



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Employer Engagement Policy

Change History

First Published:		2019	Originally Created by:	SMT
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
22 May 2019	SMT	New Policy created	CEO	22 May 2020
21/04/2020	SMT	No Changes	CEO	21/04/202

Purpose

The purpose of this policy is to set out the commitment of Enable to provide a curriculum offer which supports the development, in both young people and adults, of the skills that are necessary for a productive and competitive economy. The core purpose of Enable is to support people to develop skills in the broadest sense and to encourage talent, knowledge, resourcefulness and creativity. Enable seeks to deliver skills at all levels including degree work and beyond, in order to support the development of an advanced competitive economy and make us a fairer society, offering equal opportunities for all. We will focus on the employability and progression of learners and deliver the skills and qualifications which individuals, employers and the economy need.

1. Scope

This policy covers all the full and part-time vocational curriculum of Enable, including Apprenticeships, Traineeships, Adult Education Budget, Advanced Learner Loans, Community Learning and ESOL. It covers provision for 16-18 years and 19+ years on all funding streams. The policy will be implemented within the guidance of key national and regional papers.

The principles and aims articulated in this policy will inform strategic and business planning decisions in relation to deciding the direction of Enable developments and will inform the following policies and procedures:

- a) The fee policy
- b) Enable's Strategic Plan and Strategic Objectives
- c) Business Planning Guidance
- d) Financial planning
- e) Enable management structures
- f) The annual review of the mission

2. Objectives

Enable publishes its Strategic Plan annually, which articulates Enable offer and explains how it lines up with national priorities. Enable will develop its staffing potential, allocate its resources and design its infrastructures in order to continue to move towards a service which is driven by the needs of its learners and its employers. Enable's employer facing strategy will help to drive forward local economic growth and social justice and equality of opportunity.

For Enable this means:

3.1 Curriculum offer and range

3.1.1 The provision of excellent learning opportunities for young people age 16-18 within the travel-to-learn area. This will include partnership working with schools, other post 16 providers and other agencies to ensure within Enable with – a balanced and inclusive vocational curriculum at a range of levels which equips all our young people with the skills for employment. Enable will continue to offer a wide-ranging apprenticeship offer and Community Learning which looks to address issues around worklessness and low aspiration

3.1.2 The provision of a responsive, employer facing 19+ curriculum which helps to raise the skills of the nation, giving employers and individuals the skills they need to improve productivity, employability and social cohesion.

3.2 Improving our offer to employers through

3.2.1 Making employers aware of the range of training options through appropriate information channels;

3.2.2 Project planning to ensure for each company, an understanding of underlying business need and an adequate analysis of training needs;

3.2.3 Providing briefings for delivery staff, employers and employees to ensure shared expectations;

3.2.4 Providing detailed financial costings to support all training programmes;

3.2.5 Offering training packages which respect the needs of the business as a whole and impact positively on the business;

3.2.6 Handling enquiries promptly and efficiently and reviewing standards of customer service regularly.

3.2.7 Engaging employers in curriculum development and embedding employability;

3.2.8 Engaging employers to support the delivery of the curriculum, including learning, teaching and assessment.

3.3 Providing high quality training through

3.3.1 Ensuring a high level of current industrial skills when recruiting staff;

3.3.2 Ensuring standardisation of operational and delivery practices, including regular feedback to learners and employers relating to progress;

3.3.3 Regular performance reviews and observations of the people delivering training solutions;

3.3.4 Regular review of the resources available for training.

3.4 Quality improvement through

3.4.1 Regular feedback from both employers who use Enable's services and those who do not, in order to improve perceptions and overall offer;

3.4.2 Acting promptly to respond to feedback and/or complaints in order to improve services;

3.4.3 Reviewing outcomes following delivery to identify unmet needs and inform further actions;

3.4.4 Managing and maintaining a database of employer contacts

3.4.5 Measuring employer satisfaction;

3.4.6 Continue to evolve and improve the training offer, offering teaching and learning strategies which motivate, stimulate and encourage learners as well as meeting the employer's requirements;

3.4.7 Regular review of the resources available for training

3.5 Extending and developing identified specialist areas of Enable through:

3.5.1 Clearly identifying those areas in which Enable will specialise;

3.5.2 Developing strategies for working with the identified sections in consultation with the LEPS and local employers;

3.5.3 Using input from appropriate stakeholders and employers to share good practice and understand each sector's shared business needs;

3.5.4 Developing products and services and staffing to address industry expectations;

3.5.5 Setting SMART targets and performance indicators which measure and monitor success and lead to an improving trend.

3.6 Maintaining the standards

3.6.1 Maintaining a portfolio of evidence against agreed criteria;

3.6.2 Keeping up to date with government policy and advice; External Quality Assurance Agency, OFSTED, ESFA Guidance; awarding bodies and qualification frameworks;

3.6.3 Using labour market information to support the strategy, analyse the market and determine the need of key customer groups;

3.6.4 Working in partnership, wherever possible, to increase the availability and accessibility of training opportunities.

3.6.5 Adhering to Enable's general and specific duties under the relevant equality legislation, with reference to all strands.

This includes

- a) Analysis of data for pertaining to Employer Engagement by gender, ethnicity and disability, relating to participation, success and staffing;
- b) Using consultation and feedback to inform practice;
- c) Adhering to procurement and partnership regulations as described in our Equality, Diversity and Inclusion policy.

3.7 Apprenticeship specific policy

3.7.1 Employers will be supported to promote their vacancies on the .Gov 'Find an Apprenticeship' website:

3.7.2 Enable will support Employers with the use of the Digital Apprenticeship Service (DAS)

3.7.3 Specific guidance documents will be produced and updated in accordance with Funding rules and levy requirements;

3.7.4 Employers will complete Training Needs Analysis for the Apprenticeship;

3.7.5 Employers will be invited to use monitoring functions on our e portfolio;

4.Managing relationships with employers

4.1 Overall responsibility for managing employer relationships sits with the CEO

4.2 Day to day employer liaison will sit with the appropriate Senior Manager

4.3 Initial employer relationships will be built by the Business Development Officer

4.4 Employer feedback will be managed by the Admin team and our 'you said we did' function

5.Delivery and location

4.1 Employers will be engaged in the East Midland counties (Nottinghamshire, Derbyshire, Leicestershire, Lincolnshire and Northamptonshire)

4.2 Primary engagement is with (but not exclusive to) SMEs within the voluntary sector

4.3 Delivery:

- Apprenticeship Standards in Management and Team Leading, Customer Service, Business Administration, Health and Social care, Early years care
- AEB
- Traineeships
- Adult Education Loans

6.Promotion and engagement

4.1 Enable will use our member network and monthly bulletin to communicate opportunities

4.2 Employer events for our members will be used to promote opportunities

4.3 Apprenticeship vacancies will be supported through the .Gov Find an Apprentice service

7.Monitoring and Reviewing

4.1 The policy will be reviewed by the SMT and CEO.

4.2 The CEO and Board will lead on the development and delivery of the agreed strategy and chair relevant committees and task groups as required.

4.3 This policy will be reviewed on an annual basis.