# Integrated strategy Initiative for

**Strengthening the supply of**

**APPrenticeships in TEXtile sector TEXAPP - WP3.7 & WP3.8**

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| **TASK** | * 1. **– Piloting of the Company Training Course**   2. **– Report on piloting of the**   **Company Training Course** |

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| **Work**  **Package:** | WP3.7 – 3.8 |
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## The pilot phase of the Company Training Course

Following the development of our ‘Standard’ we developed a pilot company training course that was designed to evaluate the content of the training course in terms of purposefulness and how well it meets in-company supervisor/trainer needs. We wanted the training course to be completed by all in-company staff that had dealings with or would be working to support apprenticeship programmes in their company. We also ensured that the programme provided the necessary content to support their understanding of what responsibilities and commitments they needed to demonstrate to run successful apprenticeship training programmes.

Our Standard requires all companies to identify and train supervisor/trainers before we will work with them. This requirement provided the necessary commitments to allow us to design a training course that built the necessary skills and abilities in companies.

During 2017 we identified 20 companies to help us pilot the 1st version of the training course. This pilot group consisted of 10 companies who had not had any or very little experience of running apprenticeship programmes. Following the two workshops during the pilot phase and feedback from the companies we;

* We removed much of the wider detailed information about the qualifications and technical details about the apprenticeship programme leaving this to be part of the induction with the company and our training staff at the start of the apprentices training programme.
* We revised the training course content to make the course more interactive and more focused on developing the skills and competencies we saw necessary for the in-company supervisors and mentors.
* We developed a training course pack for all attendees and we developed standard templates for the company staff to use to monitor the progress of apprentices – prepare a company learning plan that is additional to the learning plans our tutors use to deliver the qualifications. We provided worked examples of these documents and we provided guidance notes for supervisors and mentors – a copy of our Standard – a company self-assessment document for them to use to gauge where they are in terms of meeting the requirements of the Standard – examples of good practice in work-placed learning.

Following these revisions, we continued to run additional training courses throughout 2017 and will carry on this work until all our member companies are registered as meeting the Standard and all the appropriate staff are trained. In January 2018 we have worked with approximately 35 different companies and around 70 of their staff. We now run the course either in-company if they have sufficient staff to justify this or in mixed groups in our own training centre.

## Report on piloting of the Company Training Course Aim of the training course:

To develop the capacity and practice of company staff to ensure they understand and demonstrate the appropriate commitment to meet the requirements of the TCoE’s Approved Apprenticeship Employer Standard. To develop their skills, abilities, behaviours and competencies to ensure effective collaborative working and successful apprenticeship training.

## Duration of the training course:

We designed the course to run as a half day (3/4 hours) workshop delivered either in- house/company or in the TCoE training centre.

## Target group:

Supervisory staff and senior managers from SME’s who are planning to or currently involved with apprenticeship training. Eventually (due to the nature of our Standard) all relevant staff in our member companies who want to work with the centre to train their apprentices will attend a training course workshop.

## Methodology:

The workshop is now an interactive learning session based on the principles of knowledge transfer. The workshop includes active learning sessions – professional discussion – shared good practice – detailed course content and guidance – working through supporting documentation and the successful completion of an ‘understanding’ quiz.

To ensure that our own tutor/assessors were also aware of the development work that the Standard and the training workshops entailed we have also run a workshop showing the learning content and expectations of company staff as they work towards meeting our Standard and what expectations we now have of them as they develop better working relationships with company staff to support the development of the apprenticeship programmes.

## Main findings and action points:

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| **Post Workshop Evaluation** | **Main Findings** | **Further actions - impact** |
| Course content | * The early pilot course was too focused on qualifications, funding and technical detail * The revised course is significantly different and provides excellent teaching and learning materials to   ensure the aims and | * Change the course content to make it more interactive, purposeful * Provide a training pack for each person with examples of all the course content * Provide all the course content electronically for all   attendees |

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|  | objectives of the programme are fully met |  |
| Duration of course | * The workshops are designed to be a half day and following feedback from the pilots we have established this as the minimum requirements to ensure the learning content is covered and there is sufficient time for professional discussion and   shared good practice | * Half day workshop/course is now the minimum (3/4 hours) * If a company has more than 4/5 staff who need training, we run the course in- company |
| Methodology | * We changed the course around following the 1st two workshops to ensure that the attendees were involved more * We introduced active learning session and interactive discussion about professional practice * We also introduced a session where attendees could work through the monitoring and company learning plan templates with support from the course tutors * We also introduced an end of session ‘quiz’ that questioned the key learning   points (aims) for the session | * Following the revisions, we now have a pack of course material both paper based and provided electronically * We have an interesting and interactive workshop/course that is supportive and developmental |
| Improved levels of understanding about the   * aims of the Standard * the commitments required * the role of all company staff in the apprenticeship programme | * Feedback from the workshop course - the completed self-assessment and the end of course quiz demonstrates a high level of awareness and understanding about the aims of the Standard | * We also undertake a follow up ‘Inspection’ of every company about 3/4 weeks after the workshop – we require the company to complete and return their completed self-assessment against the Standard * During the inspection we also require a completed company learning plan and a copy of a supervisor’s apprentice progress monitoring report * Only when we have inspected the quality of this evidence do we register the company as meeting the   Standard |