

# CANDIDATE PACK

## Apprenticeships Compliance and Data Manager

Business Engagement

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

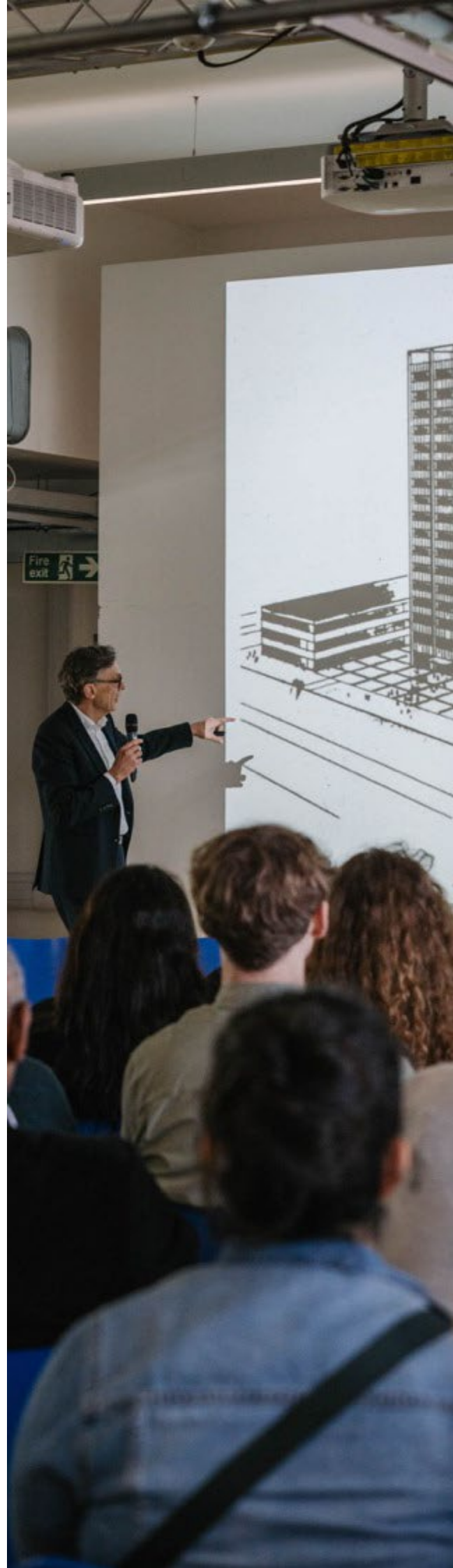
We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Apprenticeships Compliance and Data Manager**

**Reports to: Senior Manager Apprenticeships**

**Department: Business Engagement**

**Grade: NG6**

## ROLE PURPOSE

This post plays a key role in the successful delivery of the University of Westminster's apprenticeship programmes. The postholder will be responsible for undertaking and coordinating audits of apprentice records, spotting, highlighting and resolving any data and compliance risks, and escalating where necessary to mitigate risks. The postholder will periodically review and update operating procedures and processes to ensure ESFA compliance across the University's apprenticeship delivery. The postholder will be responsible for maintaining a high level of specialised and technical knowledge related to apprenticeships, principally the ESFA Funding rules.

The postholder will manage submissions from the University to the Education and Skills Funding Agency (ESFA) on the Individualised Learner Return (ILR).

The postholder will be the lead user for all Apprenticeship systems and provide advice and operational guidance to colleagues to ensure best use of the systems and ensure compliance with funding requirements.

## PRINCIPAL ACCOUNTABILITIES

1. Maintain up to date knowledge of the ESFA Apprenticeship funding rules related to the ILR, starters, withdrawals, achievers and changes of circumstances and the apprenticeship journey from onboarding to achievement to ensure internal processes, policies and documentation are compliant.
2. Review and update internal apprenticeship policies, processes, forms and operating procedures annually to reflect changes to the ESFA's funding rules. Understand the impact of changes to funding rules on the ILR and the University's apprenticeship delivery model. Update colleagues within the team and across the University of any changes and suggest appropriate action where necessary.
3. Manage apprentice data including analysing, monitoring and validating apprentice data to ensure accurate ILR submissions are returned; prepare the monthly ILR submission for the University; regularly review data validation reports from the ILR and PDSAT, in line with corresponding data systems and the Digital Apprenticeship



Service; monitor and interpret the monthly ESFA apprenticeship reports.

4. Be the lead user for all apprenticeship systems: develop a comprehensive understanding of the systems and advise the Apprenticeships team, Finance team and other colleagues involved in apprenticeship delivery on the best use of the systems and their functionality to meet delivery and compliance requirements.
5. Produce regular reports on compliance and apprentice progression and engagement for the Apprenticeships Board and highlight any risks to funding in line with the Apprenticeship Accountability Framework. Provide relevant data for Ofsted inspections, and wider Department of Education queries about the University's apprenticeship provision.
6. Provide relevant updates and data on apprentice progression and engagement to academic delivery teams and Skills Coaches, ensuring they have the relevant information to maintain academic oversight of learner progress, to support apprenticeship progression and completion.
7. Support the Finance team to understand the ESFA's Apprenticeship Funding Rules so that apprenticeships can be costed in line with the ESFA's expectations and evidence retained to support a successful outcome at ESFA audit.
8. Be prepared to respond to and help manage an ESFA audit, providing early warning of areas of risk and recommendations for improvement. Undertake regular internal ESFA audits to ensure there is a complete evidence pack in place for all learners, in line with the ESFA's funding rules. Advise colleagues, in Professional Services and Schools, on how to rectify and reduce the risk if evidence is incomplete. Ensure that all apprenticeship policies and procedures are adhered to and that electronic records are in place to support successful audit outcomes.
9. Continually review data capture processes to minimize data errors and provide training/support as required.
10. Work with the Finance Team to provide data to ensure accurate allocation of ESFA funding and to process additional employer payments, co-investment contributions, payments to EPAOs and any other apprenticeship-related financial requirements, as requested by the Senior Manager Apprenticeships.
11. Undertake any other duties within their competence, as required by the Senior Manager Apprenticeships.

## CONTEXT

The University has delivered apprenticeship activity since 2017 and has been a Main Provider since 2019. Our apprenticeship provision sits within three academic Schools at the University: the School of Applied Management with responsibility for delivering our apprenticeships related to property and construction, the School of Life Sciences, responsible for the Healthcare Science Practitioner Apprenticeship and the School





of Architecture and Cities with responsibility for delivering the Chartered Town Planner Apprenticeship.

The University is at the start of our journey with apprenticeship provision with most of our learners yet to complete their apprenticeships. As of 1st April 2021, the University became subject to Ofsted regulation for its apprenticeship provision: this is the first time that the University's provision has been regulated by Ofsted. The University secured Reasonable Progress judgement from Ofsted at its Monitoring Visit in February 2023. The postholder will play a key role in supporting the University to secure a successful outcome from full Ofsted inspection.

The Compliance and Data Manager works in the Apprenticeships Team which is a key component of the University of Westminster's Business Engagement Directorate. Alongside the Apprenticeships Team, the Business Engagement Directorate includes Westminster Enterprise Network, Short Courses and Alumni Relations teams. The Business Engagement Directorate is tasked with embedding business engagement across the university's operations, in the lead up to the opening of a new inclusive centre for enterprise and employability at 29 Marylebone Road that will be highly visible "front door" for businesses to access services, training and student talent available through the University.

The University requires all post-holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

The postholder holds no line management responsibility.

The postholder holds no budgetary responsibility.

Postholders will be required to work from the campus regularly, as part of the University's approach to Smart Working. Some out-of-hours work will be expected on occasion.

## KEY RELATIONSHIPS

- Senior Manager Apprenticeships
- Director of Business Engagement
- Apprenticeships team
- Apprenticeships Course Officer
- Deputy Registrar - Quality and Standards
- Assistant Registrar, Compliance and Development
- Quality Assurance Projects Officer
- Heads of School
- Assistant Heads of School
- Academic colleagues delivering apprenticeship training
- Finance Business Partners for Schools with apprenticeships provision
- Finance colleagues



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Educated to Degree Level or with equivalent practical experience.

## TRAINING AND EXPERIENCE

### Essential

- Demonstrate a good working knowledge and understanding of ESFA Funding Rules and ILR requirements.
- Significant Experience of working in a MIS/data role and being fully conversant with MIS / Data operating procedures
- IT Excel literate including data analysis and report preparation using pivot tables.
- In depth experience of using apprenticeship e-portfolio systems e.g. OneFile and/or Aptem
- Experience of sharing knowledge and expertise with others including delivering training or preparing resources
- Evidence of producing written guidance or documents for a variety of audiences including policies, processes and procedures.
- Experience of dealing with confidential data and an applied knowledge and understanding of the implications of GDPR.
- Experience of producing complex reports, the collection, statistical analysis and presentation of data for a variety of audiences.

### Desirable

- Experience of supporting Apprenticeships within Further or Higher Education, or a private training provider
- Experience of ESFA audits.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Ability to work independently, managing own workload and priorities.



- Ability to work under pressure to tight deadlines ensuring accuracy and compliance.
- Ability to work as part of a wider cross-organisational team.
- Ability to encourage commitment to learn in others.
- A commitment to engaging in continuous professional development.
- Strong negotiation skills
- Proven written and oral communication skills
- IT proficiency
- Excellent communication skills, both written and verbal
- Ability to work under pressure
- Ability to establish good working relationships with colleagues, apprentices and employers.
- Empathetic approach when liaising with apprentices and their employers.
- The confidence to exercise independent professional judgement when making decisions, having looked at a range of possible solutions.
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 06 May 2024.**

**Interviews will take place on 14 May 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

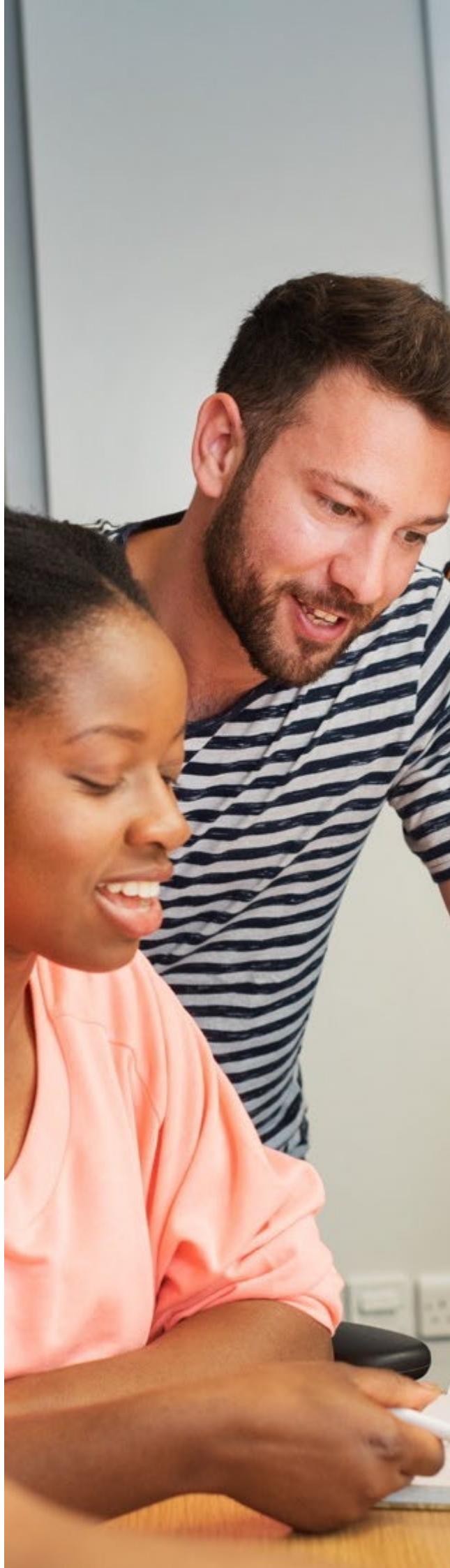
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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