Skills for Work

Manager and Tutor engagement with Apprentice and Employer and start paperwork process.

BE Manager to ensure Employer and potential Apprentice are clear, understand **and agree** to all funding, SfW and awarding body/Standard requirements, commitment, Off The Job Training, documentation and Safeguarding.

**Immediate and fortnightly:**

BEManager to identify all Apprentices 16-year to 18year olds and Inform,

* Quality and Control Co-ordinator
* IQA’S
* Business and Learning Support Manager/Admin
* Tutors

Maintain, monitor and ensure:

* Fortnightly reviews with Apprentice and monthly with Apprentice, Employer and Tutor
* Maintain Safeguarding and Health and Welfare checks, training and support as required for 16-18year olds
* Update all records with above
* Ensure all safeguarding and Health and WellBeing concerns are dealt with as a priority, and all Safeguarding procedures are followed

**Approx month before start date:**

BEManager and Tutors to meet to discuss potential starts ensuring eligibility, suitability, commitments and all requirements have been checked and confirmed.

BE Manager informs IQA of starts names and informs tutors of number of potential starts for each subject for the next month.

BE Manager to collate and confirm cohort start dates to Tutors, Quality Co-Ordinator, Learning and Business Support Manager and IQA’s

**3 Weeks before start date:**

BEManager complete paperwork with learner and employer – learner file stays in pipeline folder.

BEManager forward names of confirmed starts for this month to Tutors, Quality Co-Ordinator, Learning and Business Support Manager and IQA’s

BE Manager allocates tutor and tutor is informed of learner and file location. Please note – BEManager to ensure Tutor fully involved from start of recruitment and throughout. Tutor completes ITP – Tutor informs IQA that ITP is complete using Apps Notification spreadsheet on Teams

**Up to 7 days after cohort start date**

Tutor informs BE Manager, IQA and Learner Business Support Manager that learner has actually started on expected start date. If the learner has not started on the actual start date the Tutor explains why this is and what further actions have been taken. BD Team will chase up any non-starters with employers and adjust any paperwork if necessary, ensuring learners and employers are informed.

IQA to update all trackers with actual start and exp end dates

BEManager ensures meetings, reviews and training plan are in place and agreed with Employer, Apprentice and Tutor. All systems are updated with all required details including ILR, and all funding/MI, IQA requirements.

**Week before next upload**

BEManager informs Learning and Business support Manager, IQA and Admin of all Apprentices who have started in the period. Admin enrol learner onto Evolutive and move learner file from pipeline folder to live folder.

**8 weeks after Start Date**

IQA will register Apprentices with AO and inform BEManager, Tutor and Admin when this has taken place. Admin will update Evolutive.

Reviewed 27 02 23 draft

Final by March 7th 23

Reviewed 23/02/24 Mark Fox

Reviewed 29/08/25