

ROLE PROFILE Part1	Role Title	STANDARDS UNIT DEPUTY MANAGER (QUALIFICATIONS & APPRENTICESHIPS)			Dept /LPA	L&PD
			VETTING LEVEL			
Grade/Rank	PO1					
Responsible To	Standards Unit Manager					
Staff Line Managed	Qualifications & Apprenticeships Coordinator, Functional Skills Coach, Lead Internal Quality Assurors Qualifications & Apprenticeships Administrator					
Reviewed by (Manager)	JO Wilson				Date	March 2020
Purpose of Job	To improve the performance and effectiveness of the Constabulary and support Force aims and objectives through the implementation and management of professional development via implementation of work-based qualifications and apprenticeships.					
Key Accountabilities	1. Enable and empower each lead for all internal programmes to implement the government strategy on apprenticeships and scope out possibilities and embed an apprenticeship where appropriate e.g. PCDA, PCSO & Emergency Service Contact Handler 2. Manage the apprenticeships provided by our organisation as an Employer Provider including that of ESFA compliance and act as Lead Internal Quality Assuror for both internal and outsourced apprenticeship programmes. 3. Own, design, coordinate, implement & manage vocational development & accreditation initiatives to plan and design work based learning solutions, which satisfy clearly defined learning needs, and include appropriate learning methods and assessment materials. 4. Maintain relationships with external bodies and agencies in order to embed work-based learning and assessment within qualification and/or apprenticeship standards. 5. Act as an internal consultant advising and providing educational support and guidance. 6. Manage the working protocols between the apprenticeship centre and external providers such as the End Point Assessment Organisation and Functional Skills Awarding Organisation. 7. Manage the business development model appropriately for both PEQF/Non PEQF Apprenticeship Standards through effective engagement with senior management to see both improvement of staff retention and access to career pathways. 8 Work collaboratively with both public and private organisations to adopt best practice for the delivery of qualifications and apprenticeships. 9. Manage the review and evaluation of all work based assessment (WBA) policies and procedures ensuring compliance with external agencies. 10. Manage evaluation of accreditation completion for all programmes to provide detailed and evidenced commentary on performance, identify and highlight examples of noteworthy practice, areas for improvement and recommend actions to be taken that inform imposition of sanctions. 11. Support and advise marketing and communications strategies for the provision of work-based learning for qualifications & apprenticeships. 12. Manage contracts and budget expenditure. 13. Give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of					

	practice and Guidance in the Management of Information, information security policy, procedures and legislation.		
	The role holder is required to visit various locations within Hampshire and the Isle of Wight during working hours, and therefore needs to have the ability to travel as necessary.		
	Prepared to work occasional/some unsocial hours in order to meet job demands. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.		
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 2 We Take Ownership Level 2 We Deliver, Support and Inspire Level 2 We are Innovative and Open Minded Level 2 Transparency		
Education/ Qualifications	Essential: Educated to QCF Level 5 OR work experience deemed to have brought the postholder to a comparable level. Desirable: Educated to QCF Level 4/5 qualification in Learning & Development Qualified to or working towards Assessor and Internal Quality Assurance Standards		
Experience and Skills	Essential: To have substantial experience in the field of training & development, including: Customer communication Course design. Conducting performance/learning & training needs analyses and course evaluations. Delivering training courses and contributing to staff development in a trainer development role. Skills Funding Agency knowledge Experience of running an NQF qualification centre Proven Staff management experience Proven IT literacy Desirable: MS Office		
Approved by HR	Julian Kloppenborg, Senior HR Advisor		Date 26 March 2021
ROLE PROFILE Part3 CPD			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
Underpinning Values	Resolute, compassionate and committed		
	We are Emotionally Aware	Level 2	
	We Take Ownership	Level 2	
	Inclusive, enabling and visionary leadership		
	We are collaborative	Level 1	
	We Deliver, Support and Inspire	Level 2	
	Intelligent, creative and informed policing		
	We Analyse Critically	Level 2	

	We are Innovative and Open Minded	Level 2	
	Impartiality		
	Integrity		
	Public Service		
	Transparency		
Initial Development skills for new to role period	All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.		
Continuing Professional Development			
Career Pathways			