

**Application Pack**

Head of Work-based Learning (WBL) Quality

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**Introduction**

The National Training Federation for Wales (NTfW) is a ‘not for profit’ membership organisation of over 70 organisations involved in the delivery of apprenticeships and employability skills programmes in Wales.  We are a pan-Wales representative body for the network of quality assured work-based learning (WBL) providers, who are contracted by the Welsh Government to deliver their apprenticeship and employability skills programmes. Providers who are commissioned by the Welsh Government to deliver work-based learning programmes in Wales are members of the NTfW. As such, the NTfW is seen as the authoritative organisation on apprenticeships and employability skills programmes in Wales.

The role of the NTfW is very much one of working with organisations to identify skills training issues and then supporting them to develop collaborative solutions to meet the skills development needs of individuals, organisations and regions in order to support and achieve Welsh Government’s aspirations for a highly skilled Welsh workforce.

**Background**

The current WBL sector comprises 18 ‘commissioned contract holders’ or lead providers. Once consortium members and sub-contractors are taken into account, the network includes well over 100 providers. Individual WBL providers deal with similar challenges – they all need to train their staff, ensure that learning is of high quality, and respond to Welsh Government policy requirements and cross-cutting themes. However, their quality improvement activities have been disjointed with much duplication of activity. A clear strategic picture of what areas needed to be improved and how the sector needed to develop over the next 5 - 10 years is required.

Therefore, a dedicated Head of WBL Quality post within the National Training Federation for Wales (NTfW) has been established. The job description and person specification was informed by discussions with providers to identify what forms of support would be most valuable.

**Objectives**

The Apprenticeship Skills Policy Plan sets out the key priorities for the Head of WBL Quality role as:

* Co-ordination of continuing professional development for the sector;
* Sharing good practice; and
* Developing a clear vision of what excellent work-based learning looks like.

In addition, the five year action plan for apprenticeship delivery includes specific actions in relation to quality improvement:

* Work with countries across the EU via the European Alliance for Apprenticeships to learn from best practice in terms of Apprenticeship systems;
* Increased focus on Skills Competitions as a key mechanism to benchmark Apprenticeship success in Wales;
* Evidence of a shift in delivery to higher value Apprenticeships with successful progression, completion and sustainable employment outcomes.

With the increased focus on higher level apprenticeships, the Head of WBL Quality has a critical role to play in building the capacity of the WBL workforce to deliver higher level learning.

The role of the Head of WBL Quality will include support for all work-based learning providers which deliver Apprenticeships.

The Head of WBL Quality role aims to support and challenge the WBL provider network to (a) improve the quality of delivery, and (b) pursue a clear Vision for Excellence for WBL delivery.

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**Job Description**

**Job Title:** Head of Work-based Learning (WBL) Quality

**Reporting to:** Director of Operations

**Responsible for:** N/A

**Job location:** Home-based, with travel throughout Wales

**Hours:** 37.5 hours per week

**Salary:** £48,650 per annum

**Contract:** Fixed-term (until 31 July 2021) – Secondment possible

**Purpose**

The postholder will have responsibility for leading and co-ordinating quality improvement across the work-based learning (WBL) sector in Wales. They will work closely with Commissioned Contract Holders to identify areas where support is needed, and will ensure that these needs are addressed through a planned programme of work. The postholder will support and challenge providers to aim for excellence and to work collaboratively on quality improvement initiatives. The postholder will also work closely with the Welsh Government to ‘join up’ activities and help to ensure that any investment in quality improvement activities is used effectively.

**Responsibilities – Sharing good practice**

* Work with WBL providers to evaluate the quality of delivery, identify best practice and areas for development;
* Coordinate quality improvement activities, in a way that minimises duplication, that will enable resources and exemplary practice to be disseminated across the WBL sector;
* Work with European counterparts through established communities of practice (EQAVET, ECVET etc.) to share exemplary practice with, and to disseminate exemplary practice from, European countries, and their experiences of quality improvement activities;
* Undertake research activity to identify exemplary practice (UK-wide and beyond) in the delivery of WBL, including attendance and dissemination at conferences and other events;
* Continue to build the capacity of the WBL sector by highlighting areas for improvement identified through Estyn publications (such as feedback, stretch and challenge, holistic planning etc.) and organising professional learning opportunities for practitioners to learn from such findings;
* Planning and organising workshops, conferences and continuing professional development (CPD) for provider staff including, but not limited to, workshops at NTfW Conferences, and the co-ordination of the Welsh Government’s WBL Quality Managers’ Network.

**Responsibilities – Co-ordinating continuing professional development (CPD) for the sector**

* Reposition the focus on WBL practitioners for improving delivery as part of the professionalisation of the WBL workforce; working with practitioners to build professional communities of practice (such as digital learning networks/seminar input with guest speakers/research updates on vocational delivery) to support peer learning and knowledge exchange;
* Work collaboratively with a range of stakeholders to develop a suite of apprenticeship frameworks for the WBL practitioner workforce, in order that a coherent professional learning pathway is established for the sector;
* Encourage all WBL providers to participate in skills competitions, to stretch and challenge learners to achieve higher, and to provide professional learning for practitioners involved in developing high level competitors;
* In collaboration with the Education Workforce Council (EWC), develop a strategic workforce development plan for the WBL sector, which embeds the use of the Professional Standards for FE and WBL Practitioners and ensures the use of the Professional Learning Passport, so that WBL practitioners develop their reflective practice across the sector. Work with the EWC to capture registrants’ data to enable more strategic workforce development planning;
* Identify funding sources and develop project proposals to support knowledge exchange activities to improve practice across the WBL sector, with the aim of facilitating the identification and sharing of best practice to improve the quality of vocational teaching, learning and assessment practices, with a focus on dual professionalism.

**Responsibilities – Developing a clear vision of what excellent work-based learning looks like**

* Re-introduce and revise the ‘Vision for Excellence in Work-based Learning’, through consultation with the network, to define and demonstrate high quality WBL delivery. Using current research, employer voice, learner voice, European quality assurance models to shape the vision;
* Work with the National Society of Apprentices (NSoA) on key developments, such as the employer Quality Mark and learner voice strategies, to support continuous quality improvement and enhance the learner experience;
* Work with the three Regional Skills Partnerships to evaluate quality from the employer perspective, in terms of the value of apprenticeships (soft skills, work-readiness, employability skills, literacy and numeracy), to shape the Vision for Excellence for Work-based Learning;
* Work with Qualifications Wales to support the delivery of the action plans emanating from the ‘Review of Essential Skills Wales Qualifications’ and the sectoral reviews of vocational qualifications, and supporting to the network as required;
* Collaborate with Qualifications Wales to improve quality assurance systems, to include staff mentoring and a renewed commitment to the cycle of continuous quality improvement;
* Work with the Wales HE/FE Prevent Coordinator to ensure the WBL sector is compliant with the Prevent duty, and to develop the capacity and capability of the sector to respond to the Prevent agenda.

**Responsibilities – General**

**Communication**

* Report on progress, including the evaluation of the impact of quality improvement initiatives with a view to making recommendations to the NTfW Executive Board for future strategies;
* Work impartially, with due consideration to representing the work-based learning sector as a whole;
* Maintain filing systems in line with organisational policies and procedures;
* To undertake other duties considered to be commensurate with the role as is required by the Director of Operations.

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**Person Specification**

The table below denotes the knowledge, skills and behaviours required and indicate where evidence of this should be presented i.e. the application (A) or at interview (I):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and Knowledge** |  |  |  |
| * Level 2 Maths (GCSE or equivalent) | **X** |  | **A** |
| * Level 2 English (GCSE or equivalent) | **X** |  | **A** |
| * IT literate equivalent to Level 2 (with a good working knowledge of MS Excel, Word and Outlook) | **X** |  | **A** |
| * Knowledge of the Work-based Learning (WBL) sector in Wales | **X** |  | **A / I** |
| * An understanding of the current quality profile of WBL in Wales | **X** |  | **A / I** |
| **Work Related Experience** |  |  |  |
| * Evidence of leading and delivering quality improvement activity across an organisation | **X** |  | **A / I** |
| * Evidence of providing challenge to senior members of staff, in order to bring about change | **X** |  | **A / I** |
| * Evidence of analysing and evaluating complex information | **X** |  | **A / I** |
| * Evidence of leading collaborative work with others | **X** |  | **A / I** |
| * Evidence of programme and project management, including the evaluation of impact | **X** |  | **A / I** |
| * Experience of organising and running training courses and large scale events | **X** |  | **A / I** |
| * Evidence of successful project submissions to funding bodies |  | **X** |  |
| **Personal Skills** |  |  |  |
| * Excellent organisational skills | **X** |  | **A / I** |
| * Good administrative skills | **X** |  | **A / I** |
| * Good analytical skills with attention detail | **X** |  | **A / I** |
| * Able to work independently without supervision | **X** |  | **A / I** |
| * Able to prioritise work and meet deadlines | **X** |  | **A / I** |
| * Able to be impartial and respect confidentiality | **X** |  | **A / I** |
| **Interpersonal Skills** |  |  |  |
| * Good communication skills – verbal and written (inc. report writing) | **X** |  | **A / I** |
| * Good presentation skills (inc. delivery of workshops) | **X** |  | **I** |
| * Able to communicate through the medium of Welsh |  | **X** | **A / I** |
| * Good understanding of the benefits of social media in promoting the work of an organisation |  | **X** | **I** |
| **Personal Attributes** |  |  |  |
| * Professional | **X** |  | **I** |
| * Diplomatic | **X** |  | **I** |
| * Reliable | **X** |  | **I** |
| * Adaptable | **X** |  | **I** |
| * Motivated | **X** |  | **I** |
| * Flexible | **X** |  | **I** |
| **Circumstances** |  |  |  |
| * Able to work flexibly, (including early mornings, evenings and weekends when required) | **X** |  | **I** |
| * Able to travel as necessary in order to meet the demands of the post | **X** |  | **I** |

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**Main Terms and Conditions**

**Pension:** NTfW Auto-enrolment scheme (as appropriate)

**Conditions of Service:** 37.5 hour week. 25 days annual leave plus statutory holidays

**Probationary Period:** 6 months

**Travel and expenses:** In line with HMRC guidelines

**Language:** The ability to speak Welsh or other language is welcome, but is not considered to be a requirement for this post.

**Equal Opportunities:** We are an equal opportunities organisation. We do not discriminate against applicants on the grounds of age, race, religion, nationality, sexual orientation, gender, gender identity, disability, marriage and civil partnership or pregnancy. We celebrate diversity and difference. It is a requirement that the person appointed demonstrates these values in how they work.

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**The Recruitment Process**

**Principles**

The NTfW is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

**How to apply**

If you wish to apply for this position, please supply the following:

* A **covering letter** (maximum two sides A4) highlighting your suitability and setting out, with clear examples, how you meet the essential criteria **as highlighted in the person specification**. Please note that the covering letter is an important part of your application, it should be an evidence based document and is as much the means by which you will be assessed as your CV.
* A **comprehensive CV** setting out your career history, with responsibilities and achievements. Please provide details of your **current remuneration and two professional referees** together with a brief statement of the capacity and over what period of time they have known you. ***Referees will not be contacted without your prior consent.***
* The attached **Equality and Diversity Monitoring Form.** Details of why we request this information and how it is used can be found below. If you do not wish to provide any of the information requested, please tick the 'I prefer not to say' boxes.

Please **email all the above, as one file in .pdf format** to [recruitment@ntfw.org](mailto:recruitment@ntfw.org). When emailing, please enter your name and the title of the role you are applying for in the subject line of your email.

You are welcome to submit your application in either Welsh or English. Applications submitted in Welsh will not be treated less favourably than an application submitted in English. Applications completed in Welsh will be sent to an external translation service to be translated into English for any non-Welsh speaking panel members. **Please indicate in your application your preferred language for panel assessment and for correspondence**.

The closing date for applications is:**Monday 10 February at 12:00pm.**

If you prefer not to apply via email, please post your application to:

**Jeff Protheroe, Director of Operations, National Training Federation for Wales (NTfW), Ocean Park House, East Tyndall Street, CARDIFF, CF24 5ET**

**Indicative timetable**

Please note that these dates are only indicative at this stage and could be subject to change.

Please inform us in your covering letter if you are unable to meet these timeframes.

|  |  |
| --- | --- |
| **Stage** | **Timescale** |
| Advertisement closing date | Monday 10 February 2020 at 12:00pm |
| Shortlisting | w/c 10February 2020 |
| Panel interview (held at NTfW office) | Tuesday 3 March 2020 |

**Further information**

If you have any questions about this position or would like an informal, confidential discussion please contact Jeff Protheroe, Director of Operations for the NTfW, on 07425 621711 or email [jeff.protheroe@ntfw.org](mailto:jeff.protheroe@ntfw.org)

**Data Protection**

Information you provide through your application will only be used by the NTfW for recruitment purposes, and will be retained for one year after the completion of the recruitment process. Information provided by successful candidates will remain on their personnel file. All personal data will be treated in accordance with the Data Protection Act 1998. If you have any questions about how your information will be used please email [info@ntfw.org](mailto:info@ntfw.org)

**Equality and Diversity Monitoring Form**

**(to be emailed with your application)**

The National Training Federation for Wales (NTfW) wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The NTfW needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will be handled in the strictest confidence and held in accordance with the requirements of the Data Protection Act 1998 and will only be used for the purposes of statistical monitoring.

**Gender:**

Man 🗆 Woman 🗆 Non-binary 🗆 I prefer not to say 🗆

If you prefer to use your own term, please specify here -

Are you married or in a civil partnership? Yes 🗆 Yes 🗆 I prefer not to say 🗆

**Age:**

16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 I prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveler 🗆 I prefer not to say 🗆

Any other white background, please specify here -:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 I prefer not to say 🗆

Any other mixed background, please specify here -

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 I prefer not to say 🗆

Any other Asian background, please specify here -

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 I prefer not to say 🗆

Any other Black/African/Caribbean background, please specify here -

***Other ethnic group***

Arab 🗆 I prefer not to say 🗆

Any other ethnic group, please specify here -

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 I prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please specify here -:

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

I prefer not to say 🗆

If you prefer to use your own term, please specify here -

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 I prefer not to say 🗆

If other religion or belief, please specify here -

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 I prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆

I prefer not to say 🗆 If other, please specify here -:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

I prefer not to say 🗆