

# Institute of Revenues Rating and Valuation



## Apprenticeship and Training Officer – Job Description



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INSTITUTE OF REVENUES  
RATING & VALUATION

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**Job Title:** . . . . . **Apprenticeship and Training Officer**

**Section:** . . . . . **Education**

**Responsible To:** . . . . . **Head of Educational Services**

**Management Responsibility:** . . . . . **None**

**Working Hours:** . . . . . **35 hours per week. (Full time)**

**Working Pattern:** . . . . . **Monday to Friday**  
Occasional out-of-hours working and  
overnight stays, as required.

**Salary:** . . . . . **£38,700.00**

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## Purpose of the Job

To train, support and monitor progression of apprentices and distance learning students throughout their course programme.

To assess the work of all IRRV learners and prepare them for their final assessments / examinations.

To ensure that the apprenticeship curriculum, the syllabus for the professional qualifications and the relevant technical learning materials are all reviewed and updated as required.

To help ensure that the IRRV complies with all regulatory requirements.

## Specific Duties and Responsibilities

- 1) Assess the work of assigned apprentices on a weekly basis. Provide feedback, guidance, support, answer queries and check on their well-being.
- 2) Review the progress of apprentices by holding 1-1 virtual review meetings on a monthly basis and arranging progress meetings with apprentices and their workplace mentors on a quarterly basis.
- 3) Deliver virtual and / or face-to-face training sessions, pre-induction and induction days to groups of, or individual, apprentices, throughout the programme.
- 4) Deliver training, support and assessment to distance learning students via a variety of channels such as virtual platforms, the distance learning portal, telephone, email or the IRRV student Facebook group.
- 5) Use the Aptem apprenticeship system to assess work, communicate with learners and monitor learner progress.
- 6) Deal with enquiries from employers, workplace mentors, apprentices and distance learning students as required.

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- 7) To analyse prior learning assessments and complete eligibility forms to determine the correct learning plan and fee for each apprentice.
- 8) To actively contribute to educational standardisation meetings to identify and implement improvement actions. To review the apprenticeship curriculum / distance learning syllabus / RQF pathway documents as required.
- 9) To assist in the development and maintenance of apprenticeship and professional qualification learning materials, procedure manuals, policies and guidance.
- 10) To administer the End Point Assessment (EPA) process and provide employability skills assessments to apprentices.
- 11) To participate in Ofsted inspections, taking a lead on curriculum discussions.
- 12) Participate fully in the staff appraisal and personal development schemes.
- 13) Any other duties, commensurate with the grade, as required by the Head of Educational Services and / or Senior Management Team.

NB: It should be noted that this job description is not exhaustive and will require amendment in the light of changed practices and procedures.

## Person Specification

Qualifications / Experience	Description	Essential	Desirable	How Tested
1	IRRV Level 3 Certificate (Technician) (Benefits Stream) or above, or, at least 3 years' experience in a Welfare Benefits Technical, Training or Supervisory role	Y		App form and interview
2	English and maths at GCSE or O level, grade c or above, or equivalent qualifications.	Y		Copies of certificate
3	Assessor qualification D32,33 or A1 or a Teacher/ Trainer Qualification		Y	Copies of certificate

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Knowledge	Description	Essential	Desirable	How Tested
1	A detailed working knowledge of workplace practices and procedures in a Local Authority Welfare Benefits Department.	Y		App form Interview
2	Working knowledge of the rules and regulations under the relevant Welfare Benefits Acts.	Y		App form Interview
3	A working knowledge / understanding of Local Taxation i.e., Council Tax and/ or Business Rates		Y	App form Interview
4	An understanding of the Government's Apprenticeship Standards and how they work in practice.	Y	Y	App form Interview
5	To have knowledge and experience of direct customer engagement.	Y		App form Interview
6	An understanding and experience of delivering technical training and training on local procedures.	Y		App form Interview

Skills	Description	Essential	Desirable	How Tested
1	Be able to accurately Input data into a back-office software system.	Y		App form Interview
2	Be able to use Microsoft products i.e., Word, Excel, PowerPoint to an intermediate level and be proficient in the use of Outlook.	Y		App form Test
3	Be able to draft and deliver PowerPoint presentations to employers and apprentices.	Y		Short presentation
4	Be able to resolve problems quickly and effectively, liaising when required to achieve the best outcome.	Y		Interview

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5	IT skills – with sufficient training, be able to schedule and facilitate virtual meetings and training sessions. To be able to update and maintain back-office systems, amend learning plans etc.	Y		App form Interview
6	Analyse and interpret information.	Y		Interview Test
7	Able to deliver effective training in a clear, engaging and personable manner.	Y		Short presentation

Skills	Description	Essential	Desirable	How Tested
1	Highly Organised.	Y		Test
2	Calm and considered in your approach.	Y		Interview
3	Diplomatic and non-judgemental.	Y		Interview
4	Able to quickly prioritise workload.	Y		Test
5	Excellent communication and people skills.	Y		Interview and short presentation
6	Hard working: being able to deliver at pace whilst retaining accuracy.	Y		Interview Test
7	Innovative, proactive and confident.	Y		Interview
8	Team player, but able to also work on your own initiative.	Y		Interview
9	Self-motivated, dynamic and positive.	Y		Interview
10	Professional in your approach and able to represent the IRRV in a positive light.	Y		Interview

## **Working Arrangements**

The applicant will become a permanent home worker but occasional unsocial hours of work and travelling to meetings, to deliver face to face training and attending Institute events such as conferences, including overnight stays, will be required.

## **Safeguarding and Prevent**

All applicants will be subject to an enhanced DBS check. The Institute follows safer recruitment procedures.

## **Equality and Diversity**

The Institute is committed to equal treatment and opportunity in all aspects of recruitment, selection and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity / expression, sexual orientation or any other category protected under the law. The Institute is an equal opportunity employer, committed to a community of inclusion and an environment free from discrimination, harassment and retaliation.