

Role Specification

| | |
|----------------------|----------------------------------|
| Post: | Assistant Managers (Various) |
| Grade: | 7 |
| Unit: | Apprenticeship |
| Reporting to: | Manager, Apprenticeship Services |
| Ref: | 320 |

Role Summary:

SOLAS has statutory responsibility for the national apprenticeship system. The successful candidate will play a leadership and management role in the delivery of SOLAS's responsibilities as the statutory authority for apprenticeship in Ireland by supporting the development and implementation of good practice and good governance in the National Apprenticeship System.

There are currently over 20,000 apprentices in training and over 7,000 employers, with associated representative bodies. Feedback gathered in preparation for the next action plan for apprenticeship and the Covid-19 pandemic has underlined the need for SOLAS to augment its liaison, communication, and promotional activities with these key stakeholders.

The roles involve assisting planned expansion of apprenticeship and in its day-to-day operation. It involves stakeholder engagement with industry-led consortia, employers, higher and further education and training providers, SOLAS colleagues and the SOLAS Authorised Officer Network in the ETBs, Apprenticeship Council and Council Sub-Groups, QQI, HEA, among others. The roles also involve operational management of a range of apprenticeship initiatives including the current Apprenticeship Incentivisation Scheme.

Responsibilities include (and may vary depending on each of the three specific roles available)

- Support the Generation Apprenticeship national programme of strategic marketing and promotion.
- Manage engagement with key external stakeholders including employers, apprentices and education and training bodies.
- Manage the implementation of the Apprenticeship Incentivisation Scheme – AIS

- Manage the National Apprenticeship Appeal and RPL process, representing SOLAS and acting as secretariat to the National Apprenticeship Appeal and RPL committee.
- Manage and coordinate the apprenticeship complaints process.
- Administration including with respect to Apprenticeship Council (AC) meetings, new apprenticeship proposals, Occupational Profiles, Project Plans, and liaison with AC Sub-Group(s).
- Gathering information to facilitate launch of new apprenticeships, including validation and other material for SOLAS records, Authorised Officers, Apprenticeship Client Services System, and apprenticeship website.
- Maintenance and ongoing development of Apprenticeship Jobs Portal, Authorised Officer Portal, Coordinating Provider Portal, Employer online Expression of Interest process and training of ETB administration personnel.
- Data and record management.
- Manage the review and updating of guidelines on statutory and operational elements of the national apprenticeship system.
- Liaison regarding employer approvals and apprentice registrations.