

## Employer (Work Based) Responsibility & Expectation Policy

### **Policy Statement**

At the Debut Academy we know that apprenticeship success and achievement is more likely following a full and comprehensive induction delivering IAG regarding expectations throughout an apprentice's classroom and work based programme. We also recognise that Apprentices will flourish and succeed if their Employer is fully engaged with their learning journey, with equal commitment towards equality & diversity and keeping them safe.

### **A Definition of Expectation**

This document outlines specifics such as in work place support, guidance, the extent of Employer engagement, and following specific criteria regarding communication, review, appraisal and disciplinary matters. Effective partnership with Debut Academy and the apprentice's parent/guardian and support mentor (if applicable) is essential throughout the whole of their programme.

### **Responsibility and Authority**

Debut Academy has ultimate responsibility for overseeing all aspects of apprenticeships and will ensuring learning, equality, safeguarding and health and safety is effective, robust and reviewed on a regular basis. As such two senior members of staff have been designated as Apprenticeship Personnel.

The designated Apprenticeship personnel are:

Helena Lungley  
Apprenticeship Lead  
01268 560552  
[helena@debutacademy.com](mailto:helena@debutacademy.com)

Zoe Jones  
Apprenticeship Deputy Officer  
01268 560552  
[zoe@debutacademy.com](mailto:zoe@debutacademy.com)

### **The Apprenticeship Framework**

As an apprentice commits to a 9, 12 or 18 month apprenticeship they are agreeing to complete a framework consisting of the following elements:

- Knowledge based element
- Competence based element
- Transferable skills (Functional Skills)
- Employee Rights and Responsibilities
- Personal, Learning and Thinking skills

These elements combine on-the-job training, with learners spending time in a business working towards a work-based qualification and time with a training provider working towards a technical qualification and transferrable skills.

### **Employer Agreement**

Employers who engage the services of Debut Training Academy to market their vacancies are required to sign an agreement and agree with our terms and conditions.

### **Safeguarding Apprentices**

- To ensure that the Employer's responsibility towards safeguarding is paramount for their apprentice(s), have an underpinning knowledge of safeguarding and any gaps are filled
- To embrace and facilitate a safeguarding culture within their own business at all times
- To engage and be responsive to any Debut Academy policy or communications regarding Safeguarding and Child Protection
- To complete a short online interactive awareness course on safeguarding and refresher training (if provided)
- To be proactive in attending Employer networking events to receive ongoing updates relating to safeguarding
- To broaden the awareness of the Safeguarding by displaying posters supplied by Debut Academy or discussing this topic at staff meetings or apprentice appraisal reviews
- To be proactive in seeking appropriate information, guidance and reporting any matters promptly regarding any safeguarding matter
  
- To ensure they are aware of Debut's commitment to safer recruitment, ensuring those who work with their Apprentice meet the policy guidelines

### **PREVENT Strategy Awareness**

- To ensure that the employer's responsibility towards PREVENT is paramount for their apprentice(s), have an underpinning knowledge of PREVENT and any gaps are filled
- To embrace and facilitate a culture to reduce the risk of radicalisation and extremism within their own establishment and beyond
- To engage and be responsive to any Debut Academy policy or communications regarding PREVENT
- To complete a short online interactive awareness course on PREVENT and refresher training (if provided)
- To be proactive in attending employer networking events to receive ongoing updates relating to PREVENT
- To broaden the awareness of the PREVENT strategy by displaying posters supplied by Debut Academy or discussing this topic at staff meetings or apprentice appraisal reviews

### **Fundamental British Values Strategy Awareness**

- To ensure that the employer's responsibility towards FBV is paramount for their apprentice(s), have an underpinning knowledge of FBV and any gaps are filled
- To engage and be responsive to any Debut Academy policy or communications regarding FBV
- To complete a short online interactive awareness course on FBV and refresher training (if provided)

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- To be proactive in attending employer networking events to receive ongoing updates relating to FBV
- To broaden the awareness of the FBV strategy by displaying posters supplied by Debut Academy or discussing this topic at staff meetings or apprentice appraisal reviews

## **Equality & Diversity Awareness**

- To ensure that the employer's responsibility towards E&D is paramount for their apprentice(s), have an underpinning knowledge of E&D and any gaps are filled
- To engage and be responsive to any Debut Academy policy or communications regarding E&D
- To complete a short online interactive awareness course on E&D and refresher training (if provided)
- To be proactive in attending employer networking events to receive ongoing updates relating to E&D
- To broaden the awareness of the E&D strategy by displaying posters supplied by Debut Academy or discussing this topic at staff meetings or apprentice appraisal reviews
- To be proactive in understanding their apprentice's individual personal needs, support them throughout their programme

## **Employers should fulfil the following elements**

- To employ the apprentice on PAYE for minimum of 30 hours and abide by the Government guidelines on pay scales. Employers may pay more than the minimum rate and offer incentive target bonuses or additional hours as required
- Take part fully in an induction relating to the work placement location with the Head of Apprenticeships
- To be present when Debut carry out a full health & safety induction relating to the work placement location and ensure they carry out regular risk assessments and meet all premises requirements regarding fire checks
- To have a designated first aider (if over 5 employees)
- To ensure they have up-to-date Public Liability Insurance
- Integrate the new apprentice into the workforce and make them aware of the skills of the other staff members, information of direct line managers and who will mentor them
- To complete and provide the apprentice with a full Job Description, detailing duties expected of them
- To complete and provide the apprentice with a Contract of Employment, detailing hourly rate, working hours, holiday entitlement, review date(s)
- To ensure the apprentice is supervised at all times by an appropriately trained member of staff
- Be responsive and supportive towards learner qualification workload, allowing the apprentice time during work hours to complete assessments or theory work as required
- To be proactive in ensuring the apprentice's tutorials are attended and that their work commitments do not impact on their learning
- To provide a good line of communication between Apprentice, Tutor, Learning Mentor (if applicable), Head of Apprenticeships & Parent/Guardian at all times
- To promptly take part and complete any questionnaires to provide Debut with regular feedback on service

### **Changing Working Hours or Duties**

It is essential that Employers hold a meeting with the apprentice to fully outline any changes to their original job description, in order to discuss all areas and allow the apprentice to agree or provide any input as necessary. A revised Job Description and Contract of Employment should be issued as soon as possible after this meeting. A copy of both should be provided to Debut to retain on the apprentice's file.

### **Health & Wellbeing**

The Employer or Supervisor who is mentoring the Apprentice should be aware that the Apprentice's health and wellbeing is considered at all times. This includes ensuring they have sufficient rest breaks in accordance, promoting healthy eating and drinking. Wellbeing can also include mental health and personal support. Employers can refer to Debut's Health & Wellbeing Policy for further guidance.

### **Allowing Learner Performance Progression**

Employers should recognise that the NVQ qualification is a three way process, involving the Assessor, Employer and Learner Apprentice. It is vital that the employer understands and helps the learner to meet all performance targets or skills activities required of their qualification.

It is therefore recommended that the Employer support Apprentices by observing the following:

- Helping the Apprentice to build a client base or booking in clients for practice of practical treatments
- Allowing the Apprentice adequate and frequent opportunities to practice treatments to refine their skills in the workplace, helping them to obtain models if required
- Allowing the Apprentice opportunities within their working hours for mandatory in-workplace assessments with their Tutor
- Allowing the Apprentice time within their working hours to undertake mandatory review meetings with their Employer and Tutor (including parent/guardian if required)
- Helping the Apprentice to continuously improve their skills and performance by recommending targets
- Helping the Apprentice keep motivated within their work placement, by providing feedback, guidance, mentoring, learning of new skills and providing opportunities to take on additional responsibilities and duties to promote higher self-esteem and job satisfaction
- Allowing the apprentice to have ongoing knowledge of how their performance is progressing with regular appraisals, with possible wage increase or incentive bonuses

### **Reviews**

Throughout the duration of an apprentice's learning programme, the Tutor will set designated dates for progress reviews. These may be conducted between the Apprentice and Tutor and at other times include the Employer or Supervisor from the workplace. These three way meetings provide a continued and open flow of information between the Training Provider and the Employer. The Tutor is able to give an up-to-date progress review to the Employer and provide valuable advice and guidance on how the Employer can best support the Apprentice within the workplace. It is therefore vital that the Apprentice ensures that each review meeting is attended, preparing their input into it, with SMART targets and reviewing their own progress and achievement.

### **Apprentice Management & Disciplinary**

The Employer should make sure their apprentice's role and responsibilities in their Job Description or Contract is comprehensive so that expectations are set from the beginning of the apprenticeship programme. Employers should refer to the Employer Guidance Policy on Disciplinary for Apprentices in the first instance.

If the apprentice fails to meet any of their responsibilities and a meeting is held to draw their attention to any issues, this should be documented fully and followed up with a letter. Debut's Head of Apprenticeships or her Deputy can advise or attend any performance review meetings. Debut Academy's guidance regarding performance and disciplinary procedures should always be followed when disciplinary meetings are set, allowing the apprentice to have a representative present (as applicable).

### **Apprentice Progress Trackers**

Debut monitors ongoing learning taking place by means of a progress tracker sheet. Apprentices are required to complete these on a weekly basis, detailing in-work learning and skills learnt. Apprentices should pass their progress trackers to their Assessor on a regular basis so they can be evaluated and any issues raised with the Employer at the review meetings. Apprentices failing to provide progress trackers will be given a deadline to rectify the situation. Continued failure to produce ongoing progress trackers will result in a disciplinary meeting with the Assessor.

### **Lessons**

Each lesson that is pre-programmed with the Designated Assessor(s) is an important part of an apprentice's learning journey. Lessons are planned throughout the apprenticeship programme to ensure the qualification is delivered to the standards set out by HABIA and to allow for theory, practical and skills training.

Apprentices must endeavour to attend each lesson for its full duration to ensure there is consistent and regular contact with the Assessor and training is ongoing. Lessons may be conducted at the work place or training Center. Every apprentice programme/timetable is planned from a scheme of work, which will set out a clear timescale for different units of the course to be covered, resources, suggestions for learning activities, planned differentiation and assessment activities. Lessons with Assessors should be scheduled at durations of at least 2-4 weeks between, depending on scheme of work and additional aims to be delivered.

### **Absence from Lessons or Workplace Meetings**

If either the Apprentice or Assessor is unable to attend a scheduled lesson (whether it is within the work place or training Center) either party must follow the absence notification guidelines set out in Debut's Attendance, Lateness & Punctuality Policy. It is advised that the Assessor re-books an additional lesson date to compensate for tutoring hours lost. It is also recommended that the Assessor makes contact with the Apprentice at the earliest opportunity near to the date of absence to assess workplace progress, provide any work assignments and gather feedback from the apprentice on their learning progress.

### **Additional Support**

It is advised that apprentices that require any additional support are scheduled to meet with their Assessor on a more frequent basis. Please refer to Debut's Learner Support Policy for further clarification.

### **Homework & Work Set by the Assessor**

During an apprentice's learning programme there will be a considerable expectation towards completing work set by their Tutor, whether it is research, practical case study practice, assessments, revision prior to exams or completion of workbooks. An apprentice is expected to time manage their workload to ensure they continue to keep to deadlines or targets for work set. Extensions to deadlines will be considered if an apprentice has been unable to fulfil their workload. Employers will be reminded of their commitment to ensure that Apprentices are given ample opportunity to complete their work, whether it is case study practice or in workplace assessments.

### **Employer Non-Compliance with specific expectations**

If a matter is found from observation, disclosure or other means that indicates that an Employer is not meeting the expectations and guidelines in this policy the first course of action will be an investigation by the Lead Apprenticeship Manager.

If it is found that the matter is upheld, the Apprenticeship Manager will ask for a formal meeting with the Employer to raise the issue(s) that they are of concern. They will be notified of any impact of non-compliance so they understand the importance, provided with measures to rectify any problem and an action plan deadline (agreed by both parties) that they will be expected to resolve everything. A second meeting will be held to confirm that all issues are resolved and therefore no further action is taken.

If the Employer fails to comply with Debut's requests detailed on an action plan by the reasonable deadline or agrees to comply at all after the first meeting then this may involve the apprentice being withdrawn from their workplace with minimal notice (only as a last resort). Debut will try to negotiate and work with the Employer to obtain a satisfactory conclusion but if this fails they will find an alternative placement for the apprentice to lessen any impact on their learning programme.

### **Complaints/Guidance**

If an Employer wishes to raise any important matters or ask for guidance, they must go through the correct line management detailed below. Employers must observe and follow Debut's policies available on their website in order that procedures are followed correctly.

Matter relating to their Apprentice's performance - first line of contact is the Apprentice's Tutor (using their email contact) or calling 01268 560552

Matter relating to a Debut Tutor/Staff member's performance/service – first line of contact is Helena Lungley (Head of Apprenticeships) email: : [Helena@debutacademy.com](mailto:Helena@debutacademy.com) or calling 01268 560552

### **Linked Policies**

Please refer to Debut's linked policies below for additional information regarding Employer Responsibility and Expectation standards:

- Apprentice Expectation Policy
- Code of Conduct – Learners Policy
- Complaints Policy
- Counselling Policy
- Communications Policy

- Confidentiality & Disclosure Policy
- Disciplinary Policy
- Employer Guidance Policy on Disciplinary for Apprentices
- Equal Opportunities & Inclusion Policy
- Guidance Policy
- Health & Safety Policy
- IAG Policy
- Learner Support & Super group Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Learner Positive Behaviour Management Policy
- Lone Worker Policy
- Mentoring – Learner Policy
- PSED Support Policy
- PREVENT Policy
- Questionnaire & Feedback Policy
- Review & Appraisal – Learner Policy
- Safer Recruitment Policy
- Skills for Life/Transferrable Skills Policy
- Teaching & Learning Policy
- Termination of Work Policy
- Work Related Stress Policy]
- Whistle Blowing Policy

## **Policy Revision**

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