PURPOSE

The purpose of this policy is to set out how the Apprentice and Training Partnership ("The ATP") commits to and support employers in their apprenticeship training and development in digital and project management apprenticeships and to show how we focus on quality of education and positive outcomes for learners in terms of employability, progression, knowledge, skills and behaviours valuable to the UK economy.

SCOPE

This policy covers all of the apprenticeship programmes, functional skills and additional qualifications or certifications offered by The ATP.

POLICY AUTHORITY

The Employer Engagement Policy has been set out by the Board of Directors. Responsibility for the implementation of the policy lies with the Head of Quality.

This policy will be reviewed by Board of Directors annually.

RELATED POLICIES

The policy includes references to other policies and information, advice and guidance provided to employers such as;

- Communications Policy
- Complaints Policy
- Safeguarding Policy (including Prevent and IT Acceptable Use)
- How apprenticeship standards and frameworks work
- The Education Skills Funding Agency Apprenticeship Funding Rules
- Off the Job Training Guidance
- Employer, learner and training provider commitment statement / service level agreement
- Continuous improvement and feedback surveys
- Apprenticeship progression and management information
- Recruitment and selection

IMPLEMENTATION

Objectives

The ATP objectives are to:

- To partner employers in assisting them to achieve their goals through an exceptional apprenticeship training provision in digital and project management departments.
- To collaborate with employers on apprenticeship training that is relevant to occupational competency and meets the needs of both employers and apprentices by:
- Providing information advice and guidance on;
  - o How apprenticeship standards and frameworks work and their suitability for the employer's business, goals and circumstances.

- o Training needs analysis and skills gap analysis
- o Candidate suitability and eligibility for apprenticeships
- o Initial assessment of learner prior knowledge and skills
- o Safeguarding of learners.
- o The Education Skills Funding Agency Apprenticeship Funding Rules
- o Off the Job Training
- o Apprenticeship progression and management information
- o Recruitment and selection
- o Explanations of apprenticeships offered by The ATP and all of the options available for pathways, qualifications, vendor certifications and training delivery
- To provide where appropriate the following apprenticeships:

  Level 3 Software Developer
  Level 4 Software Developer
  Level 3 Digital Marketer
  Level 3 Infrastructure Technician
  Level 4 Network Engineer
  Level 4 Cyber Intrusion Analyst
  Level 4 Cyber Security Technologist
  Level 4 Data Analyst
  Level 4 Information Systems Business Analyst
  Level 4 Associate Project Manager

- To work with employers on ensuring apprenticeship programmes are fit for purpose and develop the skills required for the apprentice to succeed in their chosen career

- To provide ongoing development in learner English and maths skills, and where required English, maths and ICT functional skills at level 1 or 2 depending on the level required for the learner to achieve their apprenticeship.

- To provide employers with information advice and guidance to ensure learners are provided with the right environment and resources to ensure the best learner outcomes.

- To provide employers with ongoing tools to see their learner's progress in 'real time', along with regular personalised feedback.

- To provide employers with a continuous point of contact throughout the apprenticeships, through a designated account manager

- To provide excellent customer service, query and issue resolution through a designated account manager.

- To provide employers with guidance on fair market salaries for learners.

- To provide flexible delivery options to enable employers to both facilitate apprenticeships in a manner that optimises their other business needs.

- To embed British values in to training.

- To provide additional qualifications and vender certifications tailored to the needs of the department.

Employer Engagement Methods

The ATP will do this through using the following employer engagement methods:

- GDPR compliant direct marketing
- The Find Apprenticeship Training Service
- Attendance at fairs, careers events and conferences
- On British Computing Society and Association of Project Management Training Provider listings

Quality improvement:

- Taking regular feedback from employers who use The ATP by taking surveys to measure employee satisfaction.

- Providing an account management service to ensure regular open communication updating employer needs and changes

- Acting in both the spirit of continuous improvement and putting it in to action where value can be added.

- Acting promptly to respond to feedback and/or complaints not just to resolve issues but to improve on a wider basis.

- Undertaking regular critical reviews of our offering and delivery to see improvement opportunity

- Regularly attending CPD meetings and conferences with organisations such as Society for Education and Training, Ofsted, ESFA, AELP and GMPLM to obtain and share best practice.

- Conducting monthly internal meetings to augment best practice and standardise accordingly.

- Continuing to develop teaching and learning strategies which motivate, stimulate and encourage the learners whilst meeting the employer requirements

- Undertaking regular reviews of teaching resources

- Regularly delivering staff CPD to ensure current vocational competency

- Maintaining up to date knowledge of relevant legislation and implementing promptly

- Maintaining up to date knowledge of sector guidance, awarding body changes and programme developments, ensuring readiness to deliver in line with most current releases

Roles and responsibilities – Information, Advice and Guidance

The ATP Team comprises of the following staff or departments, set out along with a summary of their responsibilities;

- **The Board of Directors** –
    - o Responsible for the overall leadership of the company incorporating teaching, compliance, quality, operations, safeguarding and strategy.
- **The Head of Operations** –
    - o Responsible for day to day operational management, smooth running and quality of teaching, learning and assessment, safeguarding, employer relationship management, compliance and quality. Responsible for ensuring that apprenticeships undertaken are compliant with the funding rules.
- **The Head of Quality** –
    - o Responsible for Internal Quality Assurance of Teaching, Learning and Assessment. Responsible for Staff CPD and Development.
- **The Safeguarding Lead** –
    - o Responsible for the overall effectiveness of safeguarding for learners and following up any safeguarding matters including PREVENT strategy. Responsible for ensuring all staff with safeguarding responsibility have current CPD along with current safeguarding and prevent certificates.
- **The Delivery Team** –
    - o Responsible for teaching and mentoring learners to ensure the best education and outcomes for learners and their respective employers. Responsible for quality of learning and education delivered through their methods, resources and feedback. Responsible for learner progress reviews with employers.
- **The Account Management Team** –
    - o Responsible for marketing The ATP to employers and maintaining employer relationships after initial engagement. Responsible for providing IAG to employers and prospective candidates
- **The Administration Team** –
    - o Responsible for all back office administration and adherence to compliance policies, processes and procedures. Maintenance of the Course Directory Provider Portal
- **The Finance and Contracts Manager** –
    - o Responsible for employer contracts, Service Level Agreements and the Digital Account. Responsible for adherence to the funding rules.

Recruitment

See recruitment policy

Quality assurance

See Quality Assurance policy