



City College Plymouth

Work Based Learning Department

JOB DESCRIPTION

JOB TITLE : Placement Officer
GRADE : Scale 6/SO1
DATE : January 2012
REPORTS TO : Programme Area Manager - WBLD

Purpose:

1. To ensure the placement of learners with Employers or providers of training opportunities.
2. To actively promote and market all programmes within the Work-Based Learning Department
3. To advise employers on all issues relating to training
4. To act as in the interface between the employer and College department such that programmes meet employers' needs.

Accountabilities:

1. To arrange, and/or liaise with WBLD staff to identify suitable work experience placements with local employers, and then to review progress with the placement providers. Liaise with Careers South West, Colleges and other relevant youth training bodies. Liaise with the other department staff in respect of learners who wish to train in areas outside the scope of the department's in-house training provision.
2. To assist the WBLD staff in undertaking an assessment of a trainee's needs by undertaking skills aptitude tests on new referrals and reporting findings to them promptly.
3. To ensure that learners actively seek employment on a regular and continual basis and to provide whatever guidance and support the learners require in their job seeking, within the limits of the available sources.
4. To obtain from employers who wish to provide placements detailed descriptions of the planned practical training and, or work experience opportunities they are able to offer.
5. To evaluate the employers capability to provide the programme agreed.

6. To check the employer on matters relating to Health and Safety and Welfare, Fire Precautions, Liability Insurance and Equal Opportunities Policy.
7. Liaise with the WBLD staff to select/nominate learners suitable for the placements offered by employers.
8. To interview learners referred by the WBLD staff and endeavour to find suitable training placements with local employers.
9. To form an agreement, within the time limit set by the SFA, between the Department, the Learner and the Employer, on the planned practical training to be provided and to agree the contents and the length of the training programme.
10. To ensure that employers are made fully aware of the contents of the Department's placement contract, and all schedules to it, and are aware of the obligations to the learners and the Department.
11. To ensure that each learner then receives from the employer the training agreed and to arrange any extra directed training included in the learner's overall training programme.
12. To maintain full, detailed and accurate records of the learner's placements both in the learner's personal training file and on the department's computer database.
13. To liaise with the WBLD staff to ensure that any amendments/alterations to learners Individual Learning Plan are clearly recorded and in particular to notify them of the learners termination of training, or placement with an employer.
14. To resolve with learners and employers any disputes whether in connection with the training programme or personal.
15. To report any disciplinary matters to the Programme Area Manager.
16. To assist the staff in: reporting of learner's attendance; in collecting fees from employers; in collecting from learners and/or employers confirmation of jobs obtained by learners in the format required by the LSC; in collecting evidence of learners achievement of NVQs.
17. To assist in the administration of the Central Training records.
18. To market the WBLD provision to potential employers, learners, external organisation, Careers South West advisors and parents.
19. Entering learner information on to the employer database accurately and regularly
20. To accurately record information about employer and learner enquiries, including any information which is required for statistical purposes.
21. To liaise closely with Reviewing Officers and recruitment team to update Pelams tracking .
22. To be responsible for creating and managing vacancies and inputting all the WBLD information onto the National Apprenticeship Matchins Service system and to ensure that the information is of a high quality. To track potential learners and employers and follow up potential leads.

23. To undertake regular evaluations of their own work against criteria laid down by, or agreed with, the Manager
24. Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid, if necessary.

Health and Safety

The Health and Safety responsibilities associated with your post are as set out in the Organisational Arrangements appended to the Corporation's Health and Safety Policy Statement, and you are required to undertake, at the College's expense, any training necessary or appropriate for the effective discharge of those responsibilities.

Equality and Diversity

All employees are required to work in a non-discriminatory manner, and accept responsibility for the implementation of the College's Equality and Diversity policy, throughout all personal contacts in the College and within your own area of responsibility.

Safeguarding Children and Safer Recruitment in Education

City College Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In addition to candidates' ability to perform the duties of the post, selection events will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working challenging behaviours; and attitudes to use of authority and maintaining discipline.

N.B. This job description is current as at the date shown above although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job.

Person Specification

	Essential	Desirable
<u>Qualifications</u>		
GCSE Grade C or equivalent in English and Maths	X	
<u>Knowledge/Experience</u>		
Knowledge of work based learning programmes and understands the importance of meeting deadlines and targets	X	
Experience of working with young people	X	
Knowledge of LSC and Ofsted requirements within the Work Based Learning Department	X	

Knowledge and experience in dealing with employers, Jobcentre Plus and other outside agencies	X	
Knowledge of other training organisations and of qualifications available	X	
Experience in the delivery of job search training and in initiating job seeking activities	X	
Experience in dealing with learners with 'special training needs'	X	
Experience in organising and leading/facilitating the development of learners through teamwork	X	
<u>Skills</u>		
Excellent communication skills	X	
Excellent organisational skills	X	
<u>Personal Qualities</u>		
Hold a full driving licence, owning a vehicle and be willing to use it on College business	X	
Flexible in approach and willing to work unsociable hours, if required	X	
Being committed to supporting and assisting learners to achieve	X	

ADDITIONAL INFORMATION

Hours of Work: Full-time

Salary Range: £22,547 - £26,741

Interview Date: Monday 5th March

Completed applications should be returned to:

**Human Resources
City College Plymouth
Kings Road
Devonport
Plymouth
Devon
PL1 5QG**

by Wednesday 15th February