

JOB DESCRIPTION

Business Innovation and Development Advisor (Apprenticeships)

Line Managed By: Business Innovation and Development Manager

Job Purpose & Objectives

The Business Innovation and Development Advisor will play a key role in supporting the delivery of the College's apprenticeship and wider work-based learning programmes. Working closely with the Business Innovation and Development Manager, the postholder will act as a central point of contact for apprentices, employers and curriculum teams, ensuring the College meets contractual, compliance and quality requirements across all funded and commercial provision. The role will contribute to departmental targets by supporting learner recruitment, coordinating the apprentice and work-based learner journey, maintaining accurate records, and ensuring timely and effective communication with stakeholders. The post will also support wider commercial development and employer engagement aimed at enhancing the College's offer and diversifying income streams.

Key Tasks & Responsibilities

Apprenticeship, Work-Based Learning and Programme Support

- Assist with the coordination and delivery of apprenticeships, work-based learning programmes, College contracts and workforce development initiatives, ensuring smooth day-to-day operations.
- Support the recruitment and onboarding of apprentices and work-based learners by assessing eligibility, gathering documentation, and liaising with employers to ensure high-quality provision.
- Conduct regular progress reviews with apprentices, work-based learners and employers, recording information accurately and timeously in line with College, funder and contract requirements.
- Ensure all documentation, including Training Agreements, Individual Training Plans, reviews and compliance evidence, is completed to a high standard and meets audit requirements across funded and commercial provision.

- Work closely with curriculum teams, assessors and verifiers to support progress, resolve issues, and ensure delivery aligns with qualification frameworks, contract expectations and employer needs.
- Provide effective guidance and support to apprentices, work-based learners and employers throughout the learner journey, including induction, ongoing support and progression planning.
- Support the achievement of work-based learning and commercial targets by monitoring caseload activity, identifying risks, and escalating concerns where necessary.
- Provide administrative support across all apprenticeship, work-based learning, employability and commercial activities, including scheduling meetings, preparing materials and updating systems.
- Handle all learner and employer information with sensitivity and discretion, ensuring compliance with confidentiality and data protection policies

Stakeholder Engagement

- Establish and maintain positive relationships with employers, apprentices, other learners, funder representatives and external partners to support apprenticeship, work-based learning and commercial activity.
- Act as a key point of contact for employers regarding operational delivery and compliance requirements for work-based learning, apprenticeship and commercial training.
- Coordinate employer engagement activity including workplace visits, review meetings, recruitment support, commercial enquiries and information sessions.
- Work collaboratively with Heads of Department, Curriculum Quality Managers and Lecturers to ensure apprentices and work-based learners receive the support required to achieve qualification and contract outcomes.
- Identify opportunities for employers to access funded provision, commercial courses or additional work-based learning activity, supporting the College's business development aims.
- Comply with all relevant Health & Safety and legislative requirements.

Administrative Duties

- Ensure accurate, high-quality and robust administrative processes are in place to maintain up-to-date records for apprenticeship, work-based learning, contract-funded and commercial activity.
- Check and prepare documentation for audits, contract monitoring, internal quality processes, working closely with the Business Innovation and Development Manager.
- Monitor key deadlines relating to funding claims, commercial reporting, contract requirements, review cycles and data submissions, ensuring timely and accurate completion.

- Maintain complete, accurate and audit-ready records for all work-based learning, apprenticeship and commercial learners, in line with funder, awarding body and College policy.

Reporting and Monitoring

- Support the preparation of performance reports for apprenticeships, work-based learning programmes, College contracts and commercial activity by gathering, inputting and checking data.
- Monitor and track progress against Key Performance Indicators (KPIs) including starts, reviews, completions, employer engagement and commercial activity targets.
- Identify and flag risks or anomalies relating to compliance, learner progress or contract delivery.
- Contribute to contract monitoring, internal quality reviews and continuous improvement activities across work-based learning and commercial provision.

WHO WE ARE

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: January 2026