

Employer Involvement Policy

Primary person responsible for updates to this policy: Marie Kerrigan
Job title: Head of BTEC
Last review date: June 2021
Next review date: June 2022

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children. The term “staff” includes college employees, parents, Governors, volunteers and workers employed by contractors.
‘Parents’ refers to parents, guardians and carers.

Employer involvement in the delivery and/or assessment of **technical qualifications** provides a clear 'line of sight' to work, enriches learning and raises the credibility of the qualification.

- All employer involvement must be recorded on the Employer Involvement Plan and this must be shared with the Employer Involvement Lead (BTEC Course Leader)
- There must be accurate and detailed recording of meaningful employer involvement for every individual learner
- DLD requires all learners undertake meaningful activity involving employers in their study

The contribution of meaningful activities to the qualification must be significant and relate to the qualification as a minimum. In order to do this, the centre will:

- Produce an employer involvement plan at the start of the programme that reflects the meaningful activities that contribute to the technical qualification
 - Produce a clear and accurate meaningful activity plan that covers all learners
 - Establish and agree milestones with employers to develop, execute and review meaningful activities for learners
 - Confirm learner engagement against the defined meaningful activities identified
 - Ensure effective, reliable and accurate tracking / recording of individual learner involvement in meaningful activity in relation to the individual learner field of study
 - Prepare the learner to engage actively and positively with opportunities offered with employer involvement
 - Develop robust and accurate recording procedures that minimise the opportunity for malpractice. Maintain robust and rigorous quality assurance process.
 - Provide evidence for standards verification and quality management review as required by the awarding body
 - Monitor SV and QMR reports and undertake any remedial action required
 - All employer involvement will be reviewed on an annual basis by the BTEC Course Leader and BTEC Subject Co-ordinators.
 - Share good practice between all Technical qualification teams in reference to employer involvement
 - Provide resources to ensure effective employer involvement and accurate monitoring and recording
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