

bltraining
the real alternative to college

EMPLOYER GUIDE TO WORKPLACE TRAINING

If you are, taking on a new recruit or training one of your existing employees, we hope that this handbook will help you understand the requirements of government funded programmes, the services and support provided by us and the role played by employers.

WHAT IS INCLUDED IN THIS EMPLOYER GUIDE?

- Induction
- Health and Safety
- RSVP Curriculum
- Respecting Equality & Diversity
- Safeguarding
- e-safety
- British Values
- Prevent
- Further information

INDUCTION

Having got the right person, you will want to ensure that they stay with you. One way of doing this is by providing a well-planned induction programme.

Induction training will help trainees settle quickly into your company by helping them understand the environment in which they are based and the job which they are doing.

EMPLOYER'S ROLE...

- Show apprentices where everything in the workplace is
- Introduce them to the people they will work with and their supervisor
- Train them in the health and safety of your workplace
- Explain your company policies and procedures
- Inform apprentices of their conditions of employment
- Provide apprentices with basic information about the job which they will be doing
- Provide the apprentice with a mentor if possible
- Issue apprentices with a contract of employment or relevant terms and conditions

TRAINING PROVIDER'S ROLE...

- Provide induction training for apprentices on their training programme
- Explain about work-based learning and the role of everyone
- Advise you on workplace induction and initial training
- Explain how apprenticeships are achieved
- Explain to apprentices their rights and responsibilities
- To check that apprentices have understood the information which they have been given at induction
- Assess any learning or medical needs and share information with the employer if relevant

HEALTH AND SAFETY

We have a positive commitment to promoting good health and safety practice in the workplace and we trust that your commitment to this will be the same.

TRAINING PROVIDERS ROLE...

- Using competent staff, verify that you can provide a healthy, safe and supportive learning environment
- Assist you on questions of health and safety requirements and application to individual apprentices
- Monitor health and safety practices on an ongoing basis
- Provide health and safety training for apprentices to raise their awareness of risk
- Check apprentice's understanding of health and safety risk awareness
- Investigate any accidents involving apprentices within the workplace and agree preventative action

EMPLOYERS ROLE...

- Ensure the health, safety and welfare of apprentices and bring your policy statement to their attention
- Comply with health and safety legislation
- Inform the apprentice about who is responsible for health and safety matters within the company
- Provide initial and ongoing health and safety training in the workplace for apprentices whilst providing necessary protective clothing or equipment
- Report any accidents, concerning apprentices, immediately to us
- Assess the risks to which apprentices are exposed at work and apply the general principles of prevention
- Introduce and maintain appropriate measures to eliminate or control risks to the lowest reasonable practicable level
- Ensure apprentices are properly supervised by a competent person
- Ensure apprentices are covered under public and employer's liability insurance

RESPECTING EQUALITY & DIVERSITY

BL Training is committed to the elimination of both direct and indirect discrimination and continuously seeks to actively implement positive policies to promote equality of opportunity. We aim to treat apprentices fairly and equally during their training programmes and ensure that they know what to do if they have a complaint. We trust that your commitment to ensuring equality and diversity will be the same.

TRAINING PROVIDERS ROLE...

- Promote equality and diversity throughout the work-based learning process
- Have a written equality and diversity policy, which staff, apprentices and employers understand
- Advise you on equality and diversity issues and legislation
- Explain to apprentices how they should treat other people
- Make sure that apprentices know what to do if they feel they are being unfairly treated in the workplace
- Act on any complaints received from apprentices
- Provide a learning module that covers the basic principles of Equality & Diversity and additional training opportunities to apply their knowledge to current relevant situations and issues

EMPLOYERS ROLE...

- Comply with equality and diversity legislation
- Demonstrate your commitment to equality and diversity in the workplace
- Ensure equality and diversity in selection, recruitment and learning activities
- Ensure that apprentices are treated fairly and equally
- Make sure that apprentices are not bullied, harassed or made to feel unwelcome in the workplace
- Explain to apprentices what to do if they have a complaint about the way they are treated

SAFEGUARDING LEARNERS

WHAT IS SAFEGUARDING?

Safeguarding is defined by the Children's Act 1989 and means that: Agencies and organisations working with young or vulnerable adults take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised.

WHO DO WE NEED TO SAFEGUARD?

Any learner employed by your company and undergoing training and education with Key Training and in particular, learners who are under the age of 18 and any vulnerable adults over the age of 18.

WHY IS SAFEGUARDING NECESSARY FOR EMPLOYED LEARNERS?

Training providers have a common law duty of care to take such steps that the young / vulnerable adult/learner is safe at all times. This does not just mean within the workplace, but also means to be able to identify and act on problems outside of the learners work.

EMPLOYERS ROLE...

- Employers have a responsibility to the learners they employ. As the employer of a learner, it is important that you understand your responsibilities to the learner and what safeguarding means to you.
- Be aware of the Statutory duty to safeguard and promote the welfare of the learners (in accordance with the Children Act 2004).
- To understand what is meant by safeguarding and promoting the welfare of learners and the different ways in which they can be harmed.
- Be familiar with BL Trainings Safeguarding and Prevent Policy and procedures and appreciate own roles and responsibilities.
- Ensure staff in a position of trust with any young people are free from convictions and of sound character and judgment and will not pose any threat or danger to learners.

TRAINING PROVIDERS ROLE...

- BL Training is committed to safeguarding and promoting the welfare of all learners. We also recognise that we have a duty to help employers, staff and learners to recognise their safeguarding responsibilities, through guidance, support and training
- Ensure its staff are registered with Disclosure and Barring Service
- Ensure its staff are trained to recognise identify potential safeguarding concerns and act on the accordingly

E-SAFETY

At BL Training, we actively encourage internet safety awareness amongst young people and staff. Therefore, we have robust policies, procedures and learning in place to ensure the safe use of the internet is conveyed to all learners, staff and employers.

Adults working with young people are in a position of trust and so they must ensure they establish safe and responsible online behaviours. Young people are likely to have internet access in many places and in many ways, so it's important to equip them with the skills to use technology safely and appropriately. Some of the dangers facing users of the internet include pornography, bullying and abuse, paedophiles, radicalisation, spam and viruses and identity theft.

EMPLOYERS ROLE....

- To ensure learners receive clear guidelines on your organisations expectations for acceptable use of the internet and workplace technology
- Consider how learners might be at risk of harm from using the internet and take appropriate safeguarding measures
- To commit to establishing a culture which safeguards staff and young people in their organisation.
- To communicate any e-safety issues or concerns to BL Training

TRAINING PROVIDERS ROLE....

- Support employers in establishing a culture which safeguards staff and young people in their organisation.
- Assess where and how our learners might be at risk of harm from using the internet
- Undertake relevant training that enables staff to identify and effectively deal with any concerns about e-safety
- Have clear safeguarding policies and procedures in place for referring concerns
- Provide learning materials and guidance on e-safety
- Project a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, action will be taken.

BRITISH VALUES

Ofsted will evaluate how well Training Providers actively promote Fundamental British Values with learners and employers and prepare learners for life in modern Britain. Therefore, all BL Training Apprentices will be expected to learn about British values as part of their Apprenticeship framework.

British values are defined as:

"democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs"

TRAINING PROVIDERS ROLE....

- Promote British Values throughout the work-based learning process
- Encourage students to respect other people with particular regard to the protected characteristics set out in the Equality
- Provide a learning module that defines and explores British Values and additional training opportunities to apply learner's knowledge to current relevant situations and issues

EMPLOYERS ROLE...

- Demonstrate your commitment to British Values in the workplace

PREVENT

Ofsted will evaluate how well Training Providers actively promote the 'Prevent Duty' to learners and employers. This is a new statutory duty on Training Providers to have due regard to prevent people being drawn into terrorism and to challenge extremist ideas.

Therefore, all BL Training Apprentices will be expected to learn about preventing the threat of terrorism from extremism and radicalisation as part of their Apprenticeship framework.

TRAINING PROVIDERS ROLE....

- Assess where and how our learners might be at risk of being drawn into terrorism, including non-violent extremism.
- Undertake relevant Prevent training that enables staff to challenge extremist ideas and prevent people from being drawn into terrorism
- Have clear safeguarding policies and procedures in place for referring learners of concern to the Channel programme for support
- Provide a learning module that defines and explores The Prevent Duty and how this affects staff and learners
- Provide additional learning opportunities to enable learners to apply knowledge to current relevant situations and issues

EMPLOYERS ROLE...

- Demonstrate your commitment to The Prevent Duty in the workplace

FURTHER INFORMATION

If you have a concern that an Apprentice may be being drawn into extremism, **contact the Apprentice's Training Consultant** who will raise the concern with the **Safeguarding Champion**.

If the Training Consultant is unavailable, contact BL Trainings Safeguarding Champion directly

Police Anti-Terrorist Hotline – 0800 789321

When completed, please forward via secure email to appropriate email below:

Cleveland

Email- prevent.confest@cleveland.pnn.police.uk

Phone- 01642 302028 or 101

Northumbria

Email- specialbranch@northumbria.pnn.police.uk

Phone- 101 Ext 63854

Durham

Email- ctsa@durham.pnn.police.uk

Phone- 0191 3752234 or 101

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