



# Apprenticeship Employer Engagement Policy

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# 1 Mission Vision Values and Behaviours

## 1.1 Mission

Aspire Procurement Training exists to provide UK businesses with the next generation of aspiring supply chain professionals

## 1.2 Vision

To be the supply chain training provider of choice for apprenticeships and commercial courses, by putting the apprentice and the learner at the heart of everything we do

## 1.3 Core Values

- The passion and commitment to provide quality supply chain training
- The freedom from discrimination for all apprentices, learners, skills teachers, skills coaches and employees
- Continuous improvement through compliance to standards, adoption of best practice principles, and measurement against all performance targets

## 1.4 Behaviours

### 1.4.1 Be inspirational

- Our apprentices and learners perform best when they are inspired. Our whole team is passionate about the learning experience and committed to provide the best supply chain training

### 1.4.2 Add value

- We are focused on the value to the apprentice and the learner
- Both our study material and our teaching will bring to life the core academic content provided by our qualifying institutions
- Our skills trainers will be respected supply chain practitioners from a variety of industries and organisations and all will be MCIPS qualified
- Our teaching methods will be interactive and promote ethical best practice

### 1.4.3 Be inclusive

- We are advocates of inclusivity across all apprentices, learners, skills trainers, skills coaches and employees

### 1.4.4 Be a learner yourself

- Feedback and shared experiences will make us better. We are passionate about improvement
- We understand that learners have different learning styles. We will deliver our teaching in different formats and at a pace to suit the individual apprentice and learner

## 2 Policy Statement

Aspire Procurement Training is committed to working in collaboration with employers to provide high standard skills development for apprenticeships that meets the needs of the individual apprentice or learner, provides real business solutions for the organisation and supports LEP priorities.

Core to our approach is building a strong employer journey, supported by clear and regular communication and a shared understanding of the employer roles and responsibilities and commitment to the apprenticeship provision.

## 3 Purpose

The purpose of this policy/process is to set out our commitment to engage employers in their employees' training and development and to keep them informed on their progress and development.

## 4 Scope

This process applies to all Apprenticeships delivered by Aspire Procurement Training. Our policy is to be employer led so this process will vary as led by individual employers.

All employees involved in the delivery of apprenticeship training.

## 5 Roles and Responsibilities

Aspire Procurement Training is responsible for ensuring that employers are engaged in their employees learning and development and apprenticeship journey.

**The directors** are responsible for ensuring that a copy of this document is available to all employees and that the policy and procedures are reviewed annually.

**The directors** are responsible for ensuring the adherence of this policy by all employees.

**All Employees** are responsible for supporting skills trainers / skills coaches with issues with apprentices and involving employers as and when they are made aware.

**The Business Development and Marketing Exec** is responsible for ensuring the policy is available to learners and employers on the web site.

**The Business Development and Marketing Exec** is responsible for marketing the company to employers.

**The Quality Manager** is responsible for providing employers with bi-monthly reports, carrying out quarterly meetings and ensuring yearly questionnaires are completed.

**The Quality Manager and the Skills Coaches** are responsible for involving employers (or their representatives) in progress reviews and maintaining good working relationships with learner workplace mentors.

**All employees** are required to act in accordance with the policy, to enable employer engagement. Failure to do so may be considered as an act of misconduct and may result in disciplinary action.

## 6 Policy Implementation – Procedures

Aspire Procurement Training will engage and work in partnership with employers through:

### 6.1 Marketing and Employer Communication Processes

Aspire Procurement Training’s marketing approach is based on a relationship and partnership model. We offer national delivery of Apprenticeships. We work closely with LEP’s where we operate, listen and respond to the needs of the local business community. We will promote apprenticeships with employers through the use of find apprenticeship training (FAT) and other national branding as necessary.

To build meaningful relationships within the communities we operate in, we attend regular network meetings and conferences and speak on the benefits of employing and developing existing employees with Apprenticeships.

#### 6.1.1 Our Approaches:

- Marketing our service offer to potential partner employers.
- Making partner employers aware of new training and development opportunities for their employees.
- Providing bi-monthly reports of learner progress.
- Inviting employers to take part in quarterly ‘Keep in touch’ meetings.
- Measuring employer satisfaction through yearly employer surveys.
- Offering training packages which respect the needs of the business as a whole and impact positively on the business
- Handling enquiries promptly and efficiently and reviewing standards of customer service regularly
- Managing and maintaining a data base of employer contacts

### 6.2 Request for Training Existing Workforce

Aspire Procurement Training will work in partnership with employers to develop a procurement training solution for their organisation focused upon developing the skills and knowledge of their existing work force through apprenticeship provision. This involves a four-stage process:

**Stage 1** Completion of an organisational skills analysis

**Stage 2** Completion of a job title and job role skills analysis

### Stage 3

Outcome of stage 1 and stage 2 used to formulate organisational and job specific training and development plan

### Stage 4

Employee assessment, initial career information advice and guidance

## 6.3 Curriculum Design and Delivery

Aspire Procurement Training will work in collaboration with employers to develop an employer led curriculum that is mapped to their organisational needs, values, behaviours, characteristics and working practices and aligned to the apprenticeship standards. The level of collaboration varies depending upon the size of the employer and the agreed collaborative approach.

*For example: this could involve co-development and delivery, use of inhouse training programmes, sponsorship of resources and equipment and celebration of achievement events (Gold Standard) or simply use of facilities, embedding of organisational terminology and working practices into the apprenticeship journey (Bronze Standard).*

## 6.4 Apprentice Onboarding

During the onboarding process the employer is engaged in:

- Agreeing contract terms
- Completing Skills scans
- Agreeing the programme of study i.e. Units or industry exams to be completed
- English and maths initial assessment and diagnostic

Details of the apprentice's role and his or her suitability for the apprenticeship, i.e. ensuring that the apprentice will be able to evidence the required competency standards. This is essential for ensuring the apprentice is able to successfully complete their apprenticeship. The Skills scan is used to determine current knowledge and skills and support with identifying opportunities in the workplace where relevant skills and knowledge can be developed.

## 6.5 Delivery Processes

- Working with employer mentors
- Engaging employers in optional unit choices to ensure the needs of the business are met.
- Completing 8 or 12 weekly progress reviews with learners and their line managers
- Setting SMART targets and performance indicators which measure and monitor success and lead to an improving trend.

## 6.6 Apprentice Regular Review

As part of the apprentice review process the Individual Skills Development Plan (ISDP) is reviewed between the skills coach and apprentice regularly, employers are required to provide feedback on their apprentice's progress and activity in the workplace. Skills coaches engage with employers

regularly to understand the context of the apprentice's role and to ensure that any knowledge components are presented in the context and language of the apprentice's workplace.

Employers will have access to an E-Portfolio to see their apprentice's activity. . This includes details of the 'off the job' activities that the apprentice has recorded. This is a non-negotiable element of apprenticeship delivery and therefore must be adhered to. Non-compliance identified by the coaches is escalated to the management team.

## 6.7 Employer Feedback

Twice yearly, employers are invited to submit feedback of their experience of working with Aspire Procurement Training, this is completed through digital and telephone surveys.

The feedback is tailored to be appropriate for the stage that their apprentice is at i.e. the first feedback asks the employer questions about the sales and onboarding process, subsequent feedback forms ask the employer questions about their apprentice's experience on programme.

All feedback is delivered to the management team to be discussed at management meetings. Actions arising are communicated back to the employer who provided the feedback.

## 6.8 Management Processes

- Providing high quality skills trainers and skills coaches through robust recruitment and selection, and training and development processes.
- Acting promptly to respond to feedback and/or complaints in order to improve services
- 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.
- Providing support and guidance on the employer's role and responsibility in respect to Safeguarding, Prevent Duty and Health and Safety.

## 7 Monitoring and Review

This policy will be reviewed annually to ensure that it is up to date and compliant with the latest legislation.

The policy was last updated in September 2021 and is due for renewal in September 2022.

This policy may also be updated before the renewal date if legislation changes or if monitoring and review of performance suggests that practices should be altered.

## 8 Signature



Mark Parker  
Director