

JOB SPECIFICATION (2015)		JSN	
Position Title	SO3 RLC AAP	Date Approved	5 May 23
Unit	RLC	Approved By	Col RLC
Location	Worthy Down	TLB	HQ Army
Establishment Type	FTRS (HC)	Rank/Grade	Lt Col (OF4)
Establishment/OET Ref		Service/Type/Arm	Army/E2/Any
UIN/SLIM/JPA PID	2202082	Exch/NATO/JSRL No	-
Incumbent	New Post	Staff/Command	Staff
E-mail	TBC	WTE/MSTAR	-
Phone Number	TBC	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	FTRS(HC)
1 st RO	SO2 Trg Ops	Sub Field 1	
2 nd RO	SO1 RLC APs	Secondary Field	Personnel
3 rd RO	Corps Colonel RLC	Sub Field 2	
Unit Role: SO3 RLC Apprenticeships is to advise upon, deliver and assure designated RLC personal and professional through-life development schemes.			
Position Role: Support the operation, generation, and assurance of the RLC Apprenticeship standards in line with the Army Apprenticeship programme.			
Responsibilities: 1. Securing strong relationships with all Apprenticeship Stakeholders at the operational level, in support of the Corps Strategy to professionalise its people. 2. Coordinate and organise monthly meetings and working groups with Apprenticeship stakeholders to monitor and track progress of Apprentices. 3. Scrutinise, investigate, and action all suspensions, withdrawals and Functional Skills attempts beyond the funded threshold. 4. Manage, coordinate, and prioritise PPEDs for smooth and timely completion in line with revised completion timelines stipulated in the Individual Learning Plan (ILP). 5. Conduct internal assurances and unit visits to improve programme delivery and performance. 6. Engage and attend the Service Provider's Observations, Teaching and Learning Assessments (OTLAs). 7. Support Pers Pol, AHQ with the contracting process for RLC Service Providers and End Point Assessment Organisations. 8. Support the 3* delivery of the Army Apprenticeship Programme 9. Working in accordance with the Education Inspection Framework (EIF) and the Education and Skills Funding Agency (ESFA) funding rules for employer providers. This will include using appropriate data, learner satisfaction surveys and reports provided related to Army training and SP provision which supports Apprenticeship delivery. 10. Ensure appropriate Health and Safety, Inclusivity and Diversity, Safeguarding and Prevent strategies are in place for the RLC Apprenticeship programme, whilst ensuring the programme meets the required standard. 11. Coordinate and conduct unit surge ops with the main purpose providing target support.			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: Ideally, the successful candidate will be able to travel to Worthy Down on a regular basis to support the AAP Battle Rhythm. However, it is possible for work to be conducted remotely where necessary and by negotiation with HQ RLC. Candidates should be able to attend (virtually) meetings during the working week as required. The post is FTRS (HC) and therefore does not attract travel or subsistence. Accommodation may be available on an ad hoc basis in Worthy Down.			
Adaptability and Initiative	Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment.		

Problem Solving and Decision Making	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Breadth of Perspective	Considers the implications, both at a strategic or local level (officers), or at own level and above (other ranks), of actions and decisions whilst appreciating the broader context.		
Delivering Results	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies			
Education	Degree	Desirable	
Service/Arm/OGD	Army/E2/Any	Desirable	
Operational	Any	Desirable	
Staff	Any	Desirable	
Command	Any	Desirable	
Fields/Trades	Pers	Desirable	
Environments	Training	Desirable	Experience of Apprenticeships, ITT, STT
Originator: Maj D Askey RLC	Appt: SO2 Trg Ops	askeydean231@mod.gov.uk	Tel: Skype 0044 3001519881
Auth by 2nd RO: Col P Allen	Appt: Col RLC	Allen, Patrick Col (RLC RHQ-RegtCol) Patrick.Allen373@mod.gov.uk	Date: 10 May 23