

TrainPlus Staff Policy

Employer Engagement Policy

Lead Responsibility	Lisa Short	Approved by	Lisa Short
Version	V2 – 2024	Date of Approval	09/10/2024
Effective from	09/10/2024	Next review date	October 2025
Policy applicable to	ALL EMPLOYEES and FREELANCE STAFF		
Record of Changes:	<ul style="list-style-type: none"> • Section 2 Scope – Updated bullet points. • Section 3 Stage G – Changed '8-12 weeks' to '3 months' 		

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 TrainPlus will work with businesses and stakeholders to address skill gaps in the local community, to support economic growth, and to set tangible targets for success. By promoting 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 to address local economical skill gaps. As stated within the Labour market and skills projections: 2020 to 2035, occupations relating to corporate managers, business professionals, caring personal, and elementary professional all currently have the highest replacement demand within the economy.

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 industries.

Demonstrate that we are a positive and dynamic organisation, committed to the regions 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 economic development.

Ensure apprentices have relevant skills, qualifications, and experience to assist business growth, competitiveness, and sustainability. Developing current workforces to meet their career aspirations and unlock growth potential for businesses.

Foster strong relationships with local industries and local authorities' economic development teams to maximise future opportunities for economic growth and skill development.

Ensure our apprenticeship offer is in line with the Regional Projections set out within the Labour market and skills projections: 2020 to 2035.

Strategies

TrainPlus will endeavour to:

- Increase the number of businesses we work with.
- Increase the number of Apprentice new starts annually.
- Support businesses in advertising job vacancies.
- Increase the range and uptake of training courses delivered.
- Raise awareness of TrainPlus through employer focussed events. Implement a marketing strategy to promote the TrainPlus' business prospectus. Exploit social, digital, and traditional media to engage more widely with businesses and stakeholders.
- 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.
- 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.
- Match delivery models to customer requirements.
- 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.
- Continuously improve provision to match employer expectations.
- Proactively identify trends in technology or work practices and mould training provision to match future requirements.
- Support employers and partners to challenge gender stereotypes in career choices and occupational development.

3. Procedure

Each employer will:

- a. Have a detailed Training Needs Analysis (TNA) meeting to agree future training and development needs, set performance indicators (KPI's) and provide IAG on their identified training and organisational needs to meet both their current and future training development needs. The TNA meeting also includes an organisation needs analysis to include current and planned legislation and sector updates establishing organisation aims and objectives and planned growth.
- b. 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.
- c. Take part and complete a site/s risk assessment and agree an action plan for any identified areas.
- d. Provide TrainPlus with a copy of their organisations current public and employee liability insurance, and a copy of their current health and safety policy.
- 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 3 months.
- 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.