



Employer Engagement Process

Introduction

This process details how Skills4Stem Ltd supports and engages with employers.

Scope

This policy applies to all Apprenticeships delivered by Skills4Stem Ltd

Out of scope

Skills4Stem Ltd works closely with a range of employers nationally. Our policy is to be employer led so this process will vary as led by individual employers. These process variations are out of scope of this process. Other funding streams are also out of scope of this policy.

Process

Marketing Process - Promotion / Employer Engagement

Skills4Stem Ltd.'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.

We are different from most providers in our sector in that we understand today's workforce in our industries. We specialise in construction and engineering and work closely with our employers to ensure our delivery meets the needs of the industry, the employer and our candidates/apprentices to help to promote employment in the industry.

Planning for learning is designed in partnership with the employer, we offer a blended approach to delivery and offer flexible solutions to ensure success. We work closely with the employer throughout the learning journey to ensure they are engaged throughout, our mentor programme ensures that the candidate/apprentice is motivated to learn throughout their programme and the employer is engaged throughout. Our Operations Manager liaise with our employers on a regular basis to ensure quality, compliance and customer service is promoted at all times.

Request for Apprentice recruitment

This process contains both the recruitment process and onboarding process.

It starts with initial contact between Skills4Stem Ltd and an employer, the aim of this is to arrange a face to face meeting to discuss their objectives and business goals.

Once these are established, an assessment of suitability for the apprenticeship will be made and a job description agreed. This then triggers the candidate/apprentice process.

The employer is kept informed of progress during the candidate/apprentice process and will interview a small number of suitable candidates/apprentices. If they make a job offer and the candidate/apprentice accepts, this triggers the onboarding process where the employer is further engaged when designing an appropriate apprenticeship programme.

Request for Training existing employee

When engaged by an employer requesting apprenticeships for existing employees, the process is followed. The engagement starts with initial contact, the aim of this to arrange a face to face meeting to discuss their business goals and to meet the proposed apprentices. During this meeting an assessment of the role and apprentice suitability for the programme is conducted before the onboarding process is triggered.

Apprentice On boarding

During the onboarding process the employer is engaged in:

- Agreeing contract terms
- Completing Skill and Role Scans
- Agreeing the program 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 its 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. The role scan is used to identify any additional projects or workplace activities that the apprentice will need to undertake. Where there are options for apprentices to take industry exams these are discussed with the employer and passed to the coaching team to ensure the appropriate modules are allocated to the apprentice.

Apprentice Regular Review

As part of the apprentice review process the Individual Learning Plan (ILP) is reviewed between the coach and apprentice regularly, employers are required to provide feedback on their apprentice's progress and activity in the workplace. 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 are regularly sent a snapshot of 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.

Employer Feedback

Annually, employers are invited to submit feedback of experience of working with Skills4Stem Ltd, this is completed through an online portal.

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 on-boarding process, subsequent feedback forms ask the employer questions about their apprentice's experience on program.

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.

Written by	Quality Manager
Revision Date	13.06.2019
Revision No.	Version 1
Approved by	CEO
Date	13.06.2019
Review date	June 2020