**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 Self-Assessment Template** |

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

**Employer Standard employer self-assessment template (Apprenticeships)**

**Complete within 1 month (or earlier) of the workshop or 1to1 session and return to** [leeharrison@textile-training.com](mailto:leeharrison@textile-training.com) Completed by: (please print your name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| The Standard | Expectation | Standard met by | Typical evidence includes | Standard met Yes/No  comments |
| A safe working environment | Employer meets all necessary legal requirements | Satisfactory monitoring by a TCoE IOSH – qualified person | Details provided by our TCoE-IOSH person |  |
| Recruitment | Quick employer response to all CV’s forwarded when vacancy occurs | Evidence of quick response (one week from CV being sent through) | Speedy responses to CV’s sent from TCoE when a vacancy occurs |  |
| On-the job learning | An effective employer induction – a well prepared company learning plan – planned and structured time off from work for study, assessment and learning | A review of the company induction arrangements and the 1st company learning plan. Evidence of the company procedures to ensure time off for learning | Copies of induction - copy of company learning plan and company procedures |  |
| Supervisor and Mentor | Employers will identify a named supervisor and mentor and they will attend the TCoE mandatory training to support both roles | Identification of supervisor and mentor – job descriptions revised to match these roles - successful completion of the TCoE workshop | Names of both supervisor and mentor on the AES register – records of attendance at the TCoE workshop or 1to1 |  |
| The Supervisor and Mentor role | Both parties to work effectively with TCoE tutors/assessors and managers | Through evidence of effective working - completed progress monitoring reports – effective company learning plans for each apprentice – planning for learning at work and ensuring work schedules allow for this – resolving any barriers to progress and success | Positive feedback from apprentice and tutors – completed monitoring reports and company learning plan – no issues about learning, assessment, progress/success |  |
| Retention, success and progression | Strong employer commitment to retaining and supporting their apprentice to succeed | Apprentice retained on programme - good apprentice progress towards completing qualification – clear progression routes planned for each apprentice (internal job progression and/or progression to higher levels of study) | Retention of apprentice – progress records – progression/or succession plan for apprentice and company |  |