

JOB SPECIFICATION (2015)		JSN	
Position Title	SO1 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	2202080	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	Corps Colonel RLC	Sub Field 1	
2 nd RO	HD Arms Svcs HC	Secondary Field	Personnel
3 rd RO		Sub Field 2	
Unit Role: SO1 RLC Army Apprenticeships is to advise upon, deliver and assure designated RLC personal on the apprenticeship and collaborate with SO2 Whole Life Development on creating a robust whole life development plan for the RLC.			
Position Role: Support the operation, generation, and assurance of the RLC Apprenticeship standards in line with the Army Apprenticeship programme.			
Responsibilities: 1. Act as the RLC Strategic lead for the RLC apprenticeship programme and provide SME advice and guidance to all key stakeholders. 2. Work with the SO2 WLD to maintain a Wholelife Development Plan in accordance with the RLC Strategy. 3. Generate and operate the RLC Apprenticeships, ensuring compliance with internal and external assurance requirements and budgetary oversight across delegated funding lines. 4. Lead for the quality assurance and improvement of the RLC Apprenticeships in accordance with OFSTED, ESFA and wider regulatory body direction and guidance 5. Establish and maintain an RLC Apprenticeship Stakeholder and Customer network to support the delivery of the RLC Programme, including the Working and Steering Group. 6. Lead for RLC Apprenticeships related internal training, communications, internal/external briefs, and presentations. 7. Lead for the R2A requirements across the RLC Apprenticeships. 8. Support Pers Pol, AHQ with the contracting process for RLC Service Providers and End Point Assessment Organisations. 9. Sponsor new apprenticeship requirements through AAP SOP 16 new provision applications, in line with RLC whole life development strategy. 10. Support the 3* delivery of the wider Army Apprenticeship Programme 11. 2 RO for SO3 RLC Apprenticeships. 12. 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. 13. 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.			
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 RLC apprenticeship programme 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	ICSC(L)	Desirable	Or equivalent
Other Quals/Competencies	ACSC	Desirable	Or equivalent
Education	Degree or higher	Desirable	
Service/Arm/OGD	Army/E2/Any		
Operational	Any		
Staff	Any	Essential	
Command	Sub-unit	Desirable	
Fields/Trades	Pers	Essential	
Environments	Training	Desirable	Experience of Apprenticeships, ITT, STT
Originator: Col P Allen	Appt: Col RLC	Allen, Patrick Col (RLC RHQ-RegtCol) Patrick.Allen373@mod.gov.uk	Tel:
Auth by 2nd RO: Brig A Potts	Appt: HD Arms Svcs HC	Potts, Alex Brig (HC-ArmsSvcs-Hd) Alex.Potts982@mod.gov.uk	Date: 10 May 23