progress meetings with external and internal stakeholders
- To assist with the minute records of all WBL meetings and distribute to appropriate stakeholders.
- To assist with the archiving of apprenticeship documents in accordance with guidelines.
- To assist with the distribution of apprentice certificates in accordance with guidelines.
- To undertake in-service training for professional development as and when required.
- To contribute to the Annual Self Assessment and Development Planning process.
- To complete a Business Administration Apprenticeship Level 3.

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Person Specification for Level 3 Business Administration Apprentice

Essential criteria

- Knowledge and understanding of working in a busy office environment.
- Ability to use computers and MS Office and/or G Suite.
- Minimum of 5 GCSEs grade 'C' or above (or equivalent), must include English and Mathematics.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Computer Literacy.
- Good IT skills.
- Excellent customer service skills.
- Good organisational skills.
- Ability to work as part of a team
- Committed to quality
- Able to work to deadlines.
- Able to work under pressure.
- Able to adapt to change.
- Self-motivated.
- Committed to CPD.
- Commitment to College Values
- Commitment to Equality & Diversity
- Flexible and adaptable
- Flexible to work across different sites and locations

Desirable criteria

- Knowledge and understanding of working in an Apprenticeship Unit.
- Knowledge of WAG funding relating to Apprenticeships
- Able to use own initiative
- Tact and diplomacy

Other relevant criteria

- Empathy and understanding of environmental and sustainable issues.
- Welsh Language Skills Level 1.

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Why work with us? Here are some of our staff benefits...

Generous annual leave entitlement:

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- * Please note this will be pro rata for part time

Extensive CPD opportunities

- CPD days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching support for Lecturers including Teaching & Learning Coaches

Work at an Award Winning College -

- TES College of the Year 2019 and #24 in the Times Top 100 Organisations to Work For (2020)
- Google Reference College
- Many other prestigious awards!

Excellent on site facilities

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- InTuition Hair and Beauty Salon on Bridgend Campus
- Seasons' Restaurant on Bridgend Campus
- Livery and kennels on Pencoed Campus
- State of the art STEAM Academy opening September 2021 on Pencoed Campus

Enrolment into generous pension schemes

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

Access to student discounts

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

Flexible Working

- Flexible working can be considered if the hours of the post aren't suitable
- We have the potential to look at part time, condensed hours, Term Time Only contracts, job shares, hybrid working and agile working

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Why work with us? Health & Wellbeing Support...

Mental Health Support

- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership

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Health & Safety

At Bridgend College, we encourage staff to maintain safe working practices at all times and ensure that statutory requirements are met. We ask that you take responsibility for the safe conduct of work within your own work area and promote safeguarding and the welfare of children and vulnerable adults.

Policies & Procedures

At Bridgend College we require that all staff comply with all College Policies & Procedures - these are found in the Contract of Employment, issued by HR, once an individual is appointed.

Sustainable Development

At Bridgend College we ask that all staff fully support the College in meeting the commitments laid down in Policy with regard to Sustainable Development, and adhere to all responsibilities and practices defined within the College's HSE systems and procedures. Sustainability is a central organising principle and everyone has an important role to play in helping us achieve our ambitions. You can find out what sustainability means to us by visiting the sustainability page on our website.

Welsh Language

The Welsh Language (Wales) Measure 2011 replaced the Welsh Language Act 1993 and as part of the new legislation, the Welsh language must be treated no less favourable than the English language. We are committed to ensuring we provide Welsh language staff, students and visitors with equitable access to services and experiences at Bridgend College.

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