



BTEC EMPLOYER ENGAGEMENT POLICY

Approved by:	GFM Board	Date:	16 March 2022
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To be greater and to aspire further

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1. Rationale

Within the GFM Trust there is a clear and accurate plan for Employer Involvement for the teaching, delivery and assessment of the Level 3 Vocational Qualifications delivered at our centres.

Both Employers are actively and meaningfully involved in the delivery and assessment of these qualifications and all the activities undertaken are purposeful to meet the requirements of the courses.

Our rationale is to ensure that all members of the programme teams and the employers involved, are clear on the programme specification and the learning outcomes required for their relevant qualification.

The GFM Trust ensures to work with the employer involvement to maintain an audit trail of the learner/employer involvement achievement records.

The Trust will provide detailed feedback to inform centre quality improvement of employer involvement, working closely with all organisations to constantly reflect and improve on all strategies implemented.

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2. Aims of Policy

The Trust aims to ensure that:

- Employer involvement in the delivery and assessment of Level 3 Vocational Qualifications provides a clear vision of the assessment, enriches individuals and learning and enhances the integrity of the qualification.
- There is a designated Vocational lead for Employer Involvement.
- All learners enrolled on the vocational qualifications are guaranteed purposeful activities involving employers during their time on the course.
- There is an accurate and detailed recording of purposeful employer involvement for every individual learner
- The contribution of Employer Involvement to the vocational qualifications is significant and generates a unique relationship and vast array of opportunities for the learner. The activities undertaken by the employer contribute to the assessment of the course.

3. Procedures:

In order to do this the GFM Trust will:

- Produce and complete the Btec Employer Involvement Plan at the start of each programme that reflects upon the units delivered and assessed in each qualification.
- Produce a clear, detailed and accurate assessment plan that covers all learning outcomes for the qualification delivered by both the centre and employers.
- Establish a clear timeline with employers to develop, execute and review all assessment criteria for the qualification.

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- Continually meet and discuss learner engagement with assessment activities and criteria.
- Ensure all assessment criteria and learning outcomes are effectively reliable, robust and tracked for each individual learner on the qualification.
- Prepare all learners to actively and positively engage with all opportunities provided by the employer.
- Accurately record robust procedures that will minimise the opportunity for malpractice.
- Continually maintain a robust quality assurance procedure with both the programme lead and employers.
- Provide evidence for standards verification and quality management review as required by the awarding body.
- Monitor all SV and QMR reports and act upon any feedback given.
- Share good and effective practice between different programme teams in reference to employer involvement.
- Ensure all staff involved in the delivery of the Vocational Qualifications understand the importance of effective and meaningful employer engagement.
- Provide resources to ensure effective employer involvement and accurate monitoring and recording.
- All programme teams use a standardised centre approach to all documentation for the purpose of employer involvement.
- A constant review and reflection of employer involvement to ensure all assessment and delivery is meaningful and appropriate and to use this within planning for future cohorts.
- Ensure all records and assessments are securely stored.

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4. Employer Involvement Plan

Course leaders are required to provide evidence of employer involvement throughout the vocational course. Specific guidance of which units this applies to can be found in subject specific programme areas.

The Pearson Employer Engagement Plan will be completed and updated at the beginning of each academic year.

Employer engagement should take into account Covid-19 procedures at all times. The safety and wellbeing of all staff and learners involved is paramount. The Covid-19 guidance may change over the duration of this policy, therefore programme leads should continually monitor and liaise with the Vocational Lead before undertaking any changes to the programme.

5. Evidencing Employer Engagement:

All Pearson documentation for the purpose of evidencing employer involvement along with the Pearson Centre Guide to Employment Involvement can be found on the Pearson website and all programme leads will have downloaded all useful documentation. This will be shared with all staff delivering the qualification.

The documentation includes; witness testimony, learner journal, assessment activity record, assessment Q&A and the employer involvement initial plan.

6. Employer Involvement Templates:

Btec Employer Involvement Policy
Gosport and Fareham Multi-Academy Trust

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The GFM Trust will ensure that all programme leads will evidence employer involvement using the below documentation.

A Witness Testimony from an expert witness/industry practitioner. A expert is defined as “an individual who offers expertise in a particular field”

Learner Journal - An example of paperwork to be included with a journal/log book style document to capture work undertaken during work experience or meaningful activities undertaken during the duration of the qualification.

Assessment Activity Record - A document that can be used by the programme teams and the learner to capture a 121 activity such as observation, testimony, discussion or other irrelevant assessment activities.

Assessment Question and Answer Record - A document which can be used to capture verbal question and answer sessions with a learner alongside an observation, preparation for a recorded professional discussion to expand on an activity/assessment undertaken or that has been written up in the learner journal or to capture missing required evidence.

Engagement Initial Plan - The plan is a key part of making sure all parties involved understand who is responsible for doing what and when. It is a plan and may be subject to change.