

# Huddersfield Textile Training Ltd. (HTTL)

## The Employer's Handbook for Apprenticeship Provision

### Contents

Introduction

Frequently Asked Questions

Health, Safety & Safeguarding

Inducting Apprentices

Planning and Designing Individual Training Programmes

Delivering Training Programmes

Reviewing Apprentice Progress

Assessing Apprentice Competence

Supporting Apprentices in their Apprenticeship Programme



## **INTRODUCTION**

Huddersfield Textile Training Ltd. (HTTL) takes its work with its members and other employers very seriously. Our Apprenticeships frameworks and Apprenticeship Standards\* offer an opportunity for organisations like yours to benefit from an eager learner.

If you have any questions about working with us please contact:

Lee Harrison, Training Manager – [leeharrison@textile-training.com](mailto:leeharrison@textile-training.com)

Martin Jenkins, Apprenticeship Champion – [martinjenkins@textile-training.com](mailto:martinjenkins@textile-training.com)

You can do this by telephone on 01484 346500 or by email, as above.

### **What makes our scheme work?**

The aim is to make life easier for you, the employer, and we offer a wide range of added benefits on top of those that are normally offered by apprenticeship schemes.

- Tailored training programme to fit your exact business needs.
- Help recruiting enthusiastic and capable apprentices.
- Individual mentoring and learning support to ensure the apprentices reach their full potential.
- Work onsite with your apprentices (where possible) so that they don't lose time away from the premises
- Working outside normal 9-5 hours, where necessary, to get the job done.

Employer feedback obtained independently by the Skills Funding Agency (SFA) rates us very highly for our delivery\*. We hold an Ofsted rating of "Good" as a provider.

\*FE Choices 2015/16 conducted by Ipsos-Mori

### **Meeting your needs**

It is important to us that our training meets your needs. To ensure that this is the case, we arrange an initial meeting to discuss your training needs and to let you know any information, or details of funding, which may help you. After this, regular meetings involving you, the apprentice and HTTL will take place to ensure that the programme is meeting its objectives. Outside of this, you are welcome to contact us at any time for any information you may require.

\*Under reforms, employer-designed apprenticeship standards will replace frameworks. From 2017 to 2018 as many apprenticeship starts as possible will be on the new standards.

More about apprenticeship - [Employers | GET IN GO FAR](#)

## **Frequently Asked Questions**

### **What are the costs?**

How apprenticeship funding for employers will work, including details of the apprenticeship levy can be found on *GOV.UK, Apprenticeship funding: how it works*.

### **How long will the apprentice be on the training programme?**

The minimum duration for an apprenticeship is 12 months based on the apprentice working 30 hours a week or more, including any off-the-job training they undertake.

### **How can I recruit a new apprentice with HTTL?**

HTTL will work with you to identify suitable candidates and we will manage your vacancy from start to finish. Our Training Recruitment Service is free of charge for members and £100 for non-members. Please contact Martin Jenkins regarding membership.

### **How long will my employee spend 'off the job'?**

It is a requirement of the Apprenticeship, Skills, Children and Learning Act 2009 that a specified amount of learning takes place off the job but within the apprentice's paid hours. We will expect employers to support this.

This will mean:

- Day release arrangements for some apprentices, depending on the programme;
- Study time for all apprentices; You, along with HTTL will be required to evidence that the learner has had 20% off-the-job training;
- Allow attendance off-the-job for examinations and/or for additional support if required.

### **What do I pay an apprentice?**

The current rate for apprentices is £3.70 per hour. Please note that this applies from the start date of their apprenticeship for 16-18 year olds, and where the apprentice is over the age of 19, this applies for the first year of their apprenticeship. *GOV.UK, Employing an apprentice*.

### **Is there a minimum number of hours an apprentice needs to work?**

Apprentices need to work a minimum of 30 contracted hours per week. You must offer apprentices the same conditions as other employees working at similar grades or in similar roles.

### **What does an Apprenticeship consist of?**

**Apprenticeship frameworks**, most frameworks are made up of:

*Vocational qualifications* which assess the competency of your employee whilst they are on the job.

*Technical certificates* which are knowledge based qualifications.

*Functional Skills* in maths and English for those who do not have the required minimum GCSE grades.

*Personal, Learning & Thinking Skills* which are embedded across the apprenticeship to cover essential skills.

*Employee Rights & Responsibilities* workbook to develop the apprentice's knowledge and understanding.

### **Apprenticeship Standards**

A standard contains a list of the skills, knowledge and behaviours an apprentice will need to have learned by the end of their apprenticeship. Standards are developed responding to the needs of employers as they can best describe these skills, knowledge and behaviours required in a particular job role.

Standards are not qualification led, but some *may* have a qualification included.

Functional Skills in maths and English will be mandatory for those who do not have the required minimum GCSE grades.

Learning happens throughout the apprenticeship and the apprentice is assessed at the end by way of an external end point assessment (EPA). They need to prove that they can carry out all aspects of their job.

## **HEALTH & SAFETY AND SAFEGUARDING**

### **Health & Safety Pre-Vet Assessment**

It is a requirement for use of Government funded training that a health and safety assessment of your workplace is conducted. If you are new to the Centre, you must complete a Health and Safety pre vet form with the Assessor/Trainer to ensure that adequate cover, policies and procedures are in place. An updated version will be completed after a further three years if we have any of your employees still working with us.

The following checklist will help you prepare for the Assessment. You will be asked to provide evidence of:

- Your Certificate for Employer Liability Insurance
- How you inform staff about Health & Safety at Work, fire procedures and first aiders etc.
- A clear written policy on Health & Safety (if you have more than 5 employees)
- Appropriate risk assessments
- First Aid equipment and personnel
- Accident recording and reporting system
- Log of fire drills and alarm tests
- Clear written policy on Equality & Diversity

As the employer, you have primary responsibility for the health & safety of the apprentice and must be managing any risks:

- Apprentices should know of policies which refer to their own personal safety and the safety of those around them.
- Apprentices should receive any training which they will need, to perform their duties safely.
- Employers must provide a safe environment which complies with all relevant legislation.
- Apprentices should be made aware of any relevant health and safety legislation.

All employers should take all the necessary steps to ensure that the health, safety and welfare of all persons participating in ESFA funded programmes is of the same standard as the company is required to do in relation to its employees under current relevant health & safety legislation in Great Britain. Health & safety documentation and safety arrangements should be in place and monitored.

### **Risk assessment**

Employers have a legal responsibility to:

- Perform a full risk assessment in relation to your apprentices before they start work.
- Acknowledge the inexperience of apprentices and new employees.
- Make sure that apprentices have appropriate supervision at all times.
- Identify potential hazards/risks and put in place procedures for minimising those risks.
- Ensure that, if specific training reduces risks, the apprentice receives the appropriate training.
- Ensure apprentices do not perform duties which will expose them to undue risks.

## Lifting and handling

All apprentices involved in lifting and handling should be given appropriate training to ensure that the possibility of injury is minimised. Assessments should be made to define any training that may be required.

## Accidents

All employers are required to inform HTTL immediately by telephone and within 3 days in writing of any accidental or non-accidental occurrences arising and resulting in an injury to an apprentice or any incidence of occupational illness of an apprentice whilst on the programme. The employer must agree to allow investigation of the circumstances by HTTL and or the ESFA. Apprentices that have extended absence may have to be temporarily withdrawn from the programme and on return to work, allowed to continue.

## Health & Safety

Training Provider's role...	Employer's role...
<ul style="list-style-type: none"> <li>• Using competent staff, verify that you can provide a healthy, safe and supportive learning environment</li> <li>• Assist you on any questions of health and safety requirements and its application to individual apprentices</li> <li>• Provide a safe and healthy working environment for apprentices at all times during the off-the-job training</li> <li>• Monitor health and safety practices at work on an ongoing basis</li> <li>• Offer health and safety training for apprentices to raise their awareness of H&amp;S.</li> <li>• Check apprentice's understanding of health and safety risk awareness</li> <li>• Investigate any accidents involving apprentices within the workplace and agree preventative action if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the health, safety and welfare of apprentices and bring your policy statement to their attention</li> <li>• Comply with health and safety legislation</li> <li>• Inform the apprentice about who is responsible for health and safety matters within the company</li> <li>• Provide initial and ongoing health and safety training in the workplace for apprentices</li> <li>• Provide necessary personal, protective clothing /equipment free of charge</li> <li>• Report any accidents and near miss incidents concerning apprentices to us immediately that have or may impact on a apprentices health and safety</li> <li>• Assess the risks to which apprentices are exposed at work and apply the general principles of prevention</li> <li>• Introduce and maintain appropriate measures to eliminate or control risks to the lowest practicable level</li> <li>• Ensure apprentices are properly supervised by a competent person</li> <li>• Ensure that apprentices are covered under public and employer's liability insurance</li> </ul>

## Safeguarding and the Prevent Duty

Safeguarding looks at keeping children, young people and vulnerable adults safe from a wide range of potential harm and delivers preventative action.

Prevent Duty places a duty on certain bodies to give “due regard to the need to prevent people from being drawn into terrorism”.

HTTL has designated safeguarding and Prevent representatives who are trained to support both employers, apprentices and anyone on a funded government programme.

Please feel free to contact the Centre if you have any safeguarding or Prevent duty concerns relating to your Apprentices.

Training Provider’s role...	Employer’s role...
<ul style="list-style-type: none"> <li>• Have a safeguarding and Prevent policy which HTTL staff fully adhere to.</li> <li>• Ensure employers and apprentices are aware of and support HTTL’s safeguarding and Prevent policy.</li> <li>• To assist employers who do not have a safeguarding and Prevent policy in devising and implementing a policy by providing a generic template.</li> <li>• Ensure employers and Apprentices are aware of HTTLs designated safeguarding and Prevent representative.</li> <li>• To treat any employer or apprentice safeguarding and Prevent suspicions or disclosures with professionalism and discretion and to support employers and apprentices following a disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure a safe working environment for all apprentices and a culture which is committed to protect apprentices from potential harm or injury</li> <li>• To comply with all safeguarding legislation and to implement a safeguarding policy with assistance from HTTL if one is not yet in place</li> <li>• Support apprentices through any safeguarding issues or disclosures</li> <li>• To report to HTTL any safeguarding or Prevent concerns you may have with any apprentices.</li> <li>• Our safeguarding officer is Pete Charlesworth. <a href="mailto:petecharlesworth@textile-training.com">petecharlesworth@textile-training.com</a></li> </ul> <p><a href="https://www.gov.uk/government/publications/prevent-duty-guidance">https://www.gov.uk/government/publications/prevent-duty-guidance</a></p>

## Safeguarding Employed Apprentices – Employer’s guide

Types of harm could be:	Particular indications of harm could be:	Factors contributing to harm could be:
<ul style="list-style-type: none"> <li>• Physical</li> <li>• Emotional or Psychological</li> <li>• Neglect</li> <li>• Sexual abuse or exploitation</li> <li>• Cyber and financial bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Showing wariness and distrust of adults</li> <li>• Inconsistent explanation of injuries</li> <li>• Low self esteem</li> <li>• Aggressive or demanding behaviour</li> <li>• Abusing alcohol or drugs</li> <li>• Suicidal feelings or attempts at suicide or self harm</li> <li>• Difficulty in concentration</li> <li>• Being withdrawn</li> <li>• Reluctant to go home</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation and lack of family support</li> <li>• Stress of taking care of a family member</li> <li>• Drug and alcohol problems</li> <li>• Low self-esteem and confidence</li> <li>• Poor childhood experiences</li> <li>• Stress</li> </ul>

Presence of one or more of these factors above does not in itself prove that an apprentice is being harmed or is at risk of harm but it could alert you to the possibility that they may be at risk.

If an employer or staff member, in the course of their work, have an Apprentice safeguarding issue brought to their attention, it must be treated as priority and the designated Officer at HTTL, Pete Charlesworth, must be contacted as soon as possible.

If a young person discloses information to you:

- Listen non-judgementally.
- Stay calm.
- Ask open ended questions to clarify but do not investigate.
- Avoid giving opinion or offering advice.
- Do not promise confidentiality – explain that you may need to talk to someone immediately.
- Reassure the young person, but avoid unnecessary contact.
- Inform the Designated Officer at HTTL as soon as possible.

[petecharlesworth@textile-training.com](mailto:petecharlesworth@textile-training.com) 01484 346500

- Maintain confidentiality, do not discuss with others.
- Record what the young person said using their own words. Sign and date the record and at all times keeping it confidential.

## Equality & Diversity

Training Provider's role...	Employer's role...
<ul style="list-style-type: none"> <li>• Promote equal opportunities throughout the work-based training process</li> <li>• Have a written equal opportunities policy which staff, apprentices and employers understand and are committed to</li> <li>• Advise you on equal opportunities issues and legislation</li> <li>• Explain to apprentices how they should treat other people</li> <li>• Make sure that apprentices know what to do if they feel they are being unfairly treated in the workplace</li> <li>• Act on any complaints received from apprentices</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with equal opportunities legislation</li> <li>• Demonstrate your commitment to equality of opportunity in the workplace through a clearly publicised statement</li> <li>• Ensure equality of opportunity in selection and recruitment and training activities</li> <li>• Make sure that apprentices are not bullied, harassed or made to feel unwelcome in the workplace</li> <li>• Explain to apprentices what to do if they have a complaint about the way they are treated</li> </ul>

## INDUCTING APPRENTICES

All employers must give their apprentices a full induction which clearly explains what they expect from them. Induction training will help apprentices to settle quickly into your workplace by helping them understand the environment in which they are based and the job they are doing.

Training Provider's role...	Employer's role...
<ul style="list-style-type: none"> <li>• Provide an induction for apprentices on their training programme.</li> <li><b>*For information on the data we collect and how we use this data, please visit our website. (Privacy Notice)</b></li> <li>• Explain about work-based learning and the role of the apprentice and employer.</li> <li>• Advise you on workplace induction and initial training.</li> <li>• Explain how the Apprenticeship Framework or Standard is achieved.</li> <li>• Explain to apprentices their rights and responsibilities.</li> <li>• To check that apprentices have understood the information which they have been given at induction.</li> <li>• Provide apprentices with written information to support what they have been given during induction, to which they can refer to in future.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a 'Contract of Employment', taking into account relevant employment legislation.</li> <li>• Employ the apprentice under an Apprenticeship Agreement in accordance with the Apprenticeship, Skills, Children &amp; Learning Act 2009.</li> <li>• The Apprenticeship Agreement must identify the skill, trade or occupation for which the apprentice is being trained, and confirm the framework being undertaken.</li> <li>• Show apprentices all aspects of the workplace.</li> <li>• Introduce them to the people they will work with and their supervisor. Provide the apprentice with a mentor if possible</li> <li>• Train them in the H&amp;S of your workplace.</li> <li>• Explain your company policies and procedures.</li> <li>• Provide apprentices with information about the job which they will be doing.</li> </ul>

## PLANNING AND DESIGNING INDIVIDUAL TRAINING PROGRAMMES

To help you to get the best from your apprentice and to develop their skills and knowledge, we will jointly plan a training programme that meets both their needs and your needs as an employer. An Individual Learning Agreement will be developed which shows what training they will receive, both on- and off-the job, to ensure that they achieve their Apprenticeship. The agreement will also identify any additional support that they may require. We will obviously take into account their current knowledge, skills and experience when doing this.

Training Provider's role...	Employer's role...
<ul style="list-style-type: none"> <li>• To work with you to identify the individual's immediate training and development needs.</li> <li>• Assess the apprentice's current skills, knowledge and qualifications.</li> <li>• Identify any personal circumstances which may affect learning and training.</li> <li>• Set out an Individual Learning Agreement for the apprentice and yourselves.</li> <li>• Help you understand the learning programme including the qualification and functional skills requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• To help identify the individual's immediate learning and development needs.</li> <li>• Help us plan and agree the training programme for the apprentice.</li> <li>• Identify appropriate learning opportunities within the workplace which will help the Apprentice develop and progress.</li> <li>• Understand the apprentice's training &amp; learning programme including the qualification and functional skills requirements.</li> </ul>



## DELIVERING TRAINING PROGRAMMES

Having planned the apprentice’s learning programme we will work together to deliver the learning that is required to develop the apprentice’s skills and help them achieve their apprenticeship. Much of the learning will take place within the workplace itself. This will typically involve apprentices developing their skills through observing others, practising by themselves and through support from their supervisor. The more learning opportunities that you can provide, the greater range of skills that the apprentice is likely to acquire which will be of benefit to your company. Apprentices may be required to attend our Centre to gain certain skills and undertake certain assessments. They will need to be released on these days.

Training Provider’s role...	Employer’s role...
<ul style="list-style-type: none"> <li>• Provide help and advice on planning work place training and learning activities.</li> <li>• Be aware of the learning activities that are taking place within the work place.</li> <li>• Provide off-the-job training sessions where appropriate to support the skills that the apprentice is developing in the workplace In order that they can achieve their qualification.</li> <li>• Keep you informed of what the apprentice has covered during off-the-job training activities. (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeships are work-based learning programmes, most of the training is ‘on-the-job’. You can help apprentices develop their knowledge and skills by providing a wide range of learning and training opportunities.</li> <li>• Allow apprentices to attend off-the-job training sessions at the agreed times. (where applicable)</li> <li>• Allow apprentices off-the-job study time per week.</li> <li>• Help apprentices put into practice their learning.</li> <li>• Provide opportunities for apprentices to practice these skills during their usual work tasks, or by work based projects to fill any gaps.</li> <li>• Initiate a meeting with us if you have any concerns about any aspect of the training delivery.</li> <li>• Complete evaluations or surveys on various aspects of training delivery.</li> <li>• Adhere to the employer handbook, standard and contract for services.</li> </ul>

## REVIEWING APPRENTICE PROGRESS

To check that the apprentice is getting the most out of their training programme it is important to monitor their progress at regular intervals. Every 2-3 months (or more on certain courses) the assessor, apprentice and yourself will review the apprenticeship.

The review will cover the training they have received in the workplace and comments will be made about progress towards the Framework or Standard including any required qualifications and Functional Skills.. In addition assessors will review the apprentice’s progress on a one to one basis every 4-6 weeks.

Training Provider’s role...	Employer’s role...
<ul style="list-style-type: none"> <li>• Organise a schedule of regular progress meetings.</li> <li>• Involve the apprentice and workplace supervisor in the progress review.</li> <li>• Record the progress made by the apprentice in the workplace.</li> <li>• Identify additional training /support needs and amend the learning plan accordingly.</li> <li>• Set challenging learning goals between review dates.</li> <li>• Make sure apprentice and workplace supervisor receive a copy</li> </ul>	<ul style="list-style-type: none"> <li>• Let us know how the apprentice is progressing in the workplace.</li> <li>• Advise us of any concerns which you may have regarding the apprentice’s progress.</li> <li>• Attend, and participate fully, in Apprentice progress reviews.</li> <li>• Advise on workplace training and assessment opportunities that may occur in the period before the next review.</li> </ul>

## ASSESSING APPRENTICE COMPETENCE

To gain their Apprenticeship the apprentice is required to collect evidence to demonstrate that they are competent in a range of different activities.

Each apprentice is allocated an assessor who will discuss and agree the best way of providing evidence to reach requirement. This will involve identifying activities which occur normally within the workplace to demonstrate particular skills.

The assessor will observe the apprentice carrying out tasks within the workplace, to make sure that their work is consistent and that it meets the required standards.

They will also examine pieces of work or information that the apprentice has collected to demonstrate competence. At each visit the assessor will leave the apprentice with an action plan to help complete their training programme.

Training Providers role...	Employer's role...
<ul style="list-style-type: none"> <li>• Help apprentices and staff within your organisation understand the assessment process.</li> <li>• Help apprentices understand how to collect evidence and match it to the occupational standards.</li> <li>• Formally assess apprentice competence.</li> <li>• Give constructive feedback to apprentices following assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide opportunities for the apprentice to demonstrate their competence in specific tasks.</li> <li>• Help apprentices to collect evidence of the work they have done.</li> <li>• Sign statements confirming the apprentice's competence in specific activities where necessary.</li> </ul>

## SUPPORTING APPRENTICES IN THEIR APPRENTICESHIP PROGRAMME

The Centre aims to ensure that apprentices stay with employers and complete their training programme. We will work closely with you to ensure that apprentices are given proper support and that any potential problems are identified and addressed as soon as possible.

Training Providers role...	Employer's role...
<ul style="list-style-type: none"> <li>• Keep in regular touch with apprentices and yourselves</li> <li>• Encourage and motivate apprentices in their learning programme</li> <li>• Show real interest in the skills which apprentices are developing in the workplace</li> <li>• Help apprentices to understand long term benefits of learning and qualifications</li> <li>• Identify any problems or concerns which apprentices may have at any stage</li> <li>• Share any identified concerns with you and agree suitable solutions where apprentices want to change their training programme or job</li> </ul>	<ul style="list-style-type: none"> <li>• Help apprentices to understand the long term benefits of training and qualifications</li> <li>• Provide opportunities for apprentices to practice their skills</li> <li>• Give apprentices time off for training/learning during their normal working hours (to include an minimum 20% off the job training)</li> <li>• Ensure apprentices attend Functional Skills exams (where applicable)</li> <li>• Encourage apprentices to attend and show real interest in their off-the job training</li> <li>• Be aware of any problems or difficulties which may be facing apprentices</li> <li>• Share your concerns with us. Any concerns should in the first instance be discussed with the tutor/assessor or HTTLs training manager.</li> <li>• In cases of escalation our feedback form outlining our process is available on request.</li> </ul> <p><b>Apprenticeship helpline</b> <a href="mailto:nationalhelpdesk@apprenticeships.gov.uk">nationalhelpdesk@apprenticeships.gov.uk</a> Telephone: 0800 015 0400 <a href="https://www.gov.uk/complainfurthereducationapprenticeship">https://www.gov.uk/complainfurthereducationapprenticeship</a></p>