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

**TEXAPP - WP3.6**

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| **TASK** | **WP3.6**   * **Employer Standard Training Course Index of Content and Purpose of Each Template/Resource** |

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| **Work Package:** | WP3.6 |
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| **Employer Standard Training Course**   * The index list below shows the name and title of each template used in the company training course. * The content and purpose section provide a description of each templates/resources, its purpose and how it should be used. | |
| **INDEX** | **CONTENT AND PURPOSE OF THE TEMPLATE/RESOURCES** |
| Employer Standard Training Course Session Plan & Tutor Self-Evaluation | This template provides the tutor with a detailed plan to deliver the training session. It includes timings – aims and objectives – learning content – and teaching and learning resources. The template also has a tutor self-evaluation section at the end. |
| Employer Standard Training Course Slide Show | This template is the tutor slides for the whole workshop providing a detailed ‘walkthrough’ for the Employer Standard and additional and wider shared knowledge about apprenticeships in the UK. |
| The Employer Standard Template | This template is the definitive Employer Standard we use for our employers. It spells out the 6 key underpinning principles that all employers must comply with to be registered as an Approved Employer. It also maps out a time frame and outlines the need for supervisors and mentors to be trained. |
| Employer Standard Training Course Delegates Workshop Pack | This template lists all the templates and other information provided to each delegate in their training workshop pack. |
| Employer Standard Company Self-Assessment Template | This template provides each company with a tool to take away and self-assess themselves against the 6 key principles underpinning the Employer Standard. The tool asks employers to provide evidence and gives typical sources of evidence guidance notes. The self-assessment template is used to ensure companies meet the Standard are ready for an inspection prior to registration as an approved employer. |
| Employer Standard Training Course Supervisor and Mentor General Guidance Notes | This template provides detailed guidance for both supervisor and mentor about their role in this context. It includes the expectations of all parties involved in apprenticeship training and progress monitoring. |
| Employer Standard Training Course Apprentices Company Learning Plan (blank) | This template should be used by employers to help prepare a personalized company learning plan for each apprentice. This is often different to the teaching and learning plan prepared by the tutor and it often supports and links to a company induction. The plan may evolve and change as the learner develops new skills etc. |
| Employer Standard Training Course Apprentices Company Learning Plan (worked example) | This template provides each employer with a worked example of a completed company learning plan to guide and support their initial work on this. |
| Employer Standard Training Course Supervisors Monitoring Report (blank) | This template should be used by a company supervisor to help them support and monitor the work of the tutor and the progress of the apprentice. |
| Employer Standard Training Course Supervisors Monitoring Report (worked example) | This template provides the company supervisor with a worked example of a completed supervisors monitoring report to help them use the template and prepare their own report. |
| Employer Standard Training Course Mentors Monitoring Report (blank) | This template should be used by a company mentor (mentors are only likely to be available and involved in larger more established companies) to help them support and monitor both the work of the supervisor and the progress of the apprentice. |
| Employer Standard Training Course Mentors Monitoring Report (worked example) | This template provides the company mentor with a worked example of a completed mentors monitoring report to help them use the template and prepare their own report. |
| Employer Standard Training Course Good Practice Guide Template | This template provides each delegate with a Good Practice Guide based on best practice in the provision of work placed learning. The Guide is short, it supports the key principles in the employer standard, it is informative and illustrates a set of key behaviours and arrangements that if followed will provide an effective basis for a successful work placed apprenticeship programme. |
| Employer Standard Training Course 'Understanding' Quiz | This template provides the training course delegates with a fun and helpful quiz testing their understanding and knowledge of the key components and commitments required to meet the employer standard. It also provides the tutor with an immediate end of course evaluation of each delegates knowledge. |
| Employer Standard Training Course Quiz (answer sheet) | This template provides the delegates and the tutor with a set of model answers for the quiz. |