



Employer Apprenticeship Handbook



Employer Apprenticeship Handbook

Welcome to the Grimsby Institute of Further and Higher Education (part of the TEC Partnership)

I would like to take this opportunity to thank you for choosing Grimsby Institute as your Apprenticeship provider.

Our mission and values include:

- Putting learners first by delivering excellent and accessible high-quality provision, focusing always on the raising of standards.
- Meeting learners' needs and ensuring their success by being inspiring, creative, and innovative in everything we do.
- Engaging in effective and productive partnerships to maximise the benefits of learners and our local communities.
- Supporting and valuing colleagues in a culture of respect and teamwork.

We value your feedback, if you would like an opportunity to join one of our employer networks, inform our curriculum development or just help us to continuously improve, please let us know.

I am deeply passionate about Apprenticeships and about the community we serve, I look forward to meeting you in the future.

Yours Faithfully,

Lucy Ottewell-Key

Executive Director Workforce Skills and Partnerships

Grimsby Institute of Further and Higher Education

Our contact details

Address: Grimsby Institute of Further and Higher Education

Workforce skills and partnerships Department

114 Bargate

Grimsby

N E Lincolnshire

DN34 5AB

Telephone: 01472 311222

0800 012 6656

training.ac.uk

Apprenticeship Learner Engagement Team

01472 311222 ext. 1358

myapprenticeship.ac.uk

What is an Apprenticeship?

A job with training....

What is an Apprenticeship Standard?

An apprenticeship Standard was designed by employer trailblazer groups and covers the knowledge, skills, and behaviours the trailblazers have deemed necessary for the specific role. Some standards have a mandatory qualification whilst others do not, your Business Development Consultant should have given you more information. Maths and English achievement up to Level 2 are also required within a standard. The apprenticeship is complete once the apprentice has undertaken their End Point Assessment. Your Apprentices will be required to meet all the required elements of the Apprenticeship Standard before they partake in their End Point Assessment; this will be assessed by an external End Point Assessment provider and will meet the criteria agreed by the trailblazer in the apprenticeship standard assessment plan.

Your Apprenticeship Training Service Agreement will detail what programme your Apprentice is undertaking and the required knowledge, skills, and behaviours that your apprentice will need to gain prior to End Point Assessment.

What is a Commitment Statement?

There are several roles and responsibilities that an employer is required to agree to. The commitment statement sets out the details of the apprenticeship programme operated by The Institute and if appropriate its Associated Providers and lays down the rights and responsibilities of Apprentices, employers, and the Grimsby Institute.

The apprenticeship is managed by the Institute and its Associated Providers, who are responsible for the apprenticeship and ensuring the quality assurance of the agreed programme.

How your Apprenticeship Training is Funded

Your apprenticeship is funded in numerous ways depending on the size of your business.

If you are an Apprenticeship levy paying organisation (pay bill over £3 million) you will pay for your Apprentices training via the Digital Account and your levy. Once enrolment has been completed and training commences we will request a connection to the digital account, each month a payment to the Grimsby Institute will show in your Digital account up until the agreed end date of the

Apprenticeship programme in line with our agreed price detailed within the Apprenticeship Training Service Agreement.

If you are a small to medium enterprise (SME) or a micro SME, then your apprentices could be fully funded or 95% partially funded by the Education Skills Funding Agency with you contributing 5% of the cost. Education Skills Funding Agency is a government organisation responsible for supplying funding to colleges and training providers to fund or part-fund skills training such as Apprenticeships. Your Apprenticeship Services Training Agreement will detail any agreed financial contribution that is required to support your Apprentices' training.

Training and on Programme Delivery

Apprenticeships can include several deliveries and on programme learning methods. Apprenticeships often have formal classroom and/or workshop sessions at the Institute or on your premises, they include one-to-one instruction and mapping of your Apprentices' knowledge, skills, and behaviours as well as how they are progressing with any relevant qualification and functional skills Maths and English. Models of delivery can vary, from day release at college, to block release and or wholly in the work place training. Whatever the delivery model your Apprentice will be assigned a Work Based Trainer to support, mentor and train throughout the Apprenticeship. Those attending college they will also be supported by a range of tutors within the classroom.

Functional skills (Maths and English) are also delivered in a variety of ways, at college or at employer premises, this can depend on the delivery method for the apprenticeship, number of learners and if maths and English are required, if your Apprentice holds the appropriate level already, they may not need to complete additional qualifications.

Some employers choose to involve an additional provider usually through a subcontracting agreement or employer led delivery where the employer has expertise that relates and supports the Apprenticeship training delivery, this is discussed at negotiation and pre contract stage. Where subcontracting arrangements apply the Grimsby Institute follows a robust subcontracting management process which includes, due diligence, contract reviews, performance monitoring against targets, regular contact, observations of teaching and learning, back-office support and reconciliation.

Practical Learning and On-the-job

Learning of a practical nature, on the job at work.

As an employer you are an expert in your business. Apprentices need coaching, mentoring and support throughout their programme. Many of the skills will be practiced at your business, knowledge tested, behaviours honed. By providing a work place mentor you can ensure your Apprentice is fully supported and that the skills they are learning meet your business needs. Providing new tasks, opportunities to learn, shadow other team members and projects not only supports their development but also contributes to on and off the job training.

Apprentices engaged on the programme will be expected to work a minimum of 30 hours and not more than 40 hours per week under normal circumstances. Certain programmes, however, may

need to deviate from the norm. Legally if you are under 18 years old you cannot work more than 40 hours per week including your 'off the job' training hours.

Every 4 weeks your Work Based Trainer will review your Apprentice's progress against the agreed Learning Plan and Commitment statement.

Off-the-Job

Your Apprentice has a right to a minimum 20% off the job time to support learning and development.

You will have agreed to the off the job plan within your Apprenticeship Training Service Agreement and Commitment Statement.

Off the job is explained during your initial meeting with your Business Development Consultant.

The 20% is based on the number of contracted hours over the period of the apprenticeship minus up to 28 days leave to support knowledge, skills, and behaviours. The 20% off the job can be used for the following areas: -

- Theory (Knowledge) – such as classroom learning, workshops, lectures, role playing, online learning, simulation exercises or relevant employer training, 121 training and coaching.
- Practical training (Skills and Behaviours) apprentices would not usually do during the week – such as shadowing, relevant new skills training, mentoring, coaching, conferences, events, meetings, industry visits or competitions.
- Learning support and time spent writing assignments and completing projects in line with their Apprenticeship.

Maths and English (also ICT if required) do not contribute to the 20% off the job and time will be required in addition to the 20% to support training and achievement in Maths and English.

Hours of Attendance

For Apprentices attending the main Grimsby Institute Campus:

Day release hours at the Grimsby Institute Group are normally 9.00 am to 5.00 pm with an hour for lunch - this may vary according to the vocational area or method of release into off-the-job training.

For Apprentices with employer site delivery, any visits, reviews, or training will be booked in advance or with the appointed mentor for the Apprentice. Usually formal delivery is agreed at contract stage, please remember our Work Based Trainers will need access to your Apprentices every step of the way to support their achievement of their Apprenticeship.

Holidays

Apprentices are subject to your employment terms and conditions regarding holiday entitlement. The Grimsby Institute and any Associated Providers strive to ensure that Apprentices

receive fair and equal treatment regarding holidays. All holidays must be agreed by you, their employer.

Disciplinary Procedure

Apprentices will follow your rules and procedures regarding discipline, according to their terms and conditions of employment. The employer will act on, or issue warnings, suspensions or dismiss if they feel these steps are necessary. The Institute and its Associated Providers may be involved at any time or in any decision made regarding warnings, suspensions, or dismissal from programme. Any decision to dismiss will need to be communicated quickly to enable us to withdraw your Apprentice from programme and cease any future payments from you to us for that Apprentice.

In exceptional cases where a breach of discipline is considered to be serious, the Institute will need to be informed immediately.

Our Business Solutions Package

- Levy support and planning service
- Named Account Manager
- Recruitment, matching and eligibility service
- Vacancy and Job description support
- Digital account support and guidance
- The Apprenticeship Service account support and guidance
- Year round Apprenticeship service
- Progression routes and impact analysis
- Events, networking, and Apprenticeship Awards
- Access the Grimsby Institute and TEC Partnership facilities

General Institute Information and Facilities

Your Apprentices are our Apprentices, our facilities, support, and wellbeing package are accessible to all Apprentices.

For Apprentices attending the main Grimsby Institute Campus:

A fire drill operates throughout The Institute. Please ensure that you are conversant with the fire drill procedure in your area. There is an Institute wide **NO SMOKING** policy, except in designated smoking huts which are located throughout the Institute. Please abide by this policy.

There is a Chaplaincy Service and a Student's Union facility at the main site should you wish to use them. There is a multi-faith quiet room located in room OD09A. Main site has a library in D Block which is linked into the Humberside Library Services; this service is available to all learner/Apprentices. Free membership is available on production of enrolment receipt or Learner I.D. card. Meals are available from the refectory on the ground floor at the main site.

Our outstanding facilities and support services include:

- Refectory
- Costa Coffee
- Campus Shop
- Graduate salon
- The Gallery Restaurant
- Indulgence Bakery
- Sports Centre and Gym
- Enrichment Activities
- Learner resource centre and libraries
- Printing services
- Counselling and support service
- Careers advice
- Additional learning support
- Safeguarding
- Microsoft Office 365



The Grimsby Institute (Nuns Corner, Grimsby)

Health and Safety

The Institute and its Associated Providers has an obligation to ensure that your Apprentices always enjoy a safe working environment whilst engaged on their Apprenticeship, both at The Institute, or at work.

If your Apprentice does have an accident at work, you should always follow your H&S policy and procedures, please also inform the relevant Work Based Trainer so the Institute is aware in

case additional support is needed. The Institute and its Associated Providers must, under its contract, fully investigate and if required report any accident/findings to the Education Skills Funding Agency.

As the employer you have a legal duty to provide any protective clothing or equipment which is required for the work you do.

Equality, Diversity and Inclusion

Our vision for Equality, Diversity, Inclusion and Human Rights remains clear and consistent:

To become a motivated and diverse community, where staff and students demand the highest standards from each other and work together to maximise the benefits of differences we all possess.

Our Equality & Diversity Strategy enables us to continue to take a long-term strategic approach to Equality, Diversity, Inclusion and Human Rights, whilst retaining the ability to deliver focused actions to improve the experience and perceptions of specific diverse groups.

The TEC Partnership is committed to actively promoting:

- Equality
- Celebrating Diversity
- Working towards eliminating any form of discrimination.

We will work with our strategic partners and key stakeholders within the framework of this Equality Statement to achieve the above aims.

Our Mission and Vision Statement clearly expresses a commitment to learners from all backgrounds and to creating accessible, relevant training and education routes for all applicants within the constraints of our funding.

Our commitment to equality will inform all areas of our work and we will continue to:

- Comply with the law in promoting equality and go beyond the expectations of what the law expects of us in the elimination of discrimination.
- Reach out to potential learners not currently involved in education or training to increase their life chances and opportunities.
- Ensure that learners succeed and can progress appropriately.
- Develop a no tolerance approach to discrimination, harassment, or victimisation.
- Take a positive approach to equality and diversity with our staff team, learners, and stakeholders.
- Work with all our partners in achieving our aims.

This Equality Statement describes how the TEC Partnership will fulfil its statutory duties to promote equality of opportunity and avoid discrimination with regards to its responsibilities as an employer and as a provider of education and training.

The Grimsby Institute and its Associated Partner Providers have their own Equal Opportunities and Diversity Policy, which it actively promotes, in respect of all staff and learners. It endeavours to ensure fair opportunity of learning for all regardless of academic ability, disability, and social or economic standing. The Institute and its Associated Partner Providers is working to meet the requirements of the Equality Act 2010. You will be given specific information regarding equal opportunities on your induction. If you experience harassment or discrimination, report it to your Provider Representative or the Apprenticeships Manager or to The Institute Group's Diversity Representative.

We operate and promote a policy of equal opportunities throughout the whole of the Work Based learning and Apprenticeship process. This is reflected in our recruitment practices where we welcome applications from all persons regardless of gender, religion, faiths, or beliefs (or none), age, disability, ability, ethnicity, race, sexuality, gender assignment, pregnancy and maternity, marriage, and civil partnership. We trust that your commitment to ensuring equality of opportunity will be the same as ours.

(Under 18's plus vulnerable adults)

The Grimsby Institute Group has a legal duty (Children Act 1989 and 2004 and Education Act 2002) to ensure the safety of all learners from significant harm, to work in partnership with the Local Safeguarding Children's Board and to follow up a disclosure. The Institute and its Associated Providers has a safeguarding officer who will work with relevant people to refer any learner who discloses to an employer, tutor, or member of staff. All staff are DBS checked and trained to level 1 in Safeguarding.

Safeguarding

If you would like advice and guidance regarding your Apprentice...

*Please contact your designated Work Based Trainer, or a member of the Workforce Skills Team on
01472 311222 extension 1333*

If you have a safeguarding concern...

The safeguarding duty phone is:

07920 860241

GDPR

Your data is important to us and we take data protection very seriously. There is data we need to collect to enable us to deliver and manage your Apprenticeship programme, we also must share this information with the ESFA via our management information systems and through audit activity. Ofsted can also request information and visit an employer or Apprentice as part of an inspection. If you would like more information regarding our data protection or GDPR policies please ask a member of the team.

Compliments and Complaints

If you would like to compliment a member of the team that is fantastic, please contact Workforce Skills on 01472 311 222 or drop an email to training.ac.uk.

If you have a complaint and/or feel that the learning that your Apprentice is receiving is not meeting your needs, then report the matter, in the first instance to your Training Provider Representative, either your Business Development Consultant or Work Based Trainer or contact Workforce Skills team on 01472 311 222.

In the event of the situation not being resolved, please make an appointment to meet with a member of the Management team.

We are here to help you and will deal with any problem you may have, as a matter of urgency.

If you still do not feel your complaint has been dealt with appropriately please follow our complaints procedure detailed within your Apprenticeship Training Service Agreement.

We hope this information has been useful however please refer to our Employer Tool Kit for help, guidance, advice and tips and we look forward to working with you....