

TrainPlus Staff Policy

Employer Engagement Policy

Lead Responsibility	John Walsh	Approved by	TrainPlus Directors; John Walsh and Lisa Short
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Policy applicable to	ALL EMPLOYEES and FREELANCE STAFF		

Contents

Section

Introduction

1

Purpose and Scope

2

Procedure

3

1. Introduction

A priority for TrainPlus is to work in partnership with businesses. Our innovative and flexible approach will provide opportunities for our students which meets demand in the industry sectors we work in.

Our Strategic Plan sets out the vision of our aspirations for TrainPlus, how we plan to get there and what we will achieve along the way. Critical to success in achieving our goals is our relationship with the business community. It is essential that current and future employees have the skills required to meet the region's ambitions of increased productivity, competitiveness and economic growth. The purpose of this strategy is to describe how we will work with businesses and stakeholders to support economic growth and to set tangible targets for success. By promoting investment in our people and infrastructure, a culture of innovation, inclusive growth and cohesion and supporting our local industry, we mirror government priorities.

2. Scope

TrainPlus outlines priorities and targets to measure performance, progress, growth and quality in our workforce development initiatives.

Our aim is to understand and meet the current and future skills needs of employers

Build on our well-established ways of engaging with and gaining feedback from industry.

Demonstrate that we are a positive and dynamic organisation, committed to the region's development.

Our strategy is defined by the needs of our region and aligns with national priorities. There are many areas of opportunity and optimism to support key sectors. Employers operate across the range of sectors that offer potential for future growth.

Enhance TrainPlus' role as a key contributor to the economic development of the region.

Ensure the future workforce has the relevant skills, qualifications and experience to assist business growth, competitiveness and sustainability. Develop current workforces to meet their career aspirations and unlock growth potential for businesses.

Provide training, skills and support to assist residents find employment.

Foster strong relationships with local industry and local authority economic development teams to maximise future opportunities for economic growth, inward investment and new enterprises.

Ensure our portfolio of courses is relevant and aligned to business needs and the region's economy.

Increase the number of businesses we work with.

Increase the number of Apprentice new starts annually.

Increase job opportunities for students and job seekers.

Increase the range and uptake of training courses delivered to employers.

Raise awareness of TrainPlus through employer focussed events.

Work with local partners and be a key contributor to public and private partnership networks.

Attend skills forums across key industry sectors to influence future course design and validate existing provision.

Work with industry to ensure our staff have skills that are relevant and up to date for current and future practices.

Support employers and partners to challenge gender stereotypes in career choices and occupational development.

Emphasise the positive impacts and business benefits of training and skills through case studies and employer focussed public relations.

Develop industry sector and sub-sector engagement to meet growth and skills needs of businesses.

Ensure TrainPlus' engagement with businesses is streamlined and coordinated.

Develop our apprenticeship portfolio to maximise the breadth of opportunities for businesses and students, and ensure they are relevant to priority sectors.

Match delivery models to customer requirements.

Ensure the suitability of our courses for companies of all sizes.

Maintain strong links with businesses that currently recruit apprenticeships and promote the business benefits of apprenticeships to companies which do not.

Support employers and apprentices to increase retention and attainment rates which match or exceed the national average for each sector.

Strengthen links with Skills Development and strategic partners to increase apprentice numbers each year.

Support industry trade bodies and local authorities by delivering training for their apprentices.

Continuously improve provision to match employer expectations.

Work with local businesses to ensure the courses on offer are relevant to current industry needs in all sectors.

Proactively identify trends in technology or work practices and mould training provision to match future requirements.

Implement a marketing strategy to promote the TrainPlus' business prospectus.

Exploit social, digital and traditional media to engage more widely with businesses and stakeholders.

3. Procedure

Each employer will:

- a. Have an initial meeting to gain an understanding of the business operations, complete an organisation needs analysis to include current and planned legislation and sector updates establishing organisation aims and objectives and planned growth.
- b. Have a detailed Training Needs Analysis (TNA) meeting to agree future training and development needs, set key performance indicators (KPI's) and provide IAG on their identified training and organisational needs to meet both their current and future training and development needs.
- c. Plan and agree a bespoke delivery plan for their organisation and staff to cover the agreed term of their training award/s. Agree KPI's for the duration of the training to be reviewed at agreed periods. Agree commitment to the training offer and set agreed outcomes and milestones.
- d. Take part and complete a site/s risk assessment and agree an action plan for any identified areas.
- e. Have the facility to review each member of staff's live progress, attendance and achievement through access to Smart Assessor (learner's online portfolios).
- f. Receive monthly performance updates, KPI monitoring reports, learner attendance, progression and achievement reports.
- g. Agree to take part in planned learner reviews every 8-12 weeks.
- h. Receive an invite to discuss further training needs and to ensure current training remains relevant quarterly.
- i. Take part in evaluations / surveys to evaluate the effectiveness of TrainPlus' provision.