

Work-Based Learning

A Guide for Employers

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Funded by:



Leading learning and skills



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Copy of Training Provider Contract with Sub-Contractors

Copy of Health and Safety Assessment

Copy of Training Provision and Risk Assessment

What is work-based training?

Work-based training is part of a national programme of Government funded provision to raise the skill levels of young people - the employees of the future. It aims to develop an individual's knowledge and skills within the workplace environment and presents a real opportunity for young people who want to continue their learning outside full-time further and higher education. It provides support for young people (Learners) to work towards the achievement of National Vocational Qualifications (NVQs). Over 100,000 forward thinking employers are currently developing their employees in this way, ranging from small employers who employ less than five staff to household names such as J Sainsbury, Rolls Royce and American Express, The Hilton Group and Jaguar

What are National Vocational Qualifications?

National Vocational Qualifications are designed around the skills people use at work and cover all types and levels of work. There are five levels within the NVQ system ranging from level one covering basic work activities up to level five for senior management. Each NVQ is made up of a number of units of competence, which set out what an individual must be able to do in a given area and to what standard. National standards are set by national employer led-bodies, who know exactly what skills are needed to do each job well. Each individual unit is assessed and accredited and an NVQ is awarded when all of the required units have been achieved. Assessment activities generally take place within the workplace with a qualified assessor.

As part of their Training Programme Learners will also be developing their Key Skills. Key Skills address the personal development of an individual and cover: Communication, Application of Number, Information Technology, Personal Skills and Problem Solving. Key Skills are considered by employers to be an essential part of occupational competence. They are delivered with the NVQ but are separately certificated.

Our staff will be on hand to help your staff understand what NVQs are and to ensure that training is delivered to national standards.

What are Apprenticeships?

Each year, around 300,000 young people nationally choose an Apprenticeship. Where a Learner is enrolled on an Apprenticeship Programme they will be working towards the achievement of an NVQ, a Technical Certificate, Key Skills and other training requirements defined for that particular occupation

There is a range of apprenticeships to suit the current skills of the learner and a progression route exists between these.

We will work with you to:

- Identify suitable employees and work placement opportunities
- Identify existing employees who may benefit from training
- Plan and design Training Programmes to meet your needs and those of the individual
- Provide off-the-job training to support the learning which is taking place in the workplace
- Monitor Learner progress and provide help and support where necessary
- Assess Learner competence in the workplace

RECRUITING AND SELECTING LEARNERS

Training Provider's role...

- Produce informative promotional material to attract suitable candidates
- Link with careers service, schools and other external organisations to attract as many suitable candidates as possible, including those who may be currently under-represented in your workforce
- Use effective and fair selection methods
- Refer suitable candidates to you for interview
- Advise you on selection methods and help with interviewing if required
- Discuss with you the benefits of employed and non-employed status Learners

Employer's role...

- Advise us on the types of positions you are seeking to fill and the characteristics which potential Learners will require
- Interview a number of applicants and keep us informed on the outcome of these interviews
- Take action to consider applicants from under-represented groups
- Give applicants accurate information about the work which they will be doing and the training which you will provide
- Treat all candidates fairly and consistently during the selection process
- Advise us of any existing employees whom you wish to train

The final decision regarding selection will be yours.

INDUCTING LEARNERS

Training Provider's role...

- Provide induction training for Learners on their Training Programme
- Explain about work-based training and the role of everyone
- Advise you on workplace induction and initial training
- Explain how NVQs are achieved
- Explain to Learners their rights and responsibilities
- To check that Learners have understood the information which they have been given at induction
- Provide Learners with written information to support what they have been given during induction and to which they can refer in the future

Employer's role...

- Show Learners where everything is in the workplace
- Introduce them to the people they will work with and their supervisor
- Train them in the health and safety of your workplace
- Explain your company policies and procedures
- Inform Learners of their conditions of employment or placement
- Provide Learners with basic information about the job which they will be doing
- Provide the Learner with a mentor if possible

PLANNING AND DESIGNING INDIVIDUAL LEARNING PROGRAMMES

Training Provider's role...

- To work with you to identify the individual's immediate training and development needs
- Assess the Learner's current skills, knowledge and qualifications
- Identify any personal circumstances which may affect learning and training
- Set out the Training Programme in a training plan for the Learner and yourselves
- Help you understand the Training Programme including the NVQ and Key Skill requirements

Employer's role...

- To help identify the individual's immediate training and development needs
- Help us plan the Training Programme for the Learner
- Identify appropriate learning opportunities within the workplace which will help the Learner develop and progress
- Understand the Learner's Training Programme including NVQ and Key Skill requirements

DELIVERING TRAINING PROGRAMMES

Training Provider's role...

- Provide help and advice on planning workplace training and learning activities
- Be aware of the learning activities that are taking place within the workplace
- Provide appropriate off-the-job training sessions to support the skills the Learner is developing in the workplace, in order that they can achieve their qualification
- Keep you informed of what the Learner has covered during off-the-job training activities

Employer's role...

- To help Learners develop their knowledge and skills by providing a wide range of learning and training opportunities
- Allow Learners to attend off-the-job training sessions at the agreed times
- Help Learners put into practice what they have learnt during off-the-job training sessions
- Give Learners time in the workplace to compile their NVQ portfolios
- Initiate a meeting with us if you have any concerns about any aspect of the training delivery

REVIEWING LEARNER PROGRESS

Training Provider's role...

- Organise a schedule of regular review meetings
- Involve the Learner and the workplace supervisor in the review
- Find out and record the progress made by the Learner
- Identify additional training and support needs and amend the training plan accordingly
- Agree and record actions and targets between this and the next review
- Make sure the Learner and the workplace supervisor have a copy of the record of the review

Employer's role...

- Let us know how the Learner is progressing in the workplace
- Advise us of any concerns which you may have regarding the Learner's progress
- Attend Learner progress reviews
- Advise on workplace training and assessment opportunities that may occur in the period to the next review

ASSESSING LEARNER COMPETENCE

Training Provider's role...

- Help Learners and staff within your organisation understand the assessment process
- Help Learners understand how to collect evidence and match it to the occupational standards
- Formally assess Learner competence
- Give constructive feedback to Learners following assessment

Employer's role...

- Provide opportunities for the Learner to demonstrate their competence in specific tasks
- Help Learners to collect evidence of the work they have done
- Sign statements confirming the Learner's competence in specific activities
- Consider training your own staff as assessors

HEALTH AND SAFETY

Training Provider's role...

- Using competent staff to verify that you can provide a healthy, safe and supportive learning environment
- Assist you on questions of health and safety requirements and application to individual Learners
- Provide a safe and healthy working environment for Learners at all times during off-the-job training
- Monitor Health and Safety practices on an ongoing basis
- Provide Health and Safety training for Learners to raise their awareness of risk
- Check Learners' understanding of health and safety risk awareness
- Investigate any accidents involving Learners within the workplace and agree preventative action

Employer's role...

- Ensure the health, safety and welfare of Learners and bring your policy statement to their attention
- Comply with Health and Safety legislation
- Inform the Learner about who is responsible for Health and Safety matters within the company
- Provide initial and ongoing Health and Safety training in the workplace for Learners
- Provide necessary protective clothing
- Report any accidents concerning Learners immediately to us
- Assess the risks to which Learners are exposed at work and apply the general principles of prevention
- Introduce and maintain appropriate measures to eliminate or control risks to the lowest reasonable practicable level
- Ensure Learners are properly supervised by a competent person
- Ensure that Learners are covered under Public and Employer's Liability insurance

MAINTAINING STANDARDS

All work-based training is subject to external inspection by the Government body for maintaining standards. Inspectors look at the quality of training in all occupational areas where training is being provided, and at four general aspects: Learner support, equal opportunities, and management of training and quality assurance. Inspectors typically collect much of their evidence through discussions with Learners, Training Providers and employers, and therefore your views and comments will form an important part of the process.

Training Provider's role...

- To produce an annual self-assessment report and action plan
- To prepare for inspection by the Government's Inspectorate once every four years
- Work with Inspectors during inspection

Employer's role...

- Provide us with feedback on the quality of our Training Programmes
- To take part in discussions with Inspectors during inspections as required
- To allow Inspectors to take part in discussions with Learners during the inspection process

FURTHER INFORMATION

Thank you for taking time to read this brief Guide, which we hope that you have found informative. If you have any questions or would like any further information on any aspect please do not hesitate to contact us at:

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