



Job Description

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| Employer: | RESL |
| Job title: | ILR and End Point Assessment (EPA) Manager 1.0 FTE (37.5 hours per week) |
| Reports to: | Head of Apprenticeships |
| Salary: | £44,768 – 46,289 per annum (plus access to bonus scheme) |

Main purpose of the job:

To take full operational ownership of the regulatory start and end points of the apprenticeship lifecycle, including onboarding compliance, Individualised Learner Record (ILR) submissions, and End Point Assessment (EPA) governance across direct and partner-delivered provision.

The postholder will personally manage monthly ILR returns, funding eligibility checks, gateway scrutiny and EPA coordination. This is a senior specialist role requiring significant technical expertise in apprenticeship funding rules and EPA processes.

The role sits within a lean team structure, and the postholder will personally undertake this operational activity. It is hands-on and delivery-focused.

Main duties and responsibilities:

1. Apprenticeship Onboarding & Funding Compliance
 - Conduct robust funding eligibility checks for all new apprentice starts.
 - Ensure enrolment documentation and training plans meet apprenticeship funding rules.
 - Confirm employer agreements align with DAS records and funding requirements prior to start.
 - Identify non-compliant or high-risk enrolments and escalate with clear technical recommendation to the Head of Apprenticeships.
 - Provide assurance that all funding requirements are met prior to formal approval of apprentice starts.
 - Maintain accurate evidence packs to ensure audit readiness from day one.
2. ILR & Funding Data Management
 - Prepare, validate and submit the monthly Individualised Learner Record (ILR) return.

- Run and clear validation reports (e.g. PDSAT/FIS or equivalent tools) prior to submission.
- Ensure ILR data accurately reflects learner status, changes in circumstance, breaks in learning and completions.
- Investigate and resolve discrepancies in collaboration with relevant internal teams prior to submission.
- Maintain full compliance with current apprenticeship funding rules and ILR technical specifications.
- Support preparation for funding audits and provide required documentation.

3. Digital Apprenticeship Service (DAS) Management

- Maintain oversight of the University's DAS account.
- Ensure apprentices are uploaded and approved within required timescales.
- Monitor funding approvals and co-investment arrangements.
- Ensure alignment between DAS records, ILR submissions and internal documentation.

4. End Point Assessment (EPA) Governance

- Undertake detailed gateway compliance checks to ensure apprentices meet all regulatory and programme requirements prior to progression.
- Challenge incomplete or non-compliant gateway submissions and require remedial action before progression.
- Provide formal gateway compliance confirmation to the Head of Apprenticeships prior to approval.
- Coordinate EPA scheduling and communication with external End Point Assessment Organisations (EPAOs).
- Manage EPA processes for integrated apprenticeships delivered internally.
- Monitor EPA outcomes and identify trends or areas for improvement.
- Act as primary liaison for EPA-related quality assurance and External Quality Assurance (EQA) activity.
- Ensure documentation and processes meet regulatory expectations for both internal and partner-delivered provision.

5. Reporting & Risk Management

- Maintain a live funding and EPA compliance risk log.
- Produce regular reports on ILR status, onboarding compliance and EPA performance.
- Escalate material funding or EPA risks to the Head of Apprenticeships.
- Identify recurring risks or process weaknesses and propose practical improvements.
- Contribute data and documentation to inspection or audit activity as required.

6. Visting Moderators

- To operationally manage Visiting Moderators including on-boarding processes, claims approvals, work allocations. You will work in collaboration with School/Faculty, HR & Finance colleagues to support this process.

7. Represent the School at relevant subject and industry-specific events, networks and organisations.

8. Any other duties commensurate with the post as required by the Dean of Continuing Education.

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

| Requirements | Criteria |
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| Work Experience | <p>Essential</p> <ul style="list-style-type: none">• Significant experience independently managing apprenticeship ILR returns.• Experience conducting funding eligibility checks and compliant apprentice onboarding.• Experience managing gateway processes and coordinating End Point Assessment.• Experience liaising with End Point Assessment Organisations and responding to EQA activity.• Experience using DAS and ILR validation tools (e.g. PDSAT/FIS). <p>Desirable</p> <ul style="list-style-type: none">• Experience within Higher Education apprenticeship provision.• Experience managing integrated (degree) apprenticeship EPA processes.• Experience supporting apprenticeship funding audits. |
| Knowledge and Skills | <p>Essential</p> <ul style="list-style-type: none">• Strong working knowledge of apprenticeship funding rules and ILR technical requirements.• High level of accuracy and attention to detail.• Ability to operate autonomously and manage critical regulatory deadlines within a lean team environment. |
| Education and Qualifications | <p>Essential</p> <ul style="list-style-type: none">• Degree or equivalent professional experience in a relevant field. <p>Desirable</p> <ul style="list-style-type: none">• Evidence of continuing professional development in apprenticeship funding, data management or compliance. |

Additional Information

- This role is employed within Roehampton Education Services Limited, part of the University of Roehampton Group
- The role is a permanent role.
- It is expected that the working hours will normally be delivered between Monday-Friday. You are expected to give a full professional commitment to fulfil your duties and responsibilities.
- You are expected to work flexibly to meet the needs of Roehampton Education Services Ltd, including evenings as required, within the context of the maximum working week as defined by the UK Working Time Regulations.
- The appointment is offered subject to satisfactory references, and confirmation of the right to work in the UK and DBS check.
- Roehampton Education Services Ltd. deploys a hybrid-working mode of working. This role allows for 3 days onsite, 2 days working from home.
- The annual leave entitlement is 30 days p.a., including any operational closure days usually at Christmas.
- Access to the University of Roehampton Retirement Savings Pension Plan, a defined contribution scheme, provided by Royal London.
- Roehampton Education Services Limited also offers a wide range of staff benefits, which can be found [here](#).

Job description prepared by: Dean of Continuing Education
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