**Integrated strategy Initiative for Strengthening the supply of APPrenticeships in TEXtile sector**

**TEXAPP - WP3.6**

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| **TASK** | **WP3.6**   * **Employer Standard Company Training Course Session Plan Template & Tutor Self-Evaluation** |

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| **Prepared by:** | HDTTC |
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| **Work Package:** | WP3.6 |
| **Date:** | 23-01-2018 |

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| Trainers: | | Date: | Session number: |
| Workshop:  **Approved Employer Standard Training Course** | | Room: | Location: |
| Course content:   * Workshop aims and objectives * An overview of apprenticeships * The ‘Standard’ * Roles and responsibilities * Working through the learning pack * Active learning session (Company learning plan) * Professional discussion * Shared good practice * End of course ‘Quiz’ | | | Duration of session: 3/4 Hrs |
| Additional notes | Provide electronic copies of all the workshop/course content | | |
| Aims | The aims of this workshop are to;   * Ensure the attendees understand the 6 key principles underpinning our AES Standard * Attendees understand their role and responsibilities in this initiative * Share good practice and consider the worked example templates * Attendees will successfully complete all the end of course Quiz questions * Attendees will be clear about the actions needed during the following weeks to ensure that the company meets the AES and can be inspected and registered (The Road Map to Registration) | | |
| Objectives | At the end of the session attendees should:   * Demonstrate a clear understanding of the 6 key principles underpinning our Standard * Be clear about the in-company role (either as a supervisor/trainer or as a mentor) * Have a personal action plan in place to take the AES training forward and ensure the company is prepared for AES registration * Through successful completion of the Quiz and through professional discussion and shared good practice show sufficient understanding of the key learning points from the course | | |
| Resources | PowerPoint – group activity – Good Practice Guide – professional discussion – course learning/info pack – active learning template (Blank Company Learning Plan) | | |

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| Time | Content | Trainer methodology | Learner activity | Resources | Assessment | Tutor |
| 15 mins | Intro to session | Short session where everyone shares their understanding about apprenticeship training/job role etc | Activity learning through discussion and Q&A | PowerPoint | N/a |  |
| 15 mins | Aims and objectives | Discuss the teaching aims and learning objectives for the course | Activity learning through discussion and Q&A | PowerPoint – flip chart | N/a |  |
| 45 mins | An overview of apprenticeship programmes | General discussion about duration – assessment requirements - the need for work-place evidence etc | Tutor led and group discussion | PowerPoint – learning pack | N/a |  |
| 45 mins | A full review of the AES ‘Standard’ | Working through the Standard document and the Road Map to Registration chart | Group discussion on implementation | PowerPoint – learning pack | Group consensus about the actions needed in-company to ensure the AES Standard is fully met at the time of the inspection |  |
| 15 mins | **BREAK** | | | | | |
| 35  mins | Work through all the documents in the course pack | Group discussion around the roles and responsibilities of the tutor – supervisor and mentor | Discussion | PowerPoint – learning pack | N/a |  |
| 35  mins | Blank company learning plan | Attendees to complete a trial/test company learning plan | Knowledge transfer session – discussion – active learning | Worksheet | N/a |  |
| 15  mins | End of course Quiz and summary session | Complete and run through the preferred answers for the Quiz - review of the aim and objectives – consideration of how to start putting some of these ideas into practice | Personal implementation plan | Flip chart and shared action | Quiz marking session and post workshop company inspection prior to AES Registration |  |

## Tutor Self-Evaluation

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| Overview of session |  |
| Any identified issued |  |
| Suggestions for improvements |  |
| Were the learning outcomes achieved? |  |