

# Apprenticeship Training Implementation Plan

Effective for employees, learners, Directors and volunteers on or after 31 August 2022

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**Please Note:** A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant ESFA/Ofsted/Government guidance updates on the subject.

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## Apprenticeship Training Implementation Plan

### 1. Purpose

To formally document L&F Training's Apprenticeship Implementation plan (formerly these processes and procedures, though in place, were not documented in a collated format).

### 2. Scope

The Apprenticeship Implementation Plan is the general template, to be used for:

- 2.1. Any new Apprenticeship of which L&F Training (L&F) is considering delivery
- 2.2. Existing Apprenticeships L&F delivers – to use as an Aide memoire; to ensure all aspects of the apprenticeship implementation are in place or put in place; to ensure a consistent approach to Apprenticeship delivery

### 3. Plan - Steps

#### a. Identifying an Apprenticeship for delivery

The Curriculum & Development/Apprenticeship Manager identifies Apprenticeship courses required via:

- Demand within the local community/area
- Employer request
- Director request/feedback

#### b. Deciding to deliver a new apprenticeship

In order to make an informed decision on whether L&F Training will add an Apprenticeship Standard to the portfolio of Apprenticeships delivered, allocated members of the L&F Senior Management Team will:

- Review Finance (Funding streams) longevity against level of interest/expected demand; to determine whether delivering the apprenticeship would be cost effective for L&F Training.
- Review expected expenditure (additional costs – personnel, equipment, resources etc – details to be provided by Curriculum & Development Manager) to L&F Training against estimated income to make an informed decision on the viability of running the apprenticeship
- Meet and discuss/agree whether the apprenticeship will be added to L&F's Apprenticeship Standards delivery portfolio.
- Review/re-visit the Budget to ensure the apprenticeship, if L&F decide to go ahead with delivery, is included in the expected sector allocations for the year.

### **c. Preparing to deliver a new apprenticeship standard**

The Curriculum & Development/Apprenticeship Manager will:

- Identify and work with the appropriate End Point Assessment Organisation (EPAO) to ensure appropriate working relationship is established between L&F Training and the EPAO to support
- Work with the Standard's curriculum criteria to develop a course and schemes of work, which meet general learner and employer needs and can be adapted in line with learner/employer specific requirements.
- Work with companies, specialising in Standard resources (e.g., handbooks; online and print materials etc.) and adding value to these, to meet individual learner needs.
- Identify and work with Teaching and Learning Mentors (TLMs) who will be delivering the apprenticeship standard for L&F Training and involve them, as appropriate, in the development of resources and schemes of work etc.
- Ensure TLMs are aware of any health and safety (H&S) elements specific to the apprenticeship, about which they need to be aware
- Ensure TLMs are aware/reminded of their responsibilities in relation to Health and Safety, Safeguarding, Prevent, Sexual Bullying and Harassment, British Values, Diversity and Equality and Keeping Safe Online etc. (including promoting these subjects with learners and monitoring, identifying and reporting any areas of concern via the appropriate route e.g. Designated Safeguarding Lead)
- Work with TLMs to ensure Learners with additional support requirements are identified at an early stage, so additional support plans can be put in place as needed.
- Work with TLMs to ensure learners requiring Functional Skills learning, receive the support they need and that all learners have access to English and Maths learning to build upon their skill level.
- Work with the Audit and Compliance Manager to ensure that a Risk Assessment is established to identify and record any hazards, risks (e.g., Business continuity, Health & Safety risks etc.) and their controls, relating to the apprenticeship standard and that there is a process in place to record and respond to any incidents occurring as a result of identified risks.
- Work with Senior management Team colleagues, to confirm and agree the Key Performance Indicators relating to apprenticeship starts, completions and achievement rates and service level/satisfaction rates associated with the apprenticeship standard.
- Identify and agree the apprenticeship specific milestones and strategic objectives and work with others as appropriate (e.g. MIS Quality Manager and TLMs) to ensure these are documented in relevant paperwork (individual Learning Plans; agreements with learners and employers etc.)

#### **d. Delivering an apprenticeship standard**

Onboarding Team/allocated personnel will:

- Make initial contact with prospective learners (who apply via the L&F website, or are identified by other means)
- Carry out eligibility checks with the prospective learners (are they eligible for the apprenticeship?)
- Carry out initial IAG session with the prospective learner
- Refer the prospective learner's details to the relevant Curriculum & Development Manager and/or TLM who will:
  - Carry out further IAG with the learner,
  - Check and work with the learner to identify/obtain and employer placement and
  - Draft/create an initial Individual Learning Plan (ILP);
  - Update the onboarding team/allocated personnel with onboarding responsibilities accordingly, to confirm the learner's eligibility and readiness to commence the apprenticeship.
- Once confirmation is received, to liaise with the MIS Quality Manager, Learner and employer to issue and ensure signatures are obtained from the Employer and Learner for the necessary pre-course paperwork:
  - SLA (Employer & L&F)
  - Apprentice agreement (Learner, Employer and L&F)
  - Commitment Statement (Learner, Employer and L&F)
  - Negotiated Employer Costs (Employer and L&F)
  - Small Employer Declaration (if applicable) (Employer)
- Once this paperwork is received and uploaded; the MIS Quality Manager will update the ILR and confirm the start date for the Learner. This will be notified to the Learner, Employer and relevant Curriculum & Development Manager and TLM(s), by the onboarding team/allocated personnel.

#### **Once Onboarding is complete and the Learner has commenced Learning**

TLMs will:

- Work with Learners to ensure:
  - Registers are signed;
  - Off the Job diaries are completed/signed
  - Lesson Plans are in place and updated
  - Progress Reviews take place, are recorded and signed
  - Individual Learning Plans are in place for each learner and are reviewed and updated with the learner on a regular basis.
  - Additional support plans are reviewed and updated with learners needing additional support, on a regular basis.
  - Learners receiving Functional Skills learning are monitored and functional skills/English and Maths skills progress and objectives are discussed and included as part of the progress review process.
  - Support/encourage learners to complete/submit class and course feedback surveys.
  - Exit reviews are completed effectively

- All documentation is signed as required and uploaded to the appropriate folders in the One Drive in a timely manner.
- Meet regularly with Learners and employers for Learner Progress Reviews (L&F recommends at least 8-weekly) to discuss progress and amend/update the Individual Learning Plan (ILP), additional support and functional skills plans as appropriate accordingly
- Monitor and report any areas of concern via the appropriate channel (e.g., Safeguarding/prevent concerns to the Designated Safeguarding Lead or other concerns to the Curriculum and Development/Apprenticeship Manager).

The Curriculum and Development/Apprenticeship Manager will:

- Arrange Monitoring of the implementation of apprenticeship delivery and quality of standards delivered via:
  - Classroom Observations
  - Progress Review meetings with learners/employers
  - Class evaluations
  - Internal Quality Assurance visits
  - External Quality Assurance visits
  - Mock EPAs
  - Learner Additional Supports Needs records
- Audit Learner documentation to ensure it is signed and uploaded as appropriate and liaise with TLMs to ensure that any missing paperwork/signatures are identified and followed up/obtained in a timely manner.
- Provide a report of results of monitoring, quarterly, to the L&F Training Governance Board.

The MIS Quality Manager will:

- Provide a monthly report, to all Senior Management Team members, which will be collated and sent to the L&F Training Governance board on a quarterly basis. These reports will include:
  - Statistics – numbers of starters, leavers, completions, Breaks in Learning etc.
  - Details of Paperwork outstanding (signatures awaited)/updates for planned new starts:
    - SLAs
    - Apprentice Agreements
    - Commitment Statements
    - Negotiated Employer Costs
    - Small Employer Declarations

The L&F Training Governance Board will:

- Ensure training delivery meets the required standards by:
  - Reviewing and assessing the details contained in the reports received from the Curriculum & Development/Apprenticeship manager, the MIS Quality Manager, the Contracts, Audit and Compliance Manager and the Designated Safeguarding Lead
  - Identifying actions/action owners for improvement activities required
  - Arranging external/independent organisations to carry out audits if required
  - Reviewing processes and standards (feedback etc.) to ensure Learners and employers needs are being met and identify any areas of weakness and activities that could resolve these.
  - Reviewing performance against agreed KPIs to identify any areas of weakness and activities that could resolve these.

The Contracts, Audit and Compliance Manager will:

- Ensure the Self Assessment Review (SAR) document is updated to include findings from reports and Feedback submitted/received.
- Ensure the Quality Improvement Plan (QIP) is updated with any actions/activities identified to improve performance and the owners for these actions and activities.
- Report results of feedback received (from surveys etc.) to the L&F Training Governance Board, so they can include this information as part of their review process.
- Provide the L&F Training Governance Board with a copy of the latest SAR and QIP documents and any updates relating to these, preparatory to the quarterly Governance board Meetings.

The Designated Safeguarding Lead or a Deputy will:

- Provide a report to the L&F Training Governance Board on a quarterly basis containing the following details:
  - Number of Safeguarding Concerns raised
  - Number of Safeguarding incidents logged
  - Number of Prevent concerns raised
  - Number of Prevent incidents logged
  - Update on any contact with external organisations (updates on relationships built with Council Safeguarding Teams etc.)



## **4. Expected results if Apprenticeship Implementation Plan followed effectively**

If this plan is followed effectively L&F Training expects the following:

- An increase in positive feedback from Learners and Employers
- Greater confidence on the part of TLMs in relation to apprenticeship delivery
- Early identification of areas of weaknesses, which will result in the ability to rectify weaknesses before they escalate into areas for serious concern or lead to complaints.

## **5. Associated Policies and Processes**

The following policies and processes are amongst those mentioned in this plan and/or which will be helpful to those using this plan:

- Safeguarding and Child Protection Policy
- Sexual Harassment and Bullying Policy
- Prevent Policy
- Evaluating the Quality of Apprenticeship Training Process
- Internal Quality Assurance Procedures and Sampling Policy