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

**TEXAPP - WP3.6**

|  |  |
| --- | --- |
| **TASK** | **WP3.6**   * **The Employer Standard Template** |

|  |  |
| --- | --- |
| **Prepared by:** | HDTTC |
| **Contributors:** | Bill Macbeth  Ian McMillan |
| **Work Package:** | WP3.6 |
| **Date:** | 23-01-2018 |

**Employer Standard (Apprenticeships)**

Effective relationships between employers, tutors and apprentices are essential to ensure the delivery of successful apprenticeship programmes. Before being approved to enrol apprentices through the TCoE, employers will be required to be working towards and then meet the Approved Employer Standard (AES). The AES will serve to build these relationships and support our ambition to ensure we have the right learner in the right company, provided with the right level of support to succeed and progress. The TCoE will ensure that every participating company has a supervisor and/or mentor in place to support the learning process. We will provide training, supporting documentation and guidance that explains the AES requirements and their role. If required, we will support companies through the AES process. We will provide additional CPD on important topics including leadership, providing evidence of learning and safeguarding.

**The Standard:**

1. **Provision of a safe working environment:** This will be monitored early by a TCoE IOSH- qualified person – evidence will be required to ensure you meet legal requirements.
2. **Recruitment:** Employers with apprenticeship vacancies must respond quickly to any potential apprentice CV that may be sent through from the TCoE to you.
3. **On-the job learning:** Employer must provide a suitable induction and prepare a company learning plan – the TCoE will provide training, guidance and supporting documentation to support this.
4. **Supervisor and Mentor**: All employers will be required to identify a supervisor and a mentor and the TCoE will provide free mandatory training to support these roles.
5. **The Supervisor and Mentor role:** These roles are essential and include responsibilities around working closely with TCoE tutors/assessors – writing reports that closely monitor learner progress – developing company learning plans – planning for learning at work and ensuring work schedules allow for this– breaking through any barriers to progress and success.
6. **Retention, success and progression:** Employers must demonstrate a commitment to retaining their apprentice – supporting them to succeed and providing suitable progression routes for apprentices when they complete their programmes i.e. higher levels of study and/or progression either within the organisation or externally. This will be monitored throughout the apprenticeship.

**PTO for ‘Road Map’ to registration - time frame - methodology:**

**The ‘Road Map’ to AES Registration:**