



EMPLOYER HANDBOOK

APPRENTICESHIPS AT ALLIANCE LEARNING

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Part of the
University of Bolton Group



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A MESSAGE FROM OUR CEO

Welcome to Alliance Learning, and thank you for choosing Alliance as your training provider.

This handbook has been produced to provide you with useful information and to guide you through the learning partnership that you as the employer and your apprentice are embarking on. An apprenticeship is a tripartite arrangement with you, your apprentice and us as the training provider joining forces to ensure that your apprentice has a successful learning journey.

Employing an apprentice is a considerable commitment, but the benefits of a successful apprenticeship can be significant.

We aim to provide high-quality training to enable your apprentice to succeed in their qualification, alongside developing employability and life skills to ensure that they meet their ambitions in the future.

The handbook takes you through our programmes and how we aim to ensure that they cover all relevant knowledge, skills and behaviours as core elements of the apprenticeship. It includes details about our programmes, key contacts, the support available, and information about how you can help us to improve the apprentice learning experience and how we can work together on this.

Alliance Learning recognises and values the cultural, social, inclusive and ethnic diversity reflected in our students and staff. We treat all individuals with respect and dignity and seek to create a positive learning and working environment. It is important to us that your apprentice is supported throughout the programme and feels happy and safe in their working environment and whilst on-site studying. We will work with you and your apprentice to ensure that this is the case. This handbook provides links to the policies and procedures that we have in place to support learners.

If you do have any concerns or questions whilst working with us, please contact our curriculum leads in the first instance; they will be able to assist in answering your queries. We hope you find the information in this handbook valuable and we look forward to working with you!



Dave Haslam
Chief Executive Officer

BENEFITS FOR YOUR ORGANISATION

FROM INCREASING DIVERSITY TO CONTINUITY PLANNING, APPRENTICESHIPS OFFER A HUGE RANGE OF BENEFITS FOR BUSINESSES.

ATTRACT NEW TALENT

A package of study and work attracts enthusiastic, talented and dedicated new employees, often in areas of strategic skills shortages.

HIGHER-LEVEL SKILLS

Apprenticeships help develop high-level skills within the local and regional economy by training new recruits and also through upskilling existing employees.

HIGHER-QUALITY

With an academic education delivered by a training provider with over 50 years of experience, our Apprenticeship programmes are recognised for high-quality delivery and strong employee development.

ENCOURAGE ENTERPRISE

Apprentices bring fresh insight back from their study days. They are encouraged to immediately apply their learning, allowing you to benefit from their entrepreneurial spirit and experience rapid impact.

IMPROVED PRODUCTIVITY

Apprenticeships help to address skills gaps in your organisation, with 75% of employers with apprentices reporting an improvement in productivity.

RETAIN YOUR BEST TALENT

Apprenticeships drive the career development of your performing employees, increasing retention and rewarding achievement.

EXCELLENT VALUE

With generous funding for SMEs and the ability to use apprenticeship levy payments for larger organisations, apprenticeships provide an excellent return on your investment.

WHY CHOOSE ALLIANCE LEARNING?

- We have been delivering apprenticeships since 1966
- We have high achievement rates across all occupational areas
- We hold the 'Matrix' Accreditation and BS 76005 Code of Practice for Valuing People through Diversity and Inclusion
- We are committed to investing in our facilities and resources to continually enhance learning
- We will work with you to help find a suitable apprentice in your sector
- We deal with some of the largest employers in the North West
- We celebrate every achievement on our social media platforms
- We celebrate learner achievements through annual award evenings
- We offer a wide range of support to our apprentices
- Apprentices are eligible to apply for the TOTUM Apprentice discount card and the Our Pass bus pass whilst training with us
- Our staff have worked in the occupational areas we deliver for many years and are experts in their field. They are passionate about what they do and work hard to provide an enjoyable learning experience for all
- We are part of the University of Bolton Group, which means learners will be able to progress seamlessly from Level 1, up to Level 8 degrees within the group
- Each month we award 'Learner of the Month' to our high-achieving apprentices

COMPANY VALUES

ACCOUNTABILITY

we make responsible decisions based on professional standards

LEAD

by example. We value all and treat everyone with dignity and respect

LEARNING

we promote a culture of lifelong learning for our learners, customers and staff

INTEGRITY

we act with honesty and integrity in everything we do

AGILITY

we respond quickly with open minds and focus

NURTURE

we care for and protect all of our learners, customers and staff to achieve positive outcomes

CREATIVITY

we will find new ways of thinking, learning and doing

EMPATHY

we listen to the needs of our stakeholders

COMPANY VISION

Our aspiration is to be one of the leading training providers in Greater Manchester: responding to local employer need for education and training swiftly and professionally. This will be balanced with a wider network of commercial developments to meet employer need.

Our focus is on our people and stakeholders. Delivery will be inclusive, innovative and inspiring to ensure all learners and customers reach their full potential and provide a quality return on investment for employers.

COMPANY MISSION

Success Through Learning

WE OFFER THE FOLLOWING APPRENTICESHIPS

An Apprenticeship is a work based learning programme which allows you to train both your existing staff and any new employees that you are thinking of recruiting. An apprentice trains doing a job whilst also gaining recognised qualifications, essential skills and a wage. Here at Alliance Learning we provide Apprenticeships ranging from Level 2 (GCSE Standard) to Level 7 (Masters Level).

Business Administration

Customer Service

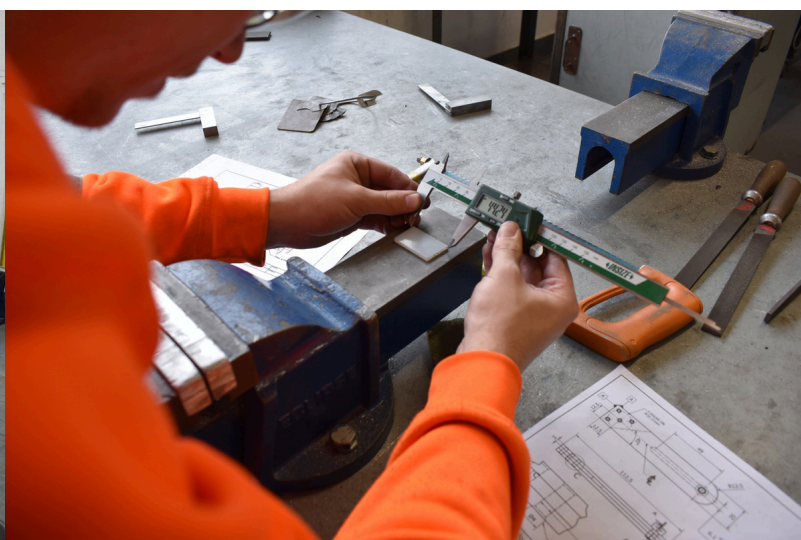
Engineering Fitter

Metal Fabricator

Mechatronics Maintenance Technician

Machining Technician

Leadership & Management



WE ARE HERE TO SUPPORT YOU

Employers and Apprentice support from Alliance Learning

In order to create an environment where apprentices will achieve successful outcomes, both academically and within their organisations, Alliance Learning provides support for apprentices, organisations, line managers and mentors.

FOR APPRENTICES

Safeguarding Team

Alliance Learning has a legal and moral obligation to promote the safety and well-being of all our apprentices and staff. Safeguarding of apprentices is a priority and we have policies and procedures in place to ensure that any concerns or allegations are investigated in the correct manner. We have staff that are trained and qualified to support learners with safeguarding matters and strong referral process where this is necessary. We would expect all employers to support us in this aim. Copies of the Safeguarding Policy and Procedures are available on our website.

Alliance Learning has a dedicated Safeguarding Team, who act as a main point of contact for any safeguarding issues. They promote, implement and review our Safeguarding Policy regularly and provide Alliance Learning staff with information, advice and training.

A dedicated safeguarding team to provide support, and who will:

- offer impartial and non-judgemental support and advice
- attempt to mediate between learners and employers in order to resolve any disputes
- arrange to visit any learner either in the placement company, at any of Alliance Learning's training centre or any other mutually convenient venue offer ongoing support to any learner for as long as the learner requires
- offer extensive guidance to any learner who may be at risk of harm or abuse, radicalisation or mental health issues
- refer to any external services for support where necessary

The Employer shall comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory acts. Where, as part of their employment, an apprentice is required to undertake a regulated activity, the employer will be responsible for satisfying all safeguarding requirements including completing any UK Disclosure and Barring Service(DBS) checks.

FOR EMPLOYERS

The Recruitment and Apprenticeship Teams are available to support employers by:

- providing recruitment support, including online, at events and through schools/college liaison
- working in partnership to tailor content and delivery
- holding meetings with your staff to understand your operational challenges and training needs
- assigning your organisation a dedicated account manager, which provides a single point of contact with Alliance Learning
- conducting regular formal and informal interviews
- sending regular reports of attendance and progress

FOR LINE MANAGERS AND MENTORS

Support is offered through regular reviews to set, monitor and review objectives and targets. All apprentice managers and mentors can attend a half-day workshop, which will cover topics including:

- an induction to our Recruitment and Apprenticeship Teams
- programme structure, content, delivery and assessment
- the role of a manager or mentor
- supporting apprentice learners
- ensuring confidentiality of projects and assessments



APPRENTICESHIP LEARNER JOURNEY

All apprentices are assigned a dedicated Work Based Tutor who will also liaise with you, as the employer contact. They will meet with you at minimum, every 10-12 weeks to discuss progress and set new agreed targets for the Apprentice. Your input is vital as we need to ensure that the learning aims meet the requirements of your organisation, as well as those of the Institute for Apprenticeships and Technical Education (Ifate) standards. The meetings should be tripartite meetings, involving you as the employer, your apprentice and our work based tutor.

Skills scan and Initial and Diagnostic Assessments

Prior to the commencement of the apprenticeship programme, all learners complete a skills scan, which assesses their starting points for the knowledge, skills, and behaviours (KSBs) standards of their apprenticeship. As an employer contact, you will be consulted regarding the skills scan, to make sure that you agree with it and the learners' true starting point is identified. Learners will also complete Initial and Diagnostic Assessments in maths and English. This also applies to apprentices who have already gained qualifications in maths and English, to ensure continuous development of their applied maths and English skills. These assessments show us the level that the learner is currently working at and the areas that they may need more support with, and this will inform their Individual Learning Plan (ILP).

At this stage, we will also identify any learning needs and put in appropriate support and any reasonable adjustments. Both 1:1 support and group sessions will be available as necessary.

Training Plan

Both the learner and yourself will receive a copy of the training plan for the Apprenticeship programme; this details the subjects/topics that will be covered at each point of the programme. Please note, that the training plan may change as the learner progresses through their training, but both the learner and you as the employer, will be notified of any changes. Opportunities may arise in the workplace, that allow the learner to be stretched and challenged, and these are added to the training plan. You will discuss this at the quarterly review, and the additions will be made, so the training plan is always up to date.

To confirm, both the Individual Learning Plan (ILP) and training plan can be adapted at any time to meet the learner's needs and it will be reviewed regularly by the learner's Work Based Tutor during their apprenticeship.

Induction

All learners receive an in-depth induction on to their apprenticeship, which provides them with all the information that they need to start their programme. The induction will include the following:

- Understanding of the Apprenticeship Standard
- How to prioritise their time; balancing work and study commitments
- How to develop their maths and English skills.
- To understand their role and responsibilities in Health and Safety, PREVENT and British Values, and FREDIE (Fairness, Respect, Equality, Diversity, Inclusion and Engagement)
- To understand the Alliance Learning Learner Code of Conduct (QR Code). How to report sickness and absence for face-to-face or Microsoft Teams taught sessions
- Safeguarding induction and learner responsibilities and expectations.
- Alliance Learning's values
- To understand they will also be required to complete work in their own time



On Programme - period of supported learning pre-Gateway

During the on-programme phase of the apprenticeship, learners will complete their off-the-job requirement, study towards their qualifications, gain the knowledge, skills and behaviours (KSB's) of the Apprenticeship Standard and Functional Skills maths and English qualifications (if applicable). They will also learn and develop new skills/competencies and knowledge in the workplace, through robust and planned off-the-job activities agreed with you, as employer.

Training and development will be delivered either face-to-face at Alliance Learning, online via Microsoft Teams or a mix of both (blended learning). Apprentices are expected to complete several Virtual Learning Experiences (VLEs) as part of their course or the personal development curriculum. This may depend on the apprenticeship the learner is undertaking. The training plan will show the sequencing of the learner's sessions, both face-to-face and online.

Gateway

All learners go through Gateway upon completion of the on programme learning. This comprises of a 3-way meeting with you, the learner, and Work Based Tutor, to confirm that the mandatory aspects of the apprenticeship are completed and that they are ready to undertake the End Point Assessment (EPA) phase of the Apprenticeship with the independent End Point Assessment Organisation (EPAO). To go to Gateway, learners must also have proof of maths and English attainment at Level 2 or above and must have met the off-the-job requirement. Both the employer and Alliance Learning must be sure the Apprentice is ready for EPA.

End Point Assessment (EPA)

The EPA occurs following successful Gateway, and will incorporate different methods of assessment, dependent on the Apprenticeship Standard being undertaken. The learner will be well prepared for EPA through mock activities, which may involve the employer (particularly where observation is one of the EPA assessments). The Independent Assessor will determine the overall grade.

Certification

On successful completion of the End Point Assessment, learners will receive certification from the Institute for Apprenticeships and Technical Education (IfATE) of their achievement. Certification takes up to 12 weeks. An exit review will be undertaken by the Work Based Tutor. Testimonials from the learner and employer are welcomed to help celebrate learner success.

HOW MUCH DO I PAY AN APPRENTICE?

The current minimum wage for Apprentices is £5.28 per hour (January 2024) for 16-18 year old apprentices, however many employers pay more than this and the rate paid is dependent on both the level and the employment sector of your company. As this is a training wage the wage will increase as the apprentice progresses through their programme and upon completion, the apprentice will earn the national minimum wage for their age group, or more if agreed with you, their employer.

For more details on salaries scan the QR code or search for national minimum wage rates on gov.com



How much do I have to pay an Apprentice?

The current minimum wage for Apprentices is £5.28 per hour. This is set to increase in April 2024 to £6.40.

Do I have to pay my Apprentice when they are attending Alliance Learning?

Yes. All apprentices have the right to paid time off the training, equating to a minimum of 20% of their contracted hours. This time should be used for the development of new knowledge, skills and behaviours, and will need to be evidenced as part of the apprenticeship assessment.

Is there an age limit for the person I recruit and train as an apprentice?

To complete an Apprenticeship, the apprentice must be aged 16+ but there is no upper age limit.

Who pays for the training?

The training for the Apprenticeship programme will fall under either Levy or Co-Investment funding.

APPRENTICESHIP FUNDING EXPLAINED

Apprenticeship opportunities are available to everyone, whether you are a small or large business.

The amount of funding you will be eligible to receive is dependent on the size of your company's payroll (PAYE). There is one system for businesses with a wage bill below £3 million and a different system, the apprenticeship levy, for organisations with a wage bill above £3 million.

BUSINESSES WITH AN ANNUAL PAYROLL BELOW £3 MILLION

Businesses that do not pay the Apprenticeship levy will pay a maximum of 5% towards the cost of training an apprentice. This also applies to levy-paying firms who do not have enough levy funds in their account to cover the full cost of training an apprentice.

EXTRA FINANCIAL SUPPORT FOR SMALL BUSINESSES

The Government has recognised the role smaller employers make by employing apprentices under 22-years-of-age. Therefore, businesses with fewer than 50 employees will not have to pay towards the cost of training an apprentice under the age of 22. The Government will pay 100% of training fees.

BUSINESSES WITH AN ANNUAL PAYROLL ABOVE £3 MILLION

The Apprenticeship levy applies, at a rate of 0.5% to all organisations with a payroll of above £3 million per year. The amount a company contributes is held in a digital account and can only be redeemed against the cost of apprenticeships.

ADDITIONAL SUPPORT PAYMENTS FOR ALL BUSINESSES

There will be an additional sum of £1,000 paid to employers of any size for taking on an apprentice under 22-years-of-age, a person leaving care or for enrolling an apprentice with additional needs.

Follow the flowchart to determine the funding position of your business.

Does the employer have an annual pay bill in excess of £3m?

Yes

LEVY PAYER

Does the employer have fewer than 50 staff?

Yes

No

Is the apprentice under 19 years old at start of apprenticeship?

Yes

No

100% fully-funded by government and £1,000 employer support payment.

100% from employer levy pot or 5% from employer, 95% from government if levy is exhausted.

No

NON-LEVY PAYER

Does the employer have fewer than 50 staff?

Yes

No

Is the apprentice under 19 years of age at the start of apprenticeship?

Yes

No

100% fully-funded by government and £1,000 employer support payment.

5% from employer, 95% from government.

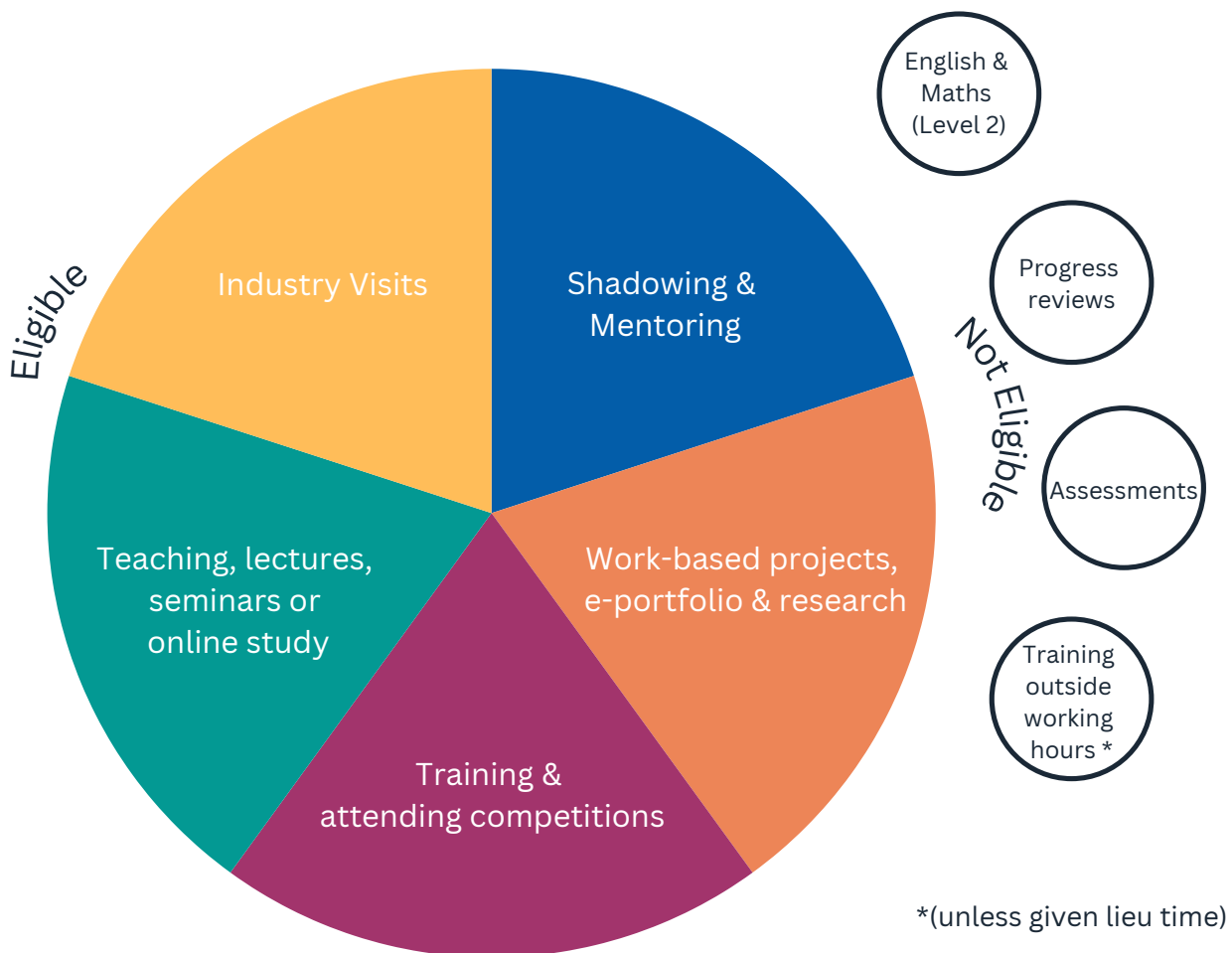
100% from employer levy pot or 5% from employer, 95% from government if levy post exhausted. Additional £1,000 support payment for employing an apprentice under 22 years old.

5% from employer, 95% from government. Additional £1,000 support payment for employing an apprentice under 22 years old.

APPRENTICESHIP OFF-THE-JOB TRAINING

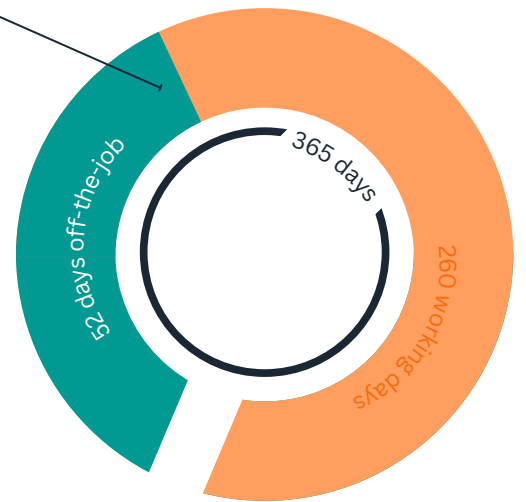
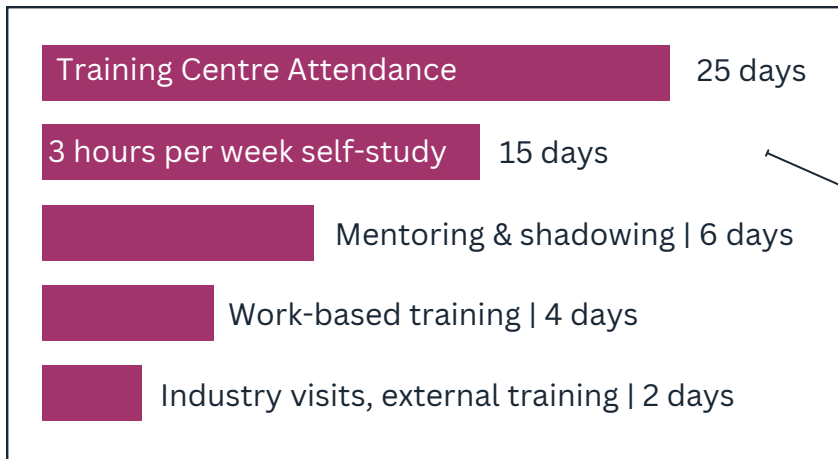
An important part of any Apprenticeship is being given sufficient time to learn new knowledge and skills, and develop new behaviours. The ESFA, the funding body for Apprenticeships decides that this should constitute no less than 6 hours per work minimum of an apprentices contracted working time. All apprentices have the right to paid time off the training, equating to a minimum of 20% of their contracted hours.

What activities can count towards the 6 hours rule?



How the 6 hour rule can work in practice

It may seem challenging to meet the 6 hours a week commitment. However, when your apprentice's time at Alliance Learning is combined with some of their regular mentoring and training you will be surprised how quickly time adds up. An example is below:



WHAT ALLIANCE LEARNING EXPECTS...

... from an Employer

- To provide the apprentice with in-house training and assign them with a coach/mentor
- To provide the apprentice with a minimum of 6 hours a week off-the-job training
- To allow the apprentice to have time in the workplace for appointments with their assessor and functional skills tutor (if applicable)
- Provide an employer comment for the 10–12-week apprentice review
- To allow apprentices to attend day release as part of their 20% off-the-job training

... from an Apprentice

- Full commitment to progressing, enjoying and achieving their qualification. Excellent prompt and regular attendance in the workplace and Alliance Learning
- Keep themselves and others safe both in the workplace and Alliance Learning premises
- Respect and follow British Values at all times
- Contribute positively to learning activities and complete within the agreed deadlines

What you can expect from Alliance Learning

- Your apprentices will be taught by qualified and experienced industry tutors
- We will provide a full personal development curriculum to ensure your apprentice develops the full range of Knowledge, Skills and Behaviours
- We will keep you up to date with progress; working with you and your apprentice/apprentices
- We will ensure that the learners have an up- to-date curriculum and that individual training plans are shared with you
- We will respond to your requests regarding any additional aspect of training that your apprentice may require
- We will provide apprentices with regular Careers Education, Information, Advice & Guidance

PRACTICAL INFORMATION

Absence

If an apprentice is absent on a day they are due to attend Alliance Learning, they should self-report all absences by calling Learner Support on **01204 677864** or student.support@alliancelearning.com

They should include their Employer in any email correspondence with Alliance Learning, so that you are also aware of any information relating to their absence. This procedure should be followed in addition to your organisational policies on absence.

Alliance Learning will contact the learner if they do not arrive in the training centre and do not report an absence. We will also contact parents if the apprentice is under 18. Employers will always be notified of absence if the apprentice has not followed the above process.

Assessments

Methods of assessments vary by programme and by unit, however, Alliance Learning uses a range of assessments that are most appropriate for the learning context. In most instances, assessments are designed to relate to the workplace. Where this is not possible a generic assignment can be set. Each piece of work is assessed against specific learning outcomes that can be mapped against the 'knowledge' element of the apprenticeship standard.

If the apprentice is undertaking work as part of their job role, which the tutor is satisfied meets the required outcomes of the module, then that piece of work may be able to replace the standard assessment. The apprentice should discuss the negotiated assessment with their tutor as soon as possible.

Apprentices sometimes require more support around their deadline dates so please be conscious of this. You will be given an assessment schedule for your apprentice at the beginning of the academic year.

Communication

You can expect the following communication once your apprentice is on their programme:

- Regular update meetings (progress reviews) with the tutor. These will usually be face-to-face, but where appropriate, may be conducted by phone or virtually
- Employer updates/briefings
- Bi-annual communications/discussions with out curriculum leads or subject managers

If you have any queries or would like to request an additional meeting with a tutor, please contact us.

Complaints Procedure

Alliance Learning is committed to providing its learners with a high-quality learning journey. We recognise, however, that there may be instances where learners have legitimate complaints regarding their course, the services or facilities provided by Alliance Learning. We take all such complaints seriously, and deal with them in confidence and without fear of recrimination or disadvantage.

Complaints from employers should be directed to a tutor or manager in the first instance. If you are not satisfied with the resolution of a complaint, you may contact the Chief Executive Officer.

Employer (Workplace) Induction

Your apprentice will need a workplace induction upon commencing employment and the following elements should be covered:

- Contract of Employment including Terms and Conditions
- Company Policies and Procedures including Health & Safety: Equality & Diversity and Safeguarding
- Their role and responsibilities
- Your role and responsibilities
- Tour of the workplace
- Introduction to the people they will work with, and their manager or mentor

Induction training will assist apprentices to settle quickly into your workplace by helping them to understand the environment in which they are based and the job they are doing. Alliance Learning will complement this by providing an induction to apprentices when on our site, to introduce them to the course, their tutors and peers.

Failure to hand in assessed work on time

Apprentices are required to complete and submit assessments throughout their time at Alliance Learning. Deadlines for submitting coursework are fixed, although assignments may have a negotiated deadline.

Mitigating Circumstances

Alliance Learning recognises that illness and other difficult situations do sometimes occur, however, which may influence learners' abilities to complete their assessments. If a learner has valid mitigating circumstances factors that they are able to evidence, they may be granted an extension or a further assessment opportunity.

Functional Skills: English and Maths

If your apprentice has not achieved, or cannot evidence a GCSE pass at Grade 4 or above, in English Language and Maths or an equivalent Level 2 qualification, they will need to complete Functional Skills before they can be awarded their apprenticeship completion certificate. We will support the apprentice to gain these qualifications, alongside the Apprenticeship. They may need to be released from the workplace for preparation and assessments, which will be in addition to normal programme requirements. Failure to achieve the Level 2 in English and maths will prevent the apprentice from successfully completing their Apprenticeship. The exception to this is where a learner has an existing or previously issued EHCP or LDA (Learning Difficulty Assessment).

Enrichment / Personal Development / Career, Information, Advice and Guidance

During the course of the Apprenticeship programme, your learner will take part in a wide range of other activities and workshops to support them to develop their character including their resilience, confidence, and independence and, where relevant, help them know how to keep physically and mentally healthy. We will also prepare learners for future success in education, employment, or training by providing unbiased information to all about potential next steps; high-quality, up-to-date and locally relevant careers guidance; and opportunities for encounters with the world of work. In addition to this we will prepare learners for life in modern Britain by teaching them how to protect themselves from radicalisation and extremist views; helping to equip them to be responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental British values of respect, rule of law, democracy and individual liberty. We will also develop learners' understanding and appreciation of diversity; celebrating what we have in common; and promoting respect for the different protected characteristics as defined in law.

We are happy to share our schedule of activities with you.

The Learner Experience Team

Here at Alliance Learning, we have established a Learner Experience Team with dedicated support for our learners by our Learner Experience Officers (LEOs). The LEOs will work with the apprentices through from induction to completion of their programme providing pastoral support and providing an overview on progress alongside the tutors and work-based assessors.

We have also established taught tutorial sessions which are embedded into the curriculum.

Manager and Mentor Role

The manager/mentor will be the primary point of contact for the apprentice and will work with the tutor to support the apprentice in the workplace. The role of the manager/mentor is to support the apprentice through the programme, focusing on their workplace development and exposing them to work that will aid their learning. In particular, they will have regular meetings with the apprentice and:

- supervise the work of the apprentice
- work with the apprentice to set objectives and provide feedback on how the apprentice is progressing towards those objectives
- work with the tutor in negotiation of project or assessment where this is required
- work with the tutor should issues arise with the apprentice's workload, attendance
- collaborate with the tutor on work-based projects as required
- immediately notify Alliance Learning of any problems with the apprentice that might affect their continued employment
- participate in progress reviews to identify progress and discuss operational issues where required

You may also wish to consider giving the apprentice projects to undertake or request them to attend formal training sessions in the workplace to develop their skills and knowledge even further. The more learning opportunities you can provide, the greater range of skills that the apprentice is likely to acquire which will be of benefit to your company. This will typically involve apprentices developing their skills through observing others, practising themselves and through support from their manager or mentor.

The mentor provides apprentices with a role model and lets them see, first hand, the level they should aspire to. Statistically speaking, apprentices who have a mentor, have higher rates of retention and achievement.

Progress Reports

Assignment marks will be communicated on a regular basis and any academic or progress concerns will be flagged as and when required.

Progress Reviews

To check that the apprentice is getting the most out of their programme it is important to monitor their progress at regular intervals. The tutor will conduct progress reviews every 10-12 weeks with the apprentice and manager or mentor. The review will support discussion around progress within both the workplace and Alliance Learning against set targets. It will also provide an opportunity to review the work and make recommendations based on content.

Reviews will be carried out either in person, via Microsoft Teams or over the phone.

Employer's role in the review:

- let us know how the apprentice is progressing in the workplace
- advise us of any concerns which you may have regarding the apprentice's progress.
- have an awareness of an apprentice's One-File progress
- advise on workplace training and assessment opportunities that may occur in the period to the next review
- provide developmental advice to Alliance Learning on the review process
- Notify us directly regarding any planned off-the-job training with the company that results in an absence from Alliance Learning

Promotion

From time-to-time Alliance Learning may ask for contributions from employers and apprentices to assist with promotion of the apprenticeship programmes. This may include:

- Attendance at Alliance Learning Open Evenings
- Taking part in a case study - written or on video
- Agreeing to the use of your company logo in promotional materials or on Alliance Learning website

POLICY INFORMATION

Confidentiality

We understand that some organisations have strict confidential policies in place for the sharing of information. We will advise apprentices about how to minimise confidentiality issues in their assessed work. We have three levels of confidentiality in place and we ask that you review your apprentice's work before submission to check that it is compliant with your policies and business sensitivity. We are accustomed to dealing with high levels of confidentiality, so if you have any concerns, please contact us.

There are three levels of protection available:

- standard declaration form that the apprentice includes with their assessment
- non-disclosure agreement
- under exceptional circumstances, work can be assessed on location

The Employer acknowledges that Alliance Learning is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Equal Opportunities

Alliance Learning is committed to equal opportunities and operates in accordance with its published policy.

Equal opportunities form an essential part of an apprenticeship and every employer should have their own equal opportunities policy in place, which is customised to their organisation. This policy must detail the steps the organisation will take to comply with the equality legislation and promote equality in the workplace. Having a formal policy makes it easier for all employees to know what is acceptable and expected of them as individuals and as part of the organisation.

The employer and Alliance Learning shall each ensure that it does not, whether as an employer or provider of services and/or goods discriminate within the meaning of relevant equality legislation. The employer and Alliance Learning shall use reasonable endeavours to ensure that its employees, contractors and permitted agents shall not discriminate directly or indirectly against any person on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnicity or national origin, religion or belief, sex or sexual orientation.

Health and Safety

It is a requirement for the use of Government funding that employers comply with Health and Safety legislation. Each party shall take all necessary measures to comply with all applicable laws including the requirements of the Health and Safety at Work Act 1974 and any other acts, orders, regulations and approved codes of practice relating to health & safety, which may apply to their performance of the apprenticeship.

A member of Alliance Learning will arrange a time to visit your site, to ensure adequate procedures and policies are in place to safeguard apprentices in the workplace.

As with all employees, you will be expected to adhere to legal, statutory Health and Safety requirements:

- Apprentices should know of policies that refer to their safety and the safety of those around them
- Apprentices should receive any training which they will need to perform their duties safely
- You must provide a safe environment that complies with all relevant legislation
- Apprentices should be made aware of Health and Safety and Hygiene legislation Risk assessments should be completed when required

Employers have a legal responsibility to:

- Perform a full risk assessment on your apprentices before they start work
- Acknowledge the potential inexperience of apprentices and new employees Make sure that apprentices have appropriate supervision at all times
- Identify potential risks and put in place procedures for minimising those risks
- Ensure that, if specific training reduces risks, the apprentice receives the appropriate training
- Ensure apprentices do not perform duties that will expose them to undue risks

Lifting and Handling

All apprentices involved in lifting and handling should be given appropriate training to ensure that the possibility of injury is minimised. Assessments should be made to define the correct training required.

Prevent

Under the Counter-Terrorism and Security Act 2015, a number of specified authorities, including training providers, have a duty to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions. The duty is set out in more detail in Prevent Duty Guidance that has been issued by the Government.

The Prevent Duty seeks to protect and support those vulnerable to radicalisation. Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. The Prevent Duty covers a broad spectrum of beliefs including far-left, far-right, environmental, religious fundamentalism and pro-life ideologies. Prevent provides practical help to prevent people from being drawn into terrorism and makes sure that vulnerable people are given appropriate advice and support.

Support can include help with education or careers advice, dealing with mental or emotional health issues, or digital safety training.

Alliance Learning provides mandatory training on the Prevent Duty to all staff. Alliance Learning has dedicated members of staff to deal with any concerns.

Prevent and safeguarding form part of the apprentices' induction programme, and the manager and mentor training. We trust employers will assist Alliance Learning in satisfying its obligations in this area.

If you have any concerns about an apprentice's vulnerability to radicalisation, please contact safeguarding@alliancelearning.com

Key Contacts

Student Support
student.support@alliancelearning.com 01204 677864

General Enquires
info@alliancelearning.com 01204 696744

Safeguarding
safeguarding@alliancelearning.com

COMMERCIAL TRAINING COURSES

**Construction | Engineering Skills | First Aid | Health & Safety
Leadership & Management | Mental Health | NVQs | Forklift Truck**



Our business training courses run regularly throughout the year and are designed to meet the needs of businesses and employees, encouraging continuous professional development.

Alliance Learning has been delivering training courses to businesses since 1991 and work across a broad range of sectors.

High Pass Rates

We have a high pass rate which is a testament to the effort we put into supporting all the learners throughout their training course. Our highly experienced tutors continually monitor individual progress throughout the course to make sure everyone is achieving their goals. We can offer one-to-one support if required and make sure we cater to individual needs.

Practical Training

All candidates are able to take part in practical demonstrations throughout their training to help improve their knowledge and confidence. All of our courses are interactive and students are encouraged to participate fully so they get the most from the training.

Flexible Approach

We can deliver courses at our training centre in Horwich or on site at your business premises (subject to site survey). Our tutors are flexible and can deliver training during the day, in the evenings or on weekends. We will work with you to ensure the training is delivered with minimal disruption to your business.

Accredited Courses

Our highly qualified and experienced tutors deliver accredited training in a range of areas. We work with organisations such as IPAF, PASMA, RTITB, CCNSG, CITB and IOSH to name a few.



Health & Safety

Alliance Learning specialise in providing Health & Safety training to all industry sectors and courses including:

- IOSH Managing Safely / Managing Safely Refresher / Working Safely
- NEBOSH General Certificate + Award in Managing Risk
- SSSTS (CITB) (Site Safety Supervisor Training Scheme)
- SMSTS (CITB) (Site Manager Safety Training Scheme)
- Health & Safety Awareness (CITB)
- Safe Use of Overhead Crane and Hoist
- CCNSG Safety Passport, Renewal
- SPA Passport (Core, Food and Drink)
- City & Guilds 18th Edition 2382-22
- City & Guilds Portable Appliance Testing 2377-77
- Confined Space Novice & Refresher / Low Medium Risk (option to add City & Guilds Certificate)
- Fire Marshal
- Manual Handling
- Abrasive Wheels
- Asbestos Awareness
- Risk Assessment
- COSHH & PPE (Control of Substances Hazardous to Health)
- Face Fit Testing



First Aid

Every business in the UK must have First Aid provision in the workplace. This is a legal requirement and more importantly, can be the difference between life and death should a serious accident occur. We run a range of First Aid Training courses:

- First Aid emergency at work (1 day)
- First Aid refresher (2 day)
- First Aid at work (3 day)
- AED (Automated External Defibrillator) with CPR (1/2 Day)
- Mental Health First Aid /Refresher / Champion



Engineering

Our welding programs are designed to provide hands-on experience, technical expertise, and a comprehensive understanding of the art and science of welding. Led by seasoned industry professionals, our courses ensure that each participant hones their skills to perfection and is well-equipped to meet the demands of the dynamic welding landscape.

- Electrical Wiring, Testing & Maintenance
- Milling
- Hydraulics & Pneumatics
- Turning
- Mechanical Maintenance
- Welding - MIG/TIG/MMA

Forklift Truck and Working at Heights

Here at Alliance Learning, we have a 510dqm purpose-built training centre where all fork-lift truck and plant machinery training courses take place. Our centre represents one of the best training facilities and has been highly praised by all the relevant accredited bodies including **RTITB**, **IPAF** and **PASMA**.

- IPAF Mobile Access Platforms (3A, 3B, 1B)
- IPAF Demonstrator
- IPAF Safety Harness
- IPAF MEWP for Managers e-learning
- PASMA Mobile Tower Scaffolding
- Working at Heights
- Safe use of Steps and Ladders
- RTITB Instructor & Re-registration Course
- RTITB Novice/Experience and Refresher



Leadership & Management

Many small and medium sized organisations recognised that the key to securing improved business performance is through the development of managers, supervisors and team leaders.

Here at Alliance Learning we specialise in team leader and management training courses to ensure that diverse workplace challenges and issues can be dealt with in the most productive way.

With Alliance Learning on your side you don't need to gamble with your management training. We offer a range of in-depth courses that will inform, inspire and invigorate, so that you get the best out of your workforce. We can offer CMI accredited courses as well as Alliance Learning one day short courses. Examples include:

- Train the Trainer (CMI Recognised)
- CMI Level 2 Certificate in Team Leading
- CMI Level 3 Award in Management Coaching & Mentoring
- CMI Level 3 Award in Project Management
- CMI Level 5 Certificate in Leadership & Management
- CMI Level 7 Certificate in Strategic Management & Leadership
- Accident Investigation
- Risk Assessment

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