

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Cyfadrn/Adran</b> | Cyfadrn y Celfyddydau, Cyfrifiadura a Pheirianeg              |
| <b>Uned</b>          | Peirianeg                                                     |
| <b>Teitl y Swydd</b> | Cydlynnydd Prentisiaethau Gradd (Adeiladu a Pheirianeg Sifil) |
| <b>Yn atebol i</b>   | Y Prif Ddarlithydd Peirianeg ac ICE                           |
| <b>Gradd</b>         | O&A4                                                          |

## Prif Atebolrwydd

Bydd y Cydlynnydd Prentisiaethau Gradd yn cefnogi'r tîm academiaidd sy'n darparu rhaglenni prentisiaethau gradd ym Mhrifysgol Wreccsam. Dyluniwyd y swydd i gefnogi'r cysylltiad rhwng y diwydiant a'r byd academiaidd, gan sicrhau bod prentisiaid yn cael cymorth i gymhwyso eu dysgu academiaidd yn eu swyddi proffesiynol. Bydd y mentor yn chwarae rhan gefnogol yn elfennau gweinyddol ac elfennau dysgu seiliedig ar waith y rhaglen.

Mae elfen allweddol o'r rôl yn cynnwys ymweld â phrentisiaid yn eu gweithleoedd i fonitro cynnydd, cynnig arweiniad a sicrhau bod eu dysgu seiliedig ar waith yn cyd-fynd â gofynion eu rhaglen radd. Yn ogystal, bydd yn chwarae rhan allweddol yn y broses adolygu 61 diwrnod, gan sicrhau bod yr holl ddogfennaeth angenrheidiol yn cael ei chwblhau'n gywir ac yn cydymffurfio â safonau'r brentisiaeth.

Bydd y Cydlynnydd Prentisiaethau Gradd yn gweithredu fel cyswllt hanfodol rhwng myfyrwyr, cyflogwyr, staff academiaidd a thîm menter y brifysgol, gan feithrin perthnasau gwaith cryf i wella profiad y brentisiaeth. Yn ogystal, bydd yn cynorthwyo gyda phrosesau gweinyddol cysylltiedig ag olrhain cynnydd myfyrwyr, cynnal cofnodion a sicrhau bod yr holl adolygiadau angenrheidiol yn cael eu cwblhau'n brydlon.

Mae'r swydd hon yn ddelfrydol ar gyfer unigolion gyda phrofiad o'r diwydiant ym maes Adeiladu a Pheirianeg Sifil, sy'n deall dysgu seiliedig ar waith o fewn fframwaith prentisiaeth. Mae sgiliau cyfathrebu a rhyngbersonol rhagorol yn hanfodol, gan y bydd y cydlynnydd yn gweithio'n agos â myfyrwyr, cyflogwyr a thimau academiaidd i ddarparu cefnogaeth effeithiol. Bydd dull rhagweithiol sy'n canolbwyntio ar y myfyrwyr yn allweddol i sicrhau bod prentisiaid yn cael y gorau o'u rhaglen radd ac yn integreiddio'n llwyddiannus i'r gweithle.

## Tasgau Allweddol

Bydd y Cydlynnydd Prentisiaethau Gradd yn cefnogi'r tîm academiaidd i ddarparu rhaglenni prentisiaethau gradd ym Mhrifysgol Wrecsam. Mae'r swydd hon yn canolbwyntio ar bontio'r bwlch rhwng y byd academiaidd a'r diwydiant, gan sicrhau bod prentisiaid yn cael arweiniad a chefnogaeth strwythuredig.

### Cymorth Dysgu Seiliedig ar Waith

Elfen allweddol o'r swydd yw ymweld â phrentisiaid yn eu gweithleoedd i fonitro cynnydd, cynnig arweiniad a sicrhau bod eu dysgu seiliedig ar waith yn cyd-fynd â disgwyliadau academiaidd. Yn ogystal, bydd yn chwarae rhan allweddol yn y broses adolygu 61 diwrnod, gan sicrhau bod yr holl ddogfennaeth angenrheidiol yn cael ei chwblhau'n gywir ac yn bodloni'r safonau gofynnol.

Er na fydd y Cydlynnydd Prentisiaethau Gradd yn addysgu'n uniongyrchol, bydd yn cefnogi prentisiaid i drefnu eu gofynion dysgu seiliedig ar waith, a ddarperir gan y tîm academiaidd. Mae hyn yn cynnwys eu helpu i adnabod prosiectau perthnasol yn y gweithle, sicrhau eu bod yn cyd-fynd ag amcanion academiaidd a sicrhau eu bod yn bodloni meini prawf prentisiaethau. Bydd y cydlynnydd hefyd yn cyfeirio myfyrwyr at gefnogaeth academiaidd neu fugeiliol ychwanegol yn ôl yr angen.

### Cysylltiad ac Ymgysylltiad Diwydiant

Bydd y cydlynnydd yn gweithredu fel prif gyswllt rhwng prentisiaid, staff academiaidd a chyflogwyr yn y diwydiant. Bydd yn cyfathrebu'n dda â thimau academiaidd i sicrhau bod prentisiaid yn cael y gefnogaeth a'r arweiniad angenrheidiol. Yn ogystal, bydd yn ymgysylltu â gweithwyr proffesiynol yn y diwydiant, gan sicrhau bod cyflogwyr yn wybodus ynglŷn â gofynion y rhaglen ac yn gallu darparu cyfleoedd dysgu yn y gweithle addas i fyfyrwyr.

Bydd rhan o'r swydd yn cynnwys cysylltu â rhanddeiliaid allanol, gan gynnwys cyflenwyr a phartneriaid diwydiant, i gefnogi gweithrediad didrafferth y rhaglen brentisiaeth. Mynychu cyfarfodydd cyfadrn perthnasol, digwyddiadau rhwydweithio yn y diwydiant ac efallai mynychu mentrau recriwtio prifysgol, megis Dyddiau Agored, i gryfhau partneriaethau a hyrwyddo'r rhaglen.

### Gweinyddiaeth a Chydymffurfiaeth Rhaglen

Bydd y Cydlynnydd Prentisiaethau Gradd yn cyfrannu at weinyddiaeth effeithiol y rhaglen prentisiaethau gradd drwy sicrhau cadw cofnodion cywir o gynnydd myfyrwyr, ac adolygu dogfennaeth. Bydd yn cefnogi'r gyfadrn i gynnal cydymffurfiaeth â rheoliadau'r brentisiaeth a pholisïau'r brifysgol, cynorthwyo gyda threfnu adolygiadau, archwiliadau ac adrodd.

### Datblygiad Proffesiynol a Gwelliant Parhaus

Bydd y Cydlynnydd Prentisiaethau Gradd yn cael ei annog i gadw ar flaen tueddiadau a datblygiadau'r diwydiant o fewn eu maes arbenigedd.

Yn ogystal, disgwylir i ddeiliad y swydd gymryd rhan mewn gweithgareddau hyfforddi a datblygiad proffesiynol sy'n gwella eu gallu i ddarparu cymorth gweinyddol ar gyfer y rhaglen.

### Amgylchedd Gwaith a Disgwyliadau Swydd

Yn bennaf, bydd y swydd yn ymwneud â gweithio'n annibynnol ac mewn cydweithrediad â thimau cyfadrn, ac yn gofyn am sgiliau trefnu da a'r gallu i reoli nifer o gyfrifoldebau. Disgwylir i'r mentor ymweld â phrentisiaid ar y safle yn eu gweithleoedd, gan gynnal perthnasoedd proffesiynol â phartneriaid diwydiant.

## Nodweddion Arbennig

Mae swydd y Cydlynnydd Prentisiaethau Gradd yn cynnwys teithio'n rheolaidd i leoliadau amrywiol yn y diwydiant, gan gynnwys gweithleoedd prentisiaid, safleoedd adeiladu a sefydliadau cyflogwyr. Mae'r teithio hwn yn hanfodol i fonitro cynnydd myfyrwyr, darparu cymorth a chryfhau partneriaethau diwydiant. Rhaid i'r ymgeisydd llwyddiannus allu a bod yn barod i deithio fel rhan o'u swydd i sicrhau ymgysylltiad effeithiol â phrentisiaid a rhanddeiliaid diwydiant.

Gan fod teithio'n elfen hanfodol o'r swydd, bydd hyn yn eu galluogi i ymweld â nifer o leoliadau'n effeithiol a chefnogi prentisiaid mewn lleoliadau gweithleoedd amrywiol. Efallai y bydd y swydd hefyd yn cynnwys digwyddiadau diwydiant, cyfarfodydd cyflogwyr a gweithgareddau recriwtio prifysgol i wella effaith y rhaglen prentisiaeth radd ymhellach.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a nodir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn, ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o safon yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn helpu i fonitro perfformiad a datblygu'r unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cynorthwyo'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

# Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Mae'n arfer gan y Brifysgol o bryd i'w gilydd i adolygu a diweddarau disgrifiadau swydd er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir, ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

## Teitl y Swydd:

**Cydlynnydd Prentisiaethau Gradd (Adeiladu a Pheirianeg Sifil)**

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

## Meini Prawf Dethol

| Priodoleddau |                                     | Eitem | Meini Prawf Perthnasol                                                                                                                      | Dull Adnabod | Pwysigrwydd |
|--------------|-------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
| 1            | Sgiliau a Galluoedd                 | 1.1   | Y gallu i gefnogi prentisiaid o fewn lleoliadau gweithleoedd, gan sicrhau cydlynïad ag arferion sefydledig.                                 | Ff, C        | H           |
|              |                                     | 1.2   | Sgiliau cyfathrebu da, gyda'r gallu i greu cysylltiadau effeithiol ar bob lefel, gan gynnwys gyda myfyrwyr, cyflogwyr a thimau academiaidd. | Ff, C        | H           |
|              |                                     | 1.3   | Sgiliau rhyngpersonol cryf, gyda'r gallu i feithrin a chynnal perthnasoedd proffesiynol.                                                    | Ff, C        | H           |
|              |                                     | 1.4   | Sgiliau trefnu a blaenoriaethau rhagorol i reoli nifer o gyfrifoldebau'n effeithiol.                                                        | Ff, C        | H           |
|              |                                     | 1.5   | Y gallu i weithio i dargedau a therfynau amser o fewn sefydliadau academiaidd ac yn y diwydiant.                                            | Ff, C        | H           |
|              |                                     | 1.6   | Sylw gofalus i fanylion, gyda'r gallu i gadw cofnodion a dogfennaeth gywir yn gyson.                                                        | Ff, C        | H           |
|              |                                     | 1.7   | Gallu TG perthnasol i'r swydd, gan gynnwys hyfedredd o ran rheoli data ac adnoddau cyfathrebu digidol.                                      | Ff, C        | H           |
| 2            | Gwybodaeth Gyffredinol ac Arbenigol | 2.1   | Gwybodaeth a phrofiad arbenigol mewn sefydliadau yn y diwydiant sy'n gysylltiedig ag Adeiladu a Pheirianeg Sifil.                           | Ff, C        | H           |

|                 |                       |     |                                                                                                                  |       |   |
|-----------------|-----------------------|-----|------------------------------------------------------------------------------------------------------------------|-------|---|
|                 |                       | 2.2 | Dealltwriaeth o reoliadau lechyd a Diogelwch a'u defnydd mewn sefydliadau gweithleoedd.                          | Ff, C | H |
|                 |                       | 2.3 | Yn gyfarwydd â phlatfformau dysgu digidol (e.e Moodle) i gefnogi prentisiaid.                                    | Ff, C | D |
| 3               | Addysg a Hyfforddiant | 3.1 | Addysg hyd at lefel HNC neu gymhwyster cyfwerth mewn maes perthnasol, neu brofiad amlwg o'r diwydiant.           | Ff, C | H |
|                 |                       | 3.2 | Cymhwyster addysgu neu Gymrodoriaeth o'r Academi Addysg Uwch (dymunol ond nid yw'n hanfodol).                    | Ff, C | D |
| 4               | Profiad Perthnasol    | 4.1 | Profiad o weithio mewn amgylchedd proffesiynol neu seiliedig ar y diwydiant sy'n berthnasol i feysydd y rhaglen. | Ff, C | H |
|                 |                       | 4.2 | Profiad o gynnal, ysgrifennu ac adolygu asesiadau risg mewn sefydliad proffesiynol.                              | Ff, C | H |
|                 |                       | 4.3 | Profiad o fentora neu roi arweiniad i brentisiaid, hyfforddeion neu gydweithwyr iau.                             | Ff, C | D |
| 5               | Gofynion Arbennig     | 5.1 | Y gallu i gymell eich hun, gweithio'n annibynnol a rheoli llwyth gwaith yn effeithiol.                           | Ff, C | H |
|                 |                       | 5.2 | Yn gallu cyfathrebu i gyfathrebu drwy gyfrwng y Gymraeg (dymunol).                                               | Ff, C | D |
|                 |                       | 5.3 | Cysylltu â phartneriaid diwydiant a chyflogwyr i gefnogi dysgu seiliedig ar waith.                               | Ff, C | H |
|                 |                       | 5.4 | Profiad o olrhain cynnydd myfyrwyr/prentisiaid a chynnal cofnodion cywir.                                        | Ff, C | H |
| Dyddiad Adolygu |                       |     | 17/07/25                                                                                                         |       |   |

|         |              |    |                     |
|---------|--------------|----|---------------------|
| Allwedd | Dull Adnabod | Ff | Ffurflen Gais       |
|         |              | C  | Cyfweliad           |
|         |              | P  | Prawf               |
|         |              | T  | Copi o Dystysgrifau |
|         |              | Rh | Rhoi Cyflwyniad     |
|         |              | G  | Asesiad Grŵp        |
|         | Pwysigrwydd  | H  | Hanfodol            |
|         |              | D  | Dymunol             |

Ein Dyfodol.

Rhagoriaeth.

Cliciwch yma.

Ein Dyfodol.

Cynhwysiad.

Cliciwch yma.

Ein Dyfodol.

Cydweithio.

Cliciwch yma.

Ein Dyfodol.

Trawsnewidiad.

Cliciwch yma.

Ein Dyfodol.

Cynaliadwyedd.

Cliciwch yma.

## Job Description

Prifysgol Wreccsam  
Wrexham University



|                           |                                                                      |
|---------------------------|----------------------------------------------------------------------|
| <b>Faculty/Department</b> | Faculty of Arts, Computing and Engineering                           |
| <b>Section</b>            | Engineering                                                          |
| <b>Job Title</b>          | Degree Apprenticeship Coordinator (Construction & Civil Engineering) |
| <b>Reports to</b>         | Principal Lecturer in Engineering and ICE                            |
| <b>Grade</b>              | O&A4                                                                 |

### Principal Accountabilities

The Degree Apprenticeship Coordinator will provide support to the academic team delivering degree apprenticeship programmes at Wrexham University. This role is designed to support the connection between industry and academia, ensuring that apprentices receive assistance in applying their academic learning to their professional roles. The mentor will play a supporting role in the administrative and work-based learning aspects of the programme.

A key aspect of the role involves visiting apprentices at their workplaces to monitor progress, offer guidance, and ensure that their work-based learning aligns with requirements of their degree programme. Additionally, they will play an important role in the 61-day review process, ensuring that all necessary documentation is completed accurately and in compliance with apprenticeship standards.

The Degree Apprenticeship Coordinator will act as a vital link between students, employers, academic staff, and the universities enterprise team, fostering strong working relationships to enhance the apprenticeship experience. Additionally, they will assist with administrative processes related to tracking student progress, maintaining records, and ensuring that all necessary reviews are completed on time.

This role is ideal for individuals with industry experience in Construction & Civil Engineering, who understand work-based learning within an apprenticeship framework. Excellent communication and interpersonal skills are essential, as the coordinator will be working closely with students, employers, and academic teams to provide effective support. A proactive and student-focused approach will be key in ensuring that apprentices gain the most from their degree programme and successfully integrate into the workforce.



## Key Tasks

The Degree Apprenticeship Coordinator will provide support to the academic team in delivering degree apprenticeship programmes at Wrexham University. This role focuses on bridging the gap between academia and industry, ensuring apprentices receive structured guidance and administrative support.

### **Work-Based Learning Support**

A key responsibility of the role is visiting apprentices at their respective workplaces to monitor progress, provide guidance, and ensure their learning aligns with academic expectations. Additionally, they will play a crucial role in the 61-day review process, ensuring that all documentation is completed accurately and meets the required standards.

While the Degree Apprenticeship Coordinator will not engage in direct teaching, they will support apprentices in navigating their work-based learning requirements provided by the academic team. This includes helping them identify relevant workplace projects, aligning them with academic objectives, and ensuring they meet apprenticeship criteria. The coordinator will also direct students to additional academic or pastoral support when necessary.

### **Liaison and Industry Engagement**

The coordinator will serve as a key point of contact between apprentices, academic staff, and industry employers. They will maintain strong communication with academic teams to ensure that apprentices receive the necessary support and guidance. Additionally, they will engage with industry professionals, ensuring that employers are well-informed of programme requirements and can provide appropriate workplace learning opportunities for students.

Part of the role will involve liaising with external stakeholders, including suppliers and industry partners, to support the smooth operation of the apprenticeship programme. Attendance at relevant faculty meetings, industry networking events, and university recruitment initiatives, such as Open Days, may also be required to strengthen partnerships and promote the programme.

### **Programme Administration and Compliance**

The Degree Apprenticeship Coordinator will contribute to the efficient administration of the degree apprenticeship programme by ensuring accurate record-keeping of student progress, and review documentation. They will support the faculty in maintaining compliance with apprenticeship regulations and university policies, assisting with the organisation of reviews, audits, and reporting.

### **Professional Development and Continuous Improvement**

The Degree Apprenticeship Coordinator will be encouraged to stay up to date with industry trends and developments within their field of expertise.

Additionally, they will be expected to participate in relevant training and professional development activities that enhance their ability to provide administrative support to the programme.

### **Work Environment and Role Expectations**

This role will predominantly involve working independently and in collaboration with faculty teams, requiring strong organisational skills and the ability to manage multiple responsibilities. The mentor will be expected to visit apprentices on-site at their workplaces, maintaining professional relationships with industry partners.

## Special Features

The Degree Apprenticeship Coordinator role requires regular travel to various industry locations, including apprentice workplaces, construction sites, and employer premises. This travel is essential for monitoring student progress, providing support, and strengthening industry partnerships. The successful candidate must be willing and able to travel as part of their role to ensure effective engagement with apprentices and industry stakeholders.

As travel is a fundamental aspect of this role, this will enable them to visit multiple locations efficiently and support apprentices in diverse workplace settings. The role may also involve attending industry events, employer meetings, and university recruitment activities to further enhance the degree apprenticeship programme's impact.

## General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

# Person Specification

**Job Title:** Degree Apprenticeship Coordinator (Construction & Civil Engineering)

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

| Selection Criteria |                                |      |                                                                                                                                       |                       |      |
|--------------------|--------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------|
| Attributes         |                                | Item | Relevant Criteria                                                                                                                     | Identification Method | Rank |
| 1                  | Skills & Abilities             | 1.1  | Ability to support apprentices within workplace settings, ensuring alignment with established practices.                              | A I                   | E    |
|                    |                                | 1.2  | Strong communication skills, with the ability to engage effectively at all levels, including students, employers, and academic teams. | A I                   | E    |
|                    |                                | 1.3  | Strong interpersonal skills, with the ability to build and maintain professional relationships.                                       | A I                   | E    |
|                    |                                | 1.4  | Excellent organisational and prioritisation skills to manage multiple responsibilities effectively.                                   | A I                   | E    |
|                    |                                | 1.5  | Ability to work to targets and deadlines within an academic and industry setting.                                                     | A I                   | E    |
|                    |                                | 1.6  | High level of attention to detail, with the ability to maintain accurate documentation and records.                                   | A I                   | E    |
|                    |                                | 1.7  | IT competency relevant to the role, including proficiency in data management and digital communication tools.                         | A I                   | E    |
| 2                  | General & Specialist Knowledge | 2.1  | Specialist knowledge and experience in industry settings related to Construction & Civil Engineering.                                 | A I                   | E    |
|                    |                                | 2.2  | Understanding of Health and Safety regulations and their application in workplace settings.                                           | A I                   | E    |
|                    |                                | 2.3  | Familiarity with digital learning platforms (e.g., Moodle) to support apprentices.                                                    | A I                   | D    |

|                  |                      |     |                                                                                                                    |     |   |
|------------------|----------------------|-----|--------------------------------------------------------------------------------------------------------------------|-----|---|
| 3                | Education & Training | 3.1 | Educated to HNC level or equivalent qualification in a relevant field, or demonstrable industry experience.        | A I | E |
|                  |                      | 3.2 | A teaching qualification or Fellowship of the Higher Education Academy (Advance HE) (desirable but not essential). | A I | D |
| 4                | Relevant Experience  | 4.1 | Experience working in a professional or industry-based environment relevant to the programme areas.                | A I | E |
|                  |                      | 4.2 | Experience in conducting, writing, and reviewing risk assessments in a professional setting.                       | A I | E |
|                  |                      | 4.3 | Experience in mentoring or providing guidance to apprentices, trainees, or junior colleagues.                      | A I | D |
| 5                | Special Requirements | 5.1 | Self-motivated with the ability to work independently and manage workload effectively.                             | A I | E |
|                  |                      | 5.2 | The ability to communicate through the medium of Welsh (desirable).                                                | A I | D |
|                  |                      | 5.3 | Liaising with industry partners and employers to support work-based learning.                                      | A I | E |
|                  |                      | 5.4 | Experience in tracking student/apprentice progress and maintaining accurate records.                               | A I | E |
| Date of Revision |                      |     | 17/07/25                                                                                                           |     |   |

|     |                       |   |                      |
|-----|-----------------------|---|----------------------|
| Key | Identification Method | A | Application Form     |
|     |                       | I | Interview            |
|     |                       | T | Test                 |
|     |                       | C | Copy of Certificates |
|     |                       | P | Presentation         |
|     |                       | G | Group Assessment     |
|     | Rank                  | E | Essential            |
|     |                       | D | Desirable            |

Our Values.

Excellence.

Click to view.

Our Values.

Inclusion.

Click to view.

Our Values.

Collaboration.

Click to view.

Our Values.

Transformation.

Click to view.

Our Values.

Sustainability.

Click to view.