

# EMPLOYER HANDBOOK



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KLP Section 1 -RMT04 - Employer Handbook	Jan 2016	3	RMT	Sue Johnson	1 of 13	June 2021

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## Introductions

This handbook has been produced to provide basic information for you, the employer to help you support your employee with their personal/professional development in partnership with RM Training (UK) Limited. We hope this guide will help you understand the services and support which we can provide and the role in which you can play in the process of work-based learning.

Thank you for choosing RM Training (UK) Limited to work with you to ensure your staff benefit from the programme of training and learning they have embarked upon.

You are one of many employers who have benefited from the service RM Training (UK) Limited offers. The benefits are many and include increased staff motivation, reduced levels of staff turnover; more productive and efficient staff and of course your support and involvement is a real demonstration to your employees of your investment and interest in them.

We hope your experience of working with us is a positive and happy one; we would be delighted to hear this from you, however; please do not hesitate to contact us should you have any concerns at all.

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## Who are we?

RM Training has a highly qualified and experienced workforce, with many years of delivering Apprenticeships, Vocational Work Based Learning and Tailor-Made Courses.

Our training team designs and delivers training programmes that engage, stimulate and challenge... and work! Utilising appropriate media and real-life approaches, we help your organisation develop and formalise real plans for growth.

Our company is based on the belief that our customers' needs are of the utmost importance. Our entire team is committed to meeting those needs. As a result, a high percentage of our business is from repeat customers and referrals.

RM Training (UK) Limited welcome the opportunity to earn your trust and deliver you the best service in the industry.

We cover the whole of South East England with our dedicated assessor team working with a wide range of clientele allowing them to increase their workforce productivity with an apprentice.

We Pre-vet all of our candidates to make sure you only have to see the best and most suitable! We provide this service to you free of charge as well as marketing and advertising the vacancy.

## Our Mission Statement

RM Training (UK) Limited is committed to deliver quality training, by giving learners a fulfilling experience to help them realise their potential and achieve their lifelong aspirations and to promote and support employee development and organisational effectiveness by providing high quality educational training programmes.

## Our Vision

To help deliver the "Stepping Stones to your Success"

## Our Values

- Teamwork
- Respect and support
- Customer service
- A win-win attitude
- Can do approach

## How can work based learning help your business?

We can provide a wide variety of training, delivered across a range of occupational sectors this will provide you with a number of key benefits such as:

- Increased productivity through better trained staff.
- Improved company performance.
- Improved staff motivation, retention and effectiveness.
- Improved customer satisfaction.
- Demonstration of your commitment to staff development.
- Assistance in the costs of learning for 16-18 learners

## What are our quality service levels?

As a company we are continually striving to improve our own and our learners' level of success.

Our staff are motivated, experienced and appropriately qualified. Above all they are committed to providing the highest quality training and service levels for customers and our funding partners. An agreement between you, your learner/s (*employees*), ourselves, our partners and the ESFA will ensure we access the funding and help commit all parties to see the training through.

We hold the following quality assurance measures:

### Matrix®

We have accreditation from major Awarding Bodies including City & Guilds, NCFE, ILM, NOCN & Highfield

We are ESFA and Awarding Body Compliant.

We are on the ROAPT to deliver directly funded apprenticeships through employers Levy accounts

We work with an OFSTED grade "GOOD" partner to deliver non-levy funded training through the ESFA

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## What is the Qualification credit framework and Apprenticeship programmes?

The QCF is an accessible framework providing flexible routes to full qualifications.

Every unit and qualification in the QCF has a credit value that tells you how long it takes to complete – one credit represents 10 hours' work.

Each unit and qualification has its own level. The level indicates the challenge or complexity of the qualification with level 2 being the equivalent to 5 GCSE's, level 3 being equivalent to 2 'A' levels and levels 4,5,6,&7 being the equivalent to a foundation degree

The combined credit value of a qualification dictates the size:

Award (1 to 12 credits)

Certificate (13 to 36 credits)

Diploma (37 credits or more)

These units set out what tasks an individual must be able to do and how the national standards should be met.

National standards are set by national employer led bodies, who establish exactly what skills are needed to do each job well. The qualification is awarded when all units have been achieved, however individual units can be certified.

Open to young employed people, apprenticeships offer the benefits of workplace experience and formal training.

Apprenticeship training leads to a QCF competence qualification level two in an area related to your employee's job role, as well as essential life skills such as English and Mathematics and in some cases a QCF knowledge based certificate which is achieved and certified individually.

Advanced Apprenticeships are similar to an Apprenticeship and lead to a qualification at level three. At this level the employee is in a more senior role with some supervisory capacity or with some management responsibilities.

## What is an Apprenticeship Standard and how does EPA work?

The new standards were introduced as part of the Government's major apprenticeship reforms. The standards represent a shift from assessing to learning and puts employers in control.

The new standards are written by employer-led groups and include the specific Knowledge Skills and Behaviours needed for a specific occupation. This puts you as the employer in the driving seat and gives your employees a clear career path to follow.

The new standards are led by an assessment plan, which is just as long as the old frameworks, but less formal in the delivery. The standards also include lots of new aspects to get your head around such as 20% off-the-job training (*which will be explained in more detail below*), progress weighting and end-point assessment (EPA).

These changes represent an overall shift from assessing to learning. The standards don't include continual assessment – instead each apprentice must take an EPA to pass their qualification. The assessment method is outlined in the apprenticeship standard and must be completed by an independent end-point assessment organisation (EPAO).

## How do the new standards affect delivery?

We've already mentioned the major change: the shift from assessing to learning. Instead of continually assessing learners, assessors will be more like tutors or mentors – planning activities, sending feedback and supporting apprentices until the EPA. Mentors will need to check which assessment methods are used in the EPA and do mock tests and practice runs as the apprentice approaches the EPA. The standards include a 20% off-the-job training requirement. This means providers and employers need to work together to plan learning activities outside of the apprentice's normal working duties. Off-the-job training is mandatory, so it needs to be properly organised and recorded. The EPAO will then be responsible for assessing the apprentice.

## EPA

An EPA is a collection of assessments that offers confirmation of knowledge, skills and behaviours (*known as KSBs*) for a particular role. It takes place once the apprenticeship training has been completed, and the apprentice is deemed ready for EPA. It is usually conducted remotely from your workplace. EPA is included within the costs of the apprenticeship, however should your employee fail any part of the EPA process, the costs of re-sits sit with yourself as the employer.

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## How much does it cost?

### Non -Levy Employers

Non-levy paying employers will share the cost of training and assessing their apprentices with the government - this is called 'co-investment'. From May 2017, All employers with more than 50 employees or ANY employer who takes on an apprentice aged 19+ will pay 5% towards to the cost of apprenticeship training and the government will pay the rest (90%), up to the funding band maximum.

All employers with less than 50 contracted employees, who take on an apprentice aged 16-18 will receive full funding from the government and are exempt from the mandatory 10% contribution. Co-Investment charges are as set out in the ESFA Guidelines.

### Levy Paying Employers

If you're an employer with a pay bill over £3million each year, as of the 6<sup>th</sup> April 2017 you will have been paying into your Levy account. You will have access to this via your Digital Account. This account can be used towards training and development of your employees. You can draw down funding through this account to your RM Training (UK) Limited up to the maximum funding band for each apprentice. The government will then fund any English & Maths training required by your employee.

## How do the incentives work?

When you as an employer take on a learner who is aged 16-18 (*or 19-24 with a EHC*) there is a bursary incentive available for this to a sum of £1000. This is paid to you in two parts. The first £500 is paid between 3-6 months and the second £500 is paid between 1-3 months after completion of your employee's apprenticeship.

### Levy Employers

Your incentive payments will be paid directly to us and we will then pass these payments over to you.

### Non-Levy Employers

Your incentive payments will be paid to our Partner, who will then pass these payments down to us. As soon as we have your incentive, we will pass these payments over to you.

## What are Functional Skills & Technical Certificates?

**Functional Skills** are an essential part of every Apprenticeship and address the personal development skills of your employees. One way of improving your workforce is by developing the Functional Skills which people need in order to function effectively as part of a flexible and competitive workforce.

Both English and Mathematics functional skills are included in all Apprenticeship programmes reinforcing the message that improving Functional Skills is high on the Government's agenda. ICT is also included in a large number of Apprenticeships, as this is becoming a skill required more and more in this new technology led era. Functional Skills are considered by employers to be an essential part of occupational competence. They are firmly embedded within the Apprenticeship and are delivered alongside the QCF Certificate, Diploma, Award or Apprenticeship Standard, however they are also recognised and certified as individual qualifications.

Employees who have previously passed these qualifications will not be required to re-sit tests, however learning will still be embedded into the apprenticeship.

Employees who have not already achieved their functional skills prior to their apprenticeship will be required to sit externally set and marked tests in English and Mathematics; which we will organise using a laptop computer within your own workplace. These tests will be taken under exam conditions.

**Knowledge Certificates and Diplomas** are also embedded within some framework Apprenticeship and test your employee's knowledge of their job and in most cases, confirm their understanding of their Employment Rights and Responsibilities. Evidence will be collected via assignments, worksheets, short tests and/or online tests.

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## What is ‘Off the Job Training` and what commitment do you have to make

Off-the-job training is defined as learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at your organisation but must not be delivered as part of your employees normal working duties.

The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following. • The teaching of theory (*for example: lectures, role playing, simulation exercises, online learning or manufacturer training*),

- Practical training: shadowing, mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/assignments.

Off-the-job training does not include:

- English and maths (*up to level 2*) which is funded separately,
- progress reviews or on-programme assessment needed for an apprenticeship framework or standard,
- training which takes place outside your employee’s paid working hours.

## When the off-the-job training should take place

Apprenticeships must last a minimum of 12 months and involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the course of an apprenticeship (*as opposed to over an academic year*). The off-the-job training is an essential part of an apprenticeship and therefore must take place during employed time. If training must, by exception, take place in an evening, or outside of contracted hours, we would expect this to be recognised (*for example, through time off in lieu*). We recognise that your employee(s) may wish to undertake study or training outside of their working hours, however training undertaken outside paid employment (*and therefore outside the apprenticeship*) cannot be counted towards meeting the 20% requirement. It is up to the yourself and RM Training (UK) Limited to decide at what point during the apprenticeship the training is best *delivered* (*for example, a proportion of every day, one day a week throughout, one week out of every five, a proportion at the beginning, middle or end*). This will depend on what is best for your organisation and your employee and on the technical or theoretical requirements of the apprenticeship standard.

However, the training is delivered, it is important to remember that your employee must receive off-the-job training for a minimum of 20% of the time that they are paid to work.

## Who is involved in the Apprenticeship?

As well as your employee’s TA there are other people involved in the apprenticeship process

As part of our quality assurance process we have IQA’s who work for RM Training (UK) Limited. Their role is to support, guide and provide feedback to the TA as they make assessment decisions on the evidence your employees produce towards their framework qualifications. In addition, the Awarding Body provides us with support and guidance in the form of EQA’s, who visit us regularly to ensure we are interpreting and assessing to the national standards appropriately and that we continue to meet the approval criteria for delivering each qualification we offer. The ESFA or OFSTED may also wish to visit your workplace when carrying out audits or inspections and along with

EQA’s and IQA’s may choose from time to time to visit employers’ workplaces to observe assessment practices in action and to interview learners. Where this is the case you will be informed well in advance of any visits taking place.

When an employee completes an apprenticeship standard, RM Training (UK) Limited will not complete any assessments on the apprenticeship and will simply guide the learner to EPA. The EPAO will appoint an EPA for your employee, who will liaise with them via email and then conduct remote assessments.

Through continuous improvement our aim is to ensure the service we provide to our customers consistently meets their needs and exceeds their expectations.

We welcome your feedback and suggestions to help us improve our provision, please feel free to contact us at any time.

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## Your role as an employer

Putting an employee through an apprenticeship requires a large amount of commitment from not just the employee but also from yourself as the employer. Below is a list of requirements you will need to commit to in order to guide your employee:

- You will need to work with us to provide training and learning opportunities, including time to train, study and sit tests.
- You will need to give us access to a private room in order to conduct discussions with the learner, testing and for the employee to go through the EPA process.
- We will require you to provide evidence in the form of witness statements or confirm authenticity of evidence either in writing or verbally as required. This is mandatory for apprenticeship standards
- You will need to attend and participate in the formal review process which will take place every month.
- You will need to inform RM Training (UK) Limited's office manager when your employee is off sick or of other instances when they cannot keep their planned visits or appointments. You can do this by calling 01332 217072 and asking to speak to Sue/Megan. A minimum of 24 hours is to be given in the instance of cancelled visits otherwise a £100 charge will be applicable unless it is extenuating circumstances.
- You will be required to mentor and support your employee throughout the apprenticeship and the EPA process if applicable.
- You will be required assist your employee at the beginning of their apprenticeship in putting together a PDP which meets the needs of the apprenticeship and the business, the targets set in your employee's PDP should then be monitored through regular reviews as these will be used as evidence of progression within the qualification and your employee's job role.
- You will be required to regularly log into your employee's portfolio on Smart Assessor. Within this portfolio you can keep track on how your employee is progressing through their apprenticeship. You will be able to see any evidence uploaded, as well as look at the planning notes for future meetings. Your employee will also keep a log here of all Off the Job Training (OTJT) hours completed. As these hours are mandatory to complete the apprenticeship you can use this as a guide to work with your employee to allocate tasks which meet the relevant criteria to meet the OTJT 20% requirement.
- You will be required to work with the TA to identify learning needs and to structure the programme around your business.
- You will be required to take part in our Employer Satisfaction Survey to help us improve our service to you.
- You could be required to speak to OFSTED should a visit take place during your employee's apprenticeship.

## The role of the Training Assessor (TA) / Tutor

This is the person who will guide and support your employee through their apprenticeship and assess the evidence provided when applicable. They will work with you to identify the appropriate training and support needs of each individual employee to ensure they are given every opportunity to succeed. The TA will carry out an induction to ensure all learners understand and are clear about all aspects of the programme.

- The TA will carry out regular structured and formal progress reviews; which they will arrange with you and your employee in advance. They will work with you to set and agree targets to ensure timely achievement. The TA will be your first contact should you have any issues or concerns; their contact details can be found in the learner's handbook and portfolio.
- A Contact/Visit Report will be completed for every visit, a copy of which will be attached in the learner's portfolio and a copy will be made available for you should you require one. You will however also be given access to your employee's portfolio on our online system called Smart Assessor.
- The appointed TA will also be responsible for ensuring the employee is fully aware of Prevent, British Values, Safeguarding, Health & Safety and Equality and Diversity.
- The TA will be responsible for providing additional support for English and Maths throughout the qualification

The TA will be responsible for providing your employee with the resources required to complete their apprenticeship

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## Equal Opportunities, Health & Safety, Prevent, British Values & Safeguarding

### Equal Opportunities

As an employer and training provider, RM Training UK Ltd values and recognises the social and cultural diversity in our communities and aims to provide conditions that encourage everyone to participate in learning, actively combat harassment and help to ensure people are treated with dignity.

We endeavour to protect all staff and learners from any form of unlawful, unfair and/or unjust discrimination because of sex, race, disability, age, religion or belief, sexual orientation, material or civil partnership status, pregnancy, or maternity, gender reassignment and part-time or fixed-term employment status.

We are committed to creating opportunities for all and allowing all learners to reach their full potential in an environment characterised by dignity and mutual respect.

Our beliefs and guiding principles

- We value diversity and equal opportunities in society and in our workforce.
- We understand and promote the benefits of diversity as a means of broadening our talent base, achieving high performance, and enabling all learners to feel included and reach their full potential.
- We protect our staff and learners from discriminatory practices and maintain our reputation as a fair and responsible employer and training provider
  
- We monitor the application of the Diversity Policy and obtain workforce statistics.
- We train and educate all staff and learners on diversity, equal opportunities and Prevent legislation
- We take a best practice approach to diversity

We would also expect you as an employer to follow the same values and will monitor this throughout your employee's apprenticeship.

### Health & Safety

Getting injured at work is not a pleasant subject to think about but the reality is that people do get involved in accidents and suffer terrible injuries. As you will be aware, employers have legal responsibilities to provide a safe place of work. This involves providing Employer's Liability Insurance and completing risk assessments dependent upon the size of the company and the number of employees you have. The TA will discuss health & safety issues with your employee/s throughout their programme and specifically as part of the formal review process.

During your employee's apprenticeship we will seek to promote learner awareness, knowledge and understanding of hazards and risks that they may encounter and the positive action they can take to reduce risks in the workplace.

### Prevent & British Values

In respect of safeguarding individuals from radicalisation, RM Training (UK) Limited works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others. Our definition of radical or extreme ideology is 'a set of ideas which could justify vilification or violence against individuals, groups or self.' Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a learner is expressing opinions which may cause concern. Our core mission of diversity permeates all we do.

As part of the prevent strategy RM Training (UK) Ltd will also be promoting Fundamental British Values to reflect life in modern Britain. These values are Democracy, Rule of Law, Respect and Tolerance and Individual Liberty. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We work hard to broaden our learners' experience and to prepare them for life. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions.

We expect all the employers we work with to be aware of the above and to be actively promoting this with all employees within their work environment.

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## Safeguarding

RM Training is committed to safeguarding the welfare of its learners and expects all staff, partners and employers to share this commitment. From the initial agreement of working with a new client, recruitment of a new employee for the client, placement of the new employee into the apprenticeship, monitoring the employee throughout the apprenticeship right through to keeping in touch with your employee for up to a year after they have completed their apprenticeship. We will raise awareness of safeguarding to your employee and equip them with the skills required to keep them safe. We will touch base with your employee at every visit and reassure them that we are available by telephone at any time should they need us.

It is important that you as an employer have an appointed safeguarding officer at your premises who has undertaken sufficient training. If you do not have this in place, then as a training provider we will work with you to get this in place by providing the necessary training to the senior member of your team you wish to appoint as part of our service. This will need to be completed before we place your new employee. **Details for this training is on Page 11.**

Should you wish to see a full copy of our Safeguarding policy please do not hesitate to contact our Operations and Safeguarding Officer Sue Johnson [sue.johnson@rmtraining.co.uk](mailto:sue.johnson@rmtraining.co.uk) and make this request.

### Our safeguarding officer details are as follows:

**David MacGregor**

**Mobile: 07467 952373**

**Office: 01322 217072**

**Email: [david@rmtraining.co.uk](mailto:david@rmtraining.co.uk)**

## GDPR

RM Training (UK) Ltd needs to keep certain information about its employees and learners, customers and suppliers for financial and commercial reasons and to enable us to monitor performance, to ensure legal compliance and for health and safety purposes. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. This means that we must comply with the Principles set out in the General Data Protection Regulation 2016/679.

These principles are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage Limitation
- Integrity and confidentiality (security)
- Accountability

We collect and store data for yourself and your employee under the lawful basis of Contract, this means that we need to process this information in order to fulfil our contractual obligations to you.

## Our commitment to you

While integrating your company training, we will provide you with:

- Professional, qualified and dedicated staff who will work with you, support you and where appropriate offer advice and guidance.
- Regular and comprehensive health and safety monitoring and a duty of care to your employee to ensure their safety at all times.
- A range of qualifications to meet your employee's needs.
- Arrange for you to be fully involved in your employee's learning.
- Regular support and guidance will be given to all your staff involved in the supervision of the learner.
- A duty of care for your staff's safeguarding in your workplace.
- We will agree realistic target dates of achievement for your employee and support you in meeting them
- Up to date feedback on the progress your staff are making.
- A prompt and professional response to all queries

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## Our commitment to your employee

Whilst they are on their learning programme we will:

- Treat them equally and Fairly, regardless of race, age, gender, religion, sexual orientation or disability.
- Complete a full skills scan with your employee to ensure they are taking part in the correct level apprenticeship and gaining new knowledge and skills.
- Provide them with an initial assessment of their prior learning, abilities and experience and give them a full induction into their learning programme. Recognise any ALS support your employee may require.
- Agree an individually tailored Learning Plan with you and your employee outlining what, when, how and where their learning will take place
- Visit them regularly in their workplace and provide individual written action/assessment plans as well as provide detailed feedback following every visit and agree and plan learning and assessment opportunities for future visits.
- Provide resources and learning materials appropriate to their qualification and needs.
- Provide additional support and training as appropriate to enable them to successfully complete their learning programme including additional Literacy and Numeracy support if required.
- Respond quickly and professionally to any queries.
- Discuss equality and diversity, safeguarding and H&S issues each month as part of our visits, so that they are aware of their rights and responsibilities and how to keep themselves safe.

## Delivery of Training to achieve your employee's qualifications

**Recruitment:** Start of your employee's next qualification

**Initial Assessment:** To identify your employee's individual needs and sign them up on a suitable programme.

**Induction:** Everything your employee needs to know about their programme.

**Planning Training and Learning:** Planning and setting targets to meet your employee's individual needs.

**Assessment:** Reviewing evidence provided against National Standards

**Assessment and Testing:** Some elements of the qualification may be assessed by moderated tests or assignments.

**Learner Support and Reviews:** Reviews are carried out to assess progress and are a contractual requirement.

**Internal Verification or EPA process:** Process to check quality of evidence and assessment decisions

Employee to sit test, take part in interviews, deliver presentations etc.

**EPA Resits:** Employee to re-sit test, interviews or/and presentations etc.

**Success/Achievement:** Completion of your employee's qualification

## Your employee's commitment to their apprenticeship

We will expect your employee to:

- Commit to the training programme, by keeping to visits and producing the work/evidence that has been set whilst working towards their expected end date.
- Inform their TA a minimum of 24 hours in advance should they need to cancel a prearranged visit and confirm a new date.
- Be aware of their responsibilities as an employee with regards to safe and healthy working practices.
- Inform RM Training UK immediately if they have an accident at work.
- Practice Equality and Diversity and treat others equally regardless of race, age, gender, religion, sexual orientation or disability.
- Take an active part in the review of their progress accompanied by their line manager and TA.
- Provide feedback to RM Training (UK) by taking part in our Learner Satisfaction Surveys to help us improve our service to them. These are to take place at 6 weeks, 6 months, 6 weeks after completion, 3 months after completion and 1 year after completion.
- Notify RM Training UK if their employment is terminated.

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## Glossary

**RPL:** (Recognition of Prior Learning) is a way of using evidence from a previous job or work experience towards your NVQ. Speak to your TA for further details.

**GDPR:** (General Data Protection Regulation) New data protection legislation which all parties must conform to

**OTJT:** (Off the Job Training) 20 % mandatory stipulation from the government on the amount of training a learner must receive during the apprenticeship which is deemed to be learning.

**Assessment:** The process used to judge that evidence of your performance meets the national standards.

**TA – Training Assessor:** Qualified person responsible for carrying out training and assessments. Your TA will be experienced in your occupation and be a member of staff from RM Training (UK) Limited.

**Awarding Body:** Body such as City and Guilds, OCR, ILM, and so on, who operate the assessment of Vocational Qualifications and issue certificates.

**Competence:** Always doing your job to the standards required.

**Evidence:** This is how you show that you are competent in your job role. Evidence may be gained by you being observed carrying out your job, by you answering questions asked by your TA, or by documents and products that you produce in your work role.

**SFA:** The Skills Funding Agency is responsible for planning and funding vocational education and training for young people and adults in England.

**NTO/SSC:** Body comprising organisations and educationalists within the industry that design and review the standards for the occupational areas.

**QCA:** Qualifications and Curriculum Authority. Validatory body for standards in England (QCA).

**Performance criteria/indicator:** Standards you achieve every time you carry out a task and so prove your ability against the National standards.

**Portfolio:** A collection of evidence used to prove competence.

**Unit:** Parts of the Qualification which each represent an area of work.

**Verification:** Checking how you have been assessed to make sure that the assessment process is fair and correct.

**EPAO:** (End Point Assessment Organisation) The organisation who will conduct your employee's assessments

**EPA:** (End Point Assessor) (End Point Assessment) the assessment which will take place at the end of the apprenticeship as well and the person who will conduct this assessment.

## Safeguarding Training

If you do not currently have a member of your team appointed as a safeguarding officer, you can appoint a senior member of your team to complete the relevant training for this free of charge. If you click the link below and set yourself up an account, then follow these instructions to complete your safeguarding and Prevent training.

<https://www.foundationonline.org.uk/course/>

### PREVENT

- Click on courses
- Prevent
- Prevent for leaders and managers
- Enrol me

### SAFEGUARDING

- Click on courses
- Teaching & Learning
- Safeguarding and safer recruitment in FE 2016
- Enrol me

Once completed please attach your certificates along with the below declaration

DOCUMENT NAME/LOCATION	Dated Produced	Version Number	OWNED BY	AUTHORISED BY:	Page	Document review date
KLP Section 1 -RMT04 - Employer Handbook	Jan 2016	3	RMT	Sue Johnson	11 of 13	June 2021

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KLP Section 1 -RMT04 - Employer Handbook	Jan 2016	3	RMT	Sue Johnson	12 of 13	June 2021

## **Declaration for RM Training (UK) Ltd Employer Handbook**

I confirm I have read and fully understood the information contained within this handbook. I understand my responsibilities as an employer taking on an apprentice/upskilling a member of my team and agree to fully co-operate with RM Training to ensure my employee(s) receive training to the highest quality. I also agree to adhere to the following requests:

I will mentor my employee(s) in order to help them develop the knowledge skills and behaviours required to complete the apprenticeship. I will ensure my learner is provided with time required to complete assignments within their working hours. I will also ensure my employee(s) receive the 20% Off the Job Training as mandated by the ESFA and that this is logged within their E-Portfolio regularly.

I will notify RM Training of any absences my employee(s) have off throughout the duration of the apprenticeship

I will ensure we have a fully trained and appointed safeguarding officer and will use RM Trainings resources to ensure this if necessary.

I will ensure my employee(s) partake in all relevant surveys RM Training may request for them to complete.

I will ensure a private room is available for RM Training each month for the review process as well as for when my employee(s) need to go through the EPA process.

Print Name

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Company Name

.....

Job Title

.....

Signature

.....

Date

.....

### **SAFEGUARDING**

Print Name

.....

Email Address

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