

**BPP Job Description**

**Job Title** Actuarial Apprentice Advisor

**Department ActEd - Professional Apprenticeships**

**Location Home and office based**

**Additional details** Work nationwide (reporting to Abingdon).

Can be based at any BPP office.

**Travel requirements (if applicable) No**

**Contract type Full time and permanent**

**Hours of work** Normal (flexible) – FT

**Reporting lines** Reports to Performance Support Manager. No reportees.

**Job Purpose**

To provide support to actuarial apprentices via telephone contact and to liaise with their line managers to ensure apprentices have regular progress reviews, remain engaged and progress throughout their programme and ultimately complete the requirements of their apprenticeship on time.

The role will also include regular reviewing / assessing of the apprentices’ evidence of active learning and helping them to prepare for a timely apprenticeship end assessment.

You will need to provide a high level of support to the apprentices and their line managers without necessarily being an expert in the specific field of work of the apprentice. You will work closely with actuarial coaching team.

Depending on the number of apprentices on-programme, you may also get involved in other administrative work for BPP ActEd or The Actuarial Education Company.

**Key Responsibilities**

• Arranging, preparing for, undertaking and documenting progress reviews – the majority of these will be via the telephone

• Managing own time and workload to ensure progress reviews are efficient and effective and meet ESFA requirements

• Review apprentices’ attendance, assignment submissions, exam results, Hub engagement and other data on a regular basis.

• Pro-actively facilitate follow up calls with learners in line with the school’s retention and

progression strategy, ensuring they have the support they need to achieve and are

progressing at the required rate

• Ensure learner records are kept up to date

• Supporting and advising the apprentices and their line managers to ensure that they fully complete the requirements of the scheme

• Provide regular communication to learners regarding their programme of study

• Work with learning support and safeguarding teams to signpost learners where required

• Other ad hoc tasks as required

Other administrative duties may include working with the Apprentice Co-ordinator and Coaches to:

• Act as a point of contact for all programme queries from students, offering excellent

customer service and issue resolution

• Work with appropriate stakeholders to support the successful on-boarding of new

students

• Work with learners and line managers as part of onboarding process

• Ensure key programme information is sent to students

• Reporting to line managers and employers on apprentice progress

• Work with the actuarial apprenticeship team to ensure consistency of approach

• Help ensure target retention and completion rates for apprenticeships are met

Depending on qualifications and experience, opportunities may also arise to carry out tasks for The Actuarial Education Company

**Skills, experience & qualifications required - Essential**

• Friendly, enthusiastic with excellent interpersonal skills

• Proactive, resilient and ready to take on any task

• Customer-focused; driven to ensure learner satisfaction

• Lateral thinker with a logical approach to tasks and problems

• Self-motivated with a “can do” attitude

• Excellent organisational skills to meet deadlines

• Able to prioritise effectively and be able to juggle several tasks at the same time

• Work well within a team to solve problems collectively, making suggestions and using

other people’s ideas and advice

• Have a strong desire and capability to learn new skills and new technologies

• Good IT skills: Word, Excel, PowerPoint, Outlook

**Skills, experience & qualifications required - Desirable**

• Knowledge of the actuarial profession and Apprenticeships is an advantage

• Experience with supporting learners in an educational environment

• Understanding of key systems and IT software

• Good access to major UK cities and Abingdon

Please note that the successful candidate will be required to undergo an enhanced DBS check.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore

the successful candidate will be required to declare any convictions, cautions, reprimands, and

final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974

(Exceptions) Order 1975 (as amended in 2013).