



Apprenticeship

Learning and Development Apprentice

POSITION:	LEARNING AND DEVELOPMENT APPRENTICE
LOCATION:	SERTEC CORPORATION, WINCASTER HOUSE, COLESHILL, BIRMINGHAM
WORK PATTERN:	39 hours a week- Monday to Friday
RESPONSIBLE TO:	L&D Business Partner

Sertec Corporation are a leading automotive organisation with facilities across the UK, Europe, and China. We specialise in the manufacture of light weight body structures and electric powertrain components for major OEM and Tier 1 automotive companies and our people, processes and technical expertise provide innovation and best value for our customer base.

Based at our HQ in Coleshill, Birmingham, you will be placed in our Learning and development department and become an integral part of the team. The main purpose of the role will be to support the coordination of training activities for employees across the group and provide day to day administrative support relating to learning and development activities.

Example responsibilities include:

- Support with the identification and analysis of learning needs across the group and consult with internal and external stakeholders to better understand requirements
- Support with the arranging and communicating of training course bookings for employees
- Research external training providers for potential training activities and obtain training delivery quotes
- Assist with the design and facilitation of internal learning solutions and explore opportunities for blended learning approaches
- Gather and review course evaluations
- Process and record learning and development activity records
- Ensure certification is received, processed and distributed for completed courses
- Audit competency matrices and training records and support with external audits where required
- Provide data as required for KPI reporting
- Liaise with internal and external stakeholders to ensure that queries are handled promptly and effectively
- Provide administrative support to the L&D team as required
- Liaise with Group HR/L&D team to inform and update on day to day activity, concerns and areas for improvement
- Attend any required training activities (internal or external) that support your overall development towards the apprenticeship and role
- Attend regular progress review meetings with assessors and workplace supervisor
- Record and reflect upon all training activities and complete necessary coursework to support the evidencing of training as required by your apprenticeship and training provider.

What we are looking for:

- Excellent communication skills – both written and verbal
- Well organised and ability to prioritise workload
- Exceptional attention to detail
- A good understanding of the L&D function
- Ability to collaborate, interact & work with multiple stakeholders
- Good understanding of Microsoft Office software (e.g. Word & Excel)
- Professional, enthusiastic, motivated with a can-do attitude
- Minimum grade 5/C in English and Maths GCSE's

To apply please send a CV and Cover letter to Apprenticeships@sertec.co.uk or can be sent via post to Nathan Thorne, Sertec Group Holdings Ltd, Wincaster House, Highway Point, Gorse Lane, Coleshill, Birmingham, B46 1JU, United Kingdom.

CLOSING DATE FOR APPLICATIONS: 25/06/2021