

## DOCUMENT DETAILS

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Summary	The Nottingham College apprenticeship policy outlines the framework for delivering high-quality apprenticeship programmes that benefit learners and employers. It emphasises support for apprentices, collaboration with industry, and a commitment to equal opportunities and continuous improvement. The policy aims to ensure apprentices gain valuable skills and qualifications while meeting the needs of the local workforce.			

## DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed

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## IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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## POLICY CHANGES

Key updates	Impact	Section reference

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## 1. INTRODUCTION

This apprenticeship policy establishes the framework for the delivery of apprenticeship programmes at Nottingham College. It serves as a guide to ensure that all stakeholders, including apprentices, employers and staff, understand their roles and responsibilities in providing high-quality training and education.

## 2. OBJECTIVES

The objectives of this policy are to:

- Ensure that Nottingham College provides effective and relevant apprenticeship programmes that meet the needs of learners and local employers.
- Foster an environment where apprentices can gain practical skills and knowledge while achieving recognised qualifications.
- Promote continuous improvement in the delivery and assessment of apprenticeship training.
- Ensure we meet or are working towards the DfE accountability measures

## 3. POLICY STATEMENT

Nottingham College is committed to delivering high-quality apprenticeship programmes that adhere to the highest standards of education and training. It aims to:

- Provide a diverse range of apprenticeships aligned with industry standards.
- Support apprentices through mentoring, resources, and tailored development plans.
- Collaborate closely with employers to ensure the relevance and quality of training.
- Promote equal opportunities, making apprenticeships accessible to all individuals, regardless of background.
- Continuously review and improve apprenticeship programmes to enhance learner outcomes.
- Connect local people to apprenticeship opportunities through proactive outreach and IAG.
- Develop programmes that are responsive to economic and industry need
- Ensure that all learners are assessed before their apprenticeship starts via CognAssist to ensure we identify and support any additional learning difficulties or disabilities.

## 4. SCOPE

This policy applies to all Nottingham College staff involved in apprenticeship delivery, all apprentices enrolled in apprenticeship programmes, and employers partnering with the college.

## 5. ROLES AND RESPONSIBILITIES

- **Nottingham College:** Responsible for the overall management and delivery of apprenticeship programmes, ensuring compliance with regulatory standards.
- **Apprentices:** Expected to engage actively in their training, complete assignments on time, and adhere to college policies and procedures.
- **Employers:** Required to provide a supportive and safe work environment, ensure that apprentices have access to appropriate training and mentorship, and communicate effectively with Nottingham College staff. Responsible for adhering to all HSE guidance. Where safeguarding issues arise, employers are required to escalate this to the college or the relevant authorities dependent on the situation.

- **Assessors and trainers:** Responsible for delivering training, assessing progress, and providing feedback to apprentices and ensuring the safety of apprentices within the workplace.

## 6. APPRENTICESHIP FRAMEWORK

Nottingham College offers a variety of apprenticeship programmes across different sectors, including but not limited to:

- Professional services
- Engineering
- Construction and the built environment
- Health, social care and science
- Early years & teaching
- Information technology & digital
- Visitor economy
- Automotive

Each programme is designed to combine on-the-job training with off-the-job learning, resulting in recognised qualifications.

## 7. RECRUITMENT AND SELECTION

The recruitment process for apprentices will involve:

- Clear job descriptions and person specifications provided by employers.
- A structured application and interview process to ensure fairness and transparency.
- High level Information, advice & guidance in line with Gatsby Benchmarks.
- Support for applicants from diverse backgrounds to encourage inclusivity.
- Support with initial assessments and signposting where necessary to alternate provision
- Support with CV and interview techniques where required

## 8. SUPPORT AND DEVELOPMENT

Nottingham College is committed to supporting apprentices through:

- Access to dedicated mentors who provide guidance and feedback throughout the apprenticeship.
- Regular progress reviews to assess performance and identify areas for improvement.
- Resources such as workshops, online learning tools, and additional training opportunities. Including access to Cognassist for additional learning support (ALS).
- Wellbeing mentors in place to support with overall wellbeing and ALS.

## 9. ASSESSMENT AND EVALUATION

Assessment will be carried out through:

- Regular progress reviews and feedback sessions.
- Formal assessments and examinations as outlined in the apprenticeship standard.
- End-point assessments, where applicable, to evaluate overall competence.

Evaluation of the apprenticeship programmes will occur annually via the industry advisory boards, with input from apprentices, employers, and staff. Performance reviews will also ensure that quality is tracked and monitored, and interventions put into place where low quality is identified.

## 10. EQUAL OPPORTUNITIES

Nottingham College is committed to promoting equal opportunities in all apprenticeship programmes. It will:

- Ensure that all apprentices are treated fairly and without discrimination.
- Actively encourage applications from underrepresented groups to foster a diverse apprenticeship cohort.
- Proactively promote to employers the benefits of having a diverse workforce.
- Work with external bodies where appropriate to drive forward diversity within underrepresented industries.

## **11. HEALTH AND SAFETY**

Health and safety are paramount. Nottingham College will:

- Ensure that all apprenticeship training environments comply with health and safety regulations by ensuring all employers are aware of and follow HSE guidance.
- Provide training for apprentices on health and safety practices relevant to their roles where covered in the apprenticeship standard.
- Work closely with employers to promote a safe working environment.
- Flag any concerns to HSE around unsafe working environments and ensure students are taken out if this is the case

## **12. MONITORING AND REVIEW**

The apprenticeship policy will be monitored regularly to ensure compliance with internal and external standards. Feedback from Industry Advisory Boards (IAB's), employer and apprenticeship surveys form part of our annual review process.

## **13. COMPLIANCE WITH LEGISLATION**

Nottingham College will adhere to all relevant legislation and regulations governing apprenticeships, including but not limited to:

- The Apprenticeships, Skills, Children and Learning Act 2009.
- The Equality Act 2010.
- Health and Safety at Work Act 1974.
- Safeguarding Vulnerable Groups Act 2006