



TRAINING FOR
ELECTRICIANS LTD



DELIVERING APPRENTICESHIP TRAINING POLICY

2026



Contact
01925 241 245



Website
www.trainingforelectricians.co.uk



E-mail
Enquiries@tfeukltd.com

1. Purpose and Intent

This policy defines how Training for Electricians Ltd delivers apprenticeship training that is high quality, compliant, employer-led and sustainable, meeting the expectations of the Department for Education (DfE), Education and Skills Funding Agency (ESFA), Institute for Apprenticeships and Technical Education (IfATE) and Ofsted.

It provides assurance that Training for Electricians has the strategic oversight, operational control, staffing capacity, safeguarding arrangements, and quality systems required to deliver apprenticeship provision effectively and at scale.

2. Scope of the Policy

This policy applies to:

- All apprenticeship standards delivered by Training for Electricians Ltd
- All apprentices enrolled with Training for Electricians Ltd.
- All delivery, assessment, internal quality assurance, safeguarding and operational staff
- All employer partners involved in apprenticeship delivery

3. Apprenticeship Delivery Principles

Training for Electricians Ltd ensures that all apprenticeships:

- Are employer-led and aligned to approved occupational standards
- Enable apprentices to develop substantial new knowledge, skills and behaviours (KSBs)
- Are delivered through planned, sequenced and monitored off-the-job training
- Are inclusive, safe, and supportive of individual learner needs
- Are underpinned by continuous quality improvement

4. Governance, Leadership and Accountability

4.1 Board of Directors

The Board of Directors holds ultimate accountability for apprenticeship provision and ensures:

- Compliance with DfE, ESFA and funding rules
- Financial sustainability and capacity to deliver apprenticeships
- Approval and oversight of all apprenticeship-related policies
- Regular review of performance data, learner outcomes and risk

4.2 Operational and Quality Management

Training for Electricians maintains clear operational control through:

- Defined roles for delivery, assessment, safeguarding and quality assurance
- Appropriate separation between assessment and internal quality assurance
- Robust management information, record-keeping and audit trails

5. Employer Engagement and Partnership

Training for Electricians Ltd works collaboratively with employers as active partners in apprenticeship delivery.

The provider ensures that:

- Employers receive clear pre-enrolment information regarding roles, responsibilities and funding requirements
- Apprenticeship Agreements and Commitment Statements are completed and maintained
- Employers contribute to training plans, reviews and progression discussions
- Regular tripartite reviews are conducted, recorded and actioned

Employers are supported to provide:

- A safe and appropriate working environment
- Supervision and mentoring
- Time for apprentices to complete off-the-job training

6. Learner Recruitment, IAG and Initial Assessment

Training for Electricians Ltd ensures that:

- Learners receive impartial information, advice and guidance (IAG)
- Initial assessments establish starting points in English, maths and occupational competence
- Apprentices understand programme requirements, behavioural expectations and progression opportunities

No learner is enrolled unless the apprenticeship is confirmed as the most appropriate learning route.

7. Training Delivery Model

Apprenticeship training is delivered through a blended model which may include:

- Centre-based technical training
- Workplace learning
- Digital and independent learning activities

Delivery is supported by:

- Schemes of work mapped to apprenticeship standards
- Individual learning plans aligned to employer needs
- Regular monitoring of off-the-job training hours

8. Assessment, Feedback and Progress Reviews

Training for Electricians Ltd ensures that:

- Assessment decisions are valid, reliable, fair and consistent
- Evidence is sufficient, authentic and current
- Apprentices receive timely, developmental feedback
- Progress reviews are planned, documented and shared with employers

Internal Quality Assurance processes ensure consistency and compliance.

9. Safeguarding, Welfare and Prevent Duty

Safeguarding is integral to apprenticeship delivery.

Training for Electricians Ltd:

- Appoints a Designated Safeguarding Lead (DSL)
- Ensures staff receive safeguarding and Prevent training appropriate to their role
- Maintains clear reporting, escalation and referral procedures
- Monitors learner wellbeing throughout the programme

10. Equality, Diversity and Inclusion

Training for Electricians Ltd is committed to equality of opportunity.

The provider ensures:

- Compliance with equality legislation
- Identification and implementation of reasonable adjustments
- Inclusive teaching, learning and assessment practices

11. End-Point Assessment (EPA) Preparation and Gateway

Training for Electricians Ltd ensures that:

- Apprentices are prepared for EPA through structured revision and mock assessment
- Gateway requirements are met and fully evidenced
- Employers and apprentices understand EPA roles and responsibilities

12. Quality Assurance and Continuous Improvement

Quality is monitored through:

- Learner and employer feedback
- Achievement, retention and progression data
- Internal quality assurance and standardisation
- Self-Assessment Reporting (SAR) and Quality Improvement Planning (QIP)

Actions are monitored to ensure continuous improvement.

13. Monitoring, Review and Audit

This policy is:

- Reviewed annually
- Updated in response to regulatory or funding changes
- Subject to internal audit and external scrutiny

Revision Tracking Record

Version	Date	Author/Editor	Summary of Changes	Approved By
1.0	08/01/2026	H. Strickland	Initial policy issue	Director

14. Approval and Review

Approved by: Board of Directors, Training for Electricians Ltd

Next Review Due: January 2027