



Employer Engagement Policy Sporting Futures Training UK Ltd

Aim: Give individuals opportunities to aspire and achieve through the delivery of Quality Apprenticeships

Strategy: High Quality delivery, Support at every level, developing, empowering and equipping individuals to succeed in their workplace

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Policy Statement

Sporting Futures Training is primarily a school – based training provider delivering Apprenticeships in school settings. There are also occasions when they deliver Community based Sports related apprenticeships.

We believe that engaging and working in partnership with the employer with regards to. their employees learning and development assists the learners in their Apprenticeship journey. It ensures that their training and development is both fit for purpose and achieves positive outcomes for both the Learner and Employer.

2. Purpose

The purpose of this policy is to set out our commitment to engage employers in the training and development of their employees whilst keeping them informed of their ongoing progress and development.

3. Scope

This policy covers all apprenticeships delivered by Sporting Futures Training and all Employers working in partnership with SFT.

4. Roles and Responsibilities

Sporting Futures Training is responsible for ensuring that employers are engaged in their employees learning and development and their overall Apprenticeship journey.

Directors

Working in partnership with Employers, Directors are responsible for ensuring Employers are involved and engaged with the expectations at every level of the delivery of the Sporting Futures Training Programme. An Employers guidance document outlining best practise with Apprentices is given to every Employer at the start of the working relationship with the Employer and SFT. A Mentor support booklet is also given to the establishment that hosts the apprentice.

Employer virtual information sessions are held by Directors to give opportunities for Employers to ask questions related to Apprenticeship delivery.

Tutors/Administrative Team

Tutors/Administrative Team are involved in Enrolment of Learners along with their Employer – This is an ideal engagement opportunity to share with all parties the expectations of the role. And to answer any questions on both sides – (please see Initial assessment policy)

Tutors/Trainers are responsible for involving employers (or their representatives) in 12 weekly progress reviews and maintaining good working relationships with learner workplace mentors.

Tutors/Trainers are involved in advocacy within the work setting to support staff with how to work with their apprentice. A poster is available , 'how to work with your Apprentice in a school setting' to display within the staff

room

5. Policy Implementation – Procedures

Sporting Futures Training will engage and work in partnership with employers through:

Marketing & Employer Communication Processes

- Marketing our service offer to potential partner employers, via digital platforms, social media, emails, post, media outlets
- Offering step by step guidance to Employers on the Apprenticeship Journey. From recruitment through to End Point Assessment. Involving Employers in the learning and programme of the Apprentice from enrolment.
- Promoting Apprenticeship vacancies on the Government portal, 'Find an Apprentice' and through various local avenues such as Local Authority recruitment sites.
- Making partner employers aware in advance of scheduled programme of training and development opportunities for their employees.
- Working with the Employer's Learner mentor to provide twelve-weekly reports of learner progress and creating a quality, sector relevant Learning programme for the Apprentice as discussed by the Employer at the start of the programme.
- Measuring employer satisfaction through annual employer surveys ESFA, SFT survey monkeys.
- Directors meetings with HT's in localised areas to advocate importance and value of apprenticeships.
- according to Quality Assurance Policy- Employer Review information will be kept centrally and co-ordinated by Director – Jo Pountney
- Through the Employers Induction Handbook SFT will Ensure Employers are aware of processes for SFT response to everyday queries and general communications. This will be via the central office telephone TEL: 01438 791048 and there will always be an individual available to answer or signpost queries.
- Offering training packages which respect the needs of the school as a whole and impact positively on the school.
- Handling enquiries promptly and efficiently and reviewing standards of company service regularly
- Managing and maintaining a data base of employer contacts under the regulations of GDPR compliance.

Management Processes

- Providing high quality tutors and trainers through robust recruitment and selection
- Maintaining staff sector expertise through an ongoing program of continued professional development (see CPD Policy).
- Acting promptly to respond to feedback and/or complaints in order to improve delivery and ensure concerns are dealt with promptly rather than allowing initial concerns to escalate. (see complaints policy)
- Communicating the Complaints procedure through the Employers handbook to ensure all parties have clarity relating to process in the event of a complaint.(see complaints policy)
- Continuing to evolve and improve the training offer, offering teaching and learning strategies which motivate, stimulate and encourage the learners as well as meeting the employer's requirements
- Building bespoke training courses to meet the needs of partner employers and paying particular heed to the change from Apprenticeship Frameworks to Apprenticeship Standards
- Keeping up to date with government policy and advice, External Quality Assurance Agencies, Sector Skills guidance; awarding bodies and qualification frameworks and Informing partner employers of changes relevant to their school settings
- Providing advice and guidance to Employers relating to opportunities with regards to Apprenticeship delivery within schools.
- Ultimately the Directors will be responsible for the managing of strategic relationships with Employers and will have the ability to act independently and take decisions.

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- However, it is understood throughout the team that localised tutors deal with localised Employer Engagement owing to their established relationships amongst their partner schools.
- Whilst localised tutors have the authority from the Directors to act in the best interest of their Employers and cohorts of Apprentices, tutors are fully aware that the Directors are always accessible to provide any support and guidance that may be needed.

Delivery Processes

- Working with employer mentors
- Engaging employers in optional choices relating to subject delivery, as long as in accordance with requirements of Knowledge, skills and behaviours in relation to the Apprenticeship standard delivery
- Completing 10 weekly progress reviews with learners and their line managers
- Completing a robust initial assessment process and then measuring Learners progress against their starting point

Quality Assurance Processes and Monitoring of Employer Engagement

- Completing robust Internal Quality Assurance processes to ensure quality of delivery of the programme,
- Regular performance reviews and observations of tutors/trainers.
- Regular review and development of the resources available for training.
- Employers will be asked to respond to the Annual ESFA online monitoring report.
- SFT will in addition use survey monkey to evaluate performance relating to SFT Employer Satisfaction

(See also Quality Policy)

Review of Employer Engagement Processes

- The Directors review the Employer Engagement process on an ongoing basis.
- Feedback from Employer ESFA questionnaires and SFT Employer Surveys are reviewed annually to inform the SFT Self -Assessment Review.
- Any complaints are reviewed as an immediate action and response are dealt with in accordance with the complaints policy.
- Employer feedback is disseminated amongst Employees via the bulletin and during individual quality assurance visits.