



L & E Education Ltd: Employer Engagement Policy

Document Type	Revision No	Date Created	Renewal date	Approved By
Policy	001	01.05.2024	30.04.2025	L Morton

Welcome to L & E Education Ltd

Welcome to L & E Education. We are delighted for you to join our apprenticeship programme and look forward to supporting you with your qualification and career. We will endeavour to provide you with the best support and make your journey an exciting and rewarding one. We are committed to supporting you to achieve your full potential and have developed the following Vision and Mission to support our commitment.

Mission

To be the best training and education provider nationwide, by giving people the opportunity to unlock their potential, gain qualifications and fulfil their aspirations.

Vision

To become a leading training provider, delivering exceptional training, education, and skilled opportunities to meet the needs of all of our stakeholders.

Recognised as a high-quality training provider for Apprenticeships by placing individuals, regardless of their background and prior attainment, at the heart of everything we do, we aspire to motivate them, build their confidence, and inspire their career goals.

We strive to build solid foundations to create a strong, vibrant national economy, by providing excellent education and training, supporting employers' needs, and meeting local and national priorities.

Values

F – Fair

A – Ambitious

M – Meaningful opportunities

I – Inclusive

L – Life skills

Y – Your voice matters

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Purpose

The purpose of this policy is to set out how L & E Education commits to and support employers in their apprenticeship training and development in apprenticeships and to show how we focus on quality of education and positive outcomes for learners in terms of employability, progression, knowledge, skills and behaviours valuable to the UK economy.

SCOPE

This policy covers all the apprenticeship programmes, functional skills and additional qualifications or certifications offered by L & E Education.

RELATED POLICIES

The policy includes references to other policies and information, advice and guidance provided to employers such as;

- Complaints Policy
- Safeguarding Policy (including Prevent and IT Acceptable Use)
- The Education Skills Funding Agency Apprenticeship Funding Rules
- Off the Job Training Guidance
- Employer, learner, and training provider commitment statement / service level agreement
- Continuous improvement and feedback surveys
- Recruitment and selection

IMPLEMENTATION

Objectives

The L & E Education objectives are to:

- To partner employers in assisting them to achieve their goals through an exceptional apprenticeship training provision in digital and project management departments.
- To collaborate with employers on apprenticeship training that is relevant to occupational competency and meets the needs of both employers and apprentices by:
 - Providing information advice and guidance on;
 - How apprenticeship standards work and their suitability for the employer's business, goals and circumstances.
 - Training needs analysis and skills gap analysis
 - Candidate suitability and eligibility for apprenticeships
 - Initial assessment of learner prior knowledge and skills
 - Safeguarding of learners.
 - Off the Job Training
 - Apprenticeship progression and management information
 - Recruitment and selection
- Explanations of apprenticeships offered by L & E Education and all the options available for pathways, qualifications, vendor certifications and training delivery

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To provide where appropriate the following apprenticeships:

- Level 3 Business Administration
- Level 3 Teaching Assistant
- Level 3 Community Health and Wellbeing Worker
- Level 4 Sports Coach

To work with employers on ensuring apprenticeship programmes are fit for purpose and develop the skills required for the apprentice to succeed in their chosen career.

To provide ongoing development in learner English and maths skills, and where required English, maths and ICT functional skills at level 1 or 2 depending on the level required for the learner to achieve their apprenticeship.

To provide employers with information advice and guidance linking to the Gatsby Benchmarks to ensure learners are provided with the right environment and resources to ensure the best learner outcomes.

To provide employers with ongoing tools to see their learner's progress in 'real time', through the employer e-portfolio account along with regular personalised feedback.

To provide employers with a continuous point of contact throughout the apprenticeships, and excellent customer service, query and issue resolution through the relationship manager

To provide employers with guidance on fair market salaries for learners and advise of the link to the government website.

To provide flexible delivery options to enable employers to both facilitate apprenticeships in a manner that optimises their other business needs.

To embed British values and safeguarding training into the learners learning plan.

Employer Engagement Methods

L & E Education will do this through using the following employer engagement methods:

- GDPR compliant direct marketing
- The Find Apprenticeship Training Service

Quality improvement:

- Taking regular feedback from employers who use L & E Education by taking surveys to measure employee satisfaction.
- Providing a relationship management service to ensure regular open communication updating employer needs and changes
- Acting promptly to respond to feedback and/or complaints not just to resolve issues but to improve on a wider basis.
- Undertaking regular critical reviews of our offering and delivery to see improvement

opportunity

- Conducting monthly internal meetings to augment best practice and standardise accordingly.
- Continuing to develop teaching and learning strategies which motivate, stimulate and encourage the learners whilst meeting the employer requirements
- Undertaking regular reviews of teaching resources
- Regularly delivering staff CPD to ensure current vocational competency
- Maintaining up to date knowledge of sector guidance, awarding body changes and programme developments, ensuring readiness to deliver in line with most current releases

Roles and responsibilities – Information, Advice and Guidance

The L & E Education team comprises of the following staff or departments, set out along with a summary of their responsibilities;

SMT –

- Responsible for the overall leadership of the company incorporating strategy, teaching, compliance, quality, operations, and safeguarding.

The Director of Education –

- Responsible for strategic planning operational management, smooth running, and quality of teaching, learning and assessment, safeguarding, employer relationship management, compliance, and quality.

The Head of Quality –

- Responsible for Internal Quality Assurance of Teaching, Learning and Assessment.
- Responsible for Staff CPD and Development.

The Safeguarding Lead –

- Responsible for the overall effectiveness of safeguarding for learners and following up any safeguarding matters including PREVENT strategy. Responsible for ensuring all staff with safeguarding responsibility have current CPD along with current safeguarding and prevent certificates.

The Delivery Team –

- Responsible for teaching and mentoring learners to ensure the best education and outcomes for learners and their respective employers. Responsible for quality of learning and education delivered through their methods, resources, and feedback.
- Responsible for learner progress reviews with employers.

The Administration Team –

- Responsible for all back-office administration and adherence to compliance policies, processes and procedures.

The Finance and Contracts Manager –

- Responsible for employer contracts, Service Level Agreements, and the Digital Account. Responsible for adherence to the funding rules.

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The Relationship Manager –

- Responsible for employer contact, employer feedback, quarterly support meetings, distribution of the apprenticeship guide for employers and ongoing support as and when required.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: info@le-education.co.uk

Signature: <i>Laura Morton</i>	Title: <i>Managing Director</i>	Date: 01.05.2024
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