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| Policy/procedure | Sign Up, Orientation & RPL Procedure |
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| Approved by | FLM Training SLT |
| Date approved | 24 th October 2024 |
| Next review date | 24 th October 2025 |
| Changes made | |

Objective and Scope

To ensure that FLM Training Limited has a system in place to utilise the results of initial assessment and the outcomes of the eligibility process. To ensure a realistic, timely and achievable individualised My Learning Plan is negotiated and agreed with the Training Consultant, learner, and employer/mentor.

Responsibilities

Senior Administrator
 Directors
 Quality Manager
 Training Consultant/Tutor
 Operations Manager
 ALS Lead

The Directors retain overall responsibility for ensuring this procedure is adhered to and followed correctly to meet individual contract requirements.

Related Documentation

Learner Records Service
 Results of Initial Assessment/Diagnostic
 Eligibility - Recognised Prior Learning information
 My Learning Plan
 Commitment Statement
 Apprenticeship Agreement
 Individual Learning Plan
 Induction Videos and student lifestyle form
 Enrolment form

Operational Procedure

Apprentices

1. Prior to and during the signup process all relevant information will be gathered that is needed to inform the My Learning Plan and Commitment Statement
2. The eligibility process is the initial phase with the learner where all relevant information is gathered regarding the learner's previous education, training, qualifications and work experience, recognised prior learning (RPL) along with any additional support that may be required. This must be evidenced through CV's, discussion and recognised certification. This information must be recorded on the eligibility form to allow the administration department to carry out authenticity checks on the Learner Record Service website.
3. During the eligibility process learners should be given the relevant information advice and guidance regarding the most appropriate mode of training available to them based on their prior qualifications, experience, current job role and if applicable aspired job role. Employers must agree to any training recommended.
4. Following immediate completion of this information gathering the learners are sent a link to BKSB to complete Initial and Diagnostics assessments in Maths and English. The Administration Team will also check the Learner Records Service for any evidence of Prior Learning/achievements.
5. During the signup process the My Learning Plan and Commitment Statement will reflect the findings of the initial assessment and diagnostics results. This will also include any Recognised Prior Learning or achievements and any additional support needs related to the programme components. The training consultant will ensure an appropriate and individualised length of stay on programme to aim to achieve timely success.
6. Part of the sign up and My Learning Plan completion process is to carry out a skills scan analysis which relates to the specific skills required for completion of the standard/qualification in relation to the relevant job role. Here the learner can highlight which knowledge, skills and behaviours they already display and on which they will need further training. The mentor will be involved in this meeting to inform workplace targets and include work-based information.
7. Based on all this information, targeted completion dates for each of the Standard/qualification components and in turn for the whole programme will be agreed through the completion of the My Learning Plan and Commitment Statement.
8. The agreed My Learning Plan, Commitment Statement and Apprenticeship Agreement is to be signed by the Training Consultant/Tutor, the learner and the employer.
9. The completed Commitment Statement and Apprenticeship Agreement is to be returned to head office by the Training Consultant/Tutor within one week of completion. The My Learning Plan is uploaded to the Learners Microsoft Teams account to be continually updated.

10. On receipt of the documentation, Administration will process the start details and the appropriate filing/scanning of all documentation. They will also amend any costings in accordance with the length of stay as proposed by the training consultant.

11. Any relevant changes to the My Learning Plan, Commitment Statement and Apprenticeship Agreement must be agreed by the Training Consultant/Tutor with the learner and employer.

12. On agreement of changes to a learner's details, the Training Consultant/Tutor will notify Administration via email who will update the Commitment Statement.

13. In line with FLM Training Limited's commitment to equality of opportunity appropriate arrangements will be put in place to cater for the individual needs of learners.

14. My Learning Plan should be continually updated to show learners progress and to state the progressive impact during the learner journey, this will include reviews and the individualisation of the incorporated curriculum plans.

Contractual Procedure

1. The Senior Administrator will inform the Directors of the My Learning Plan and Commitment Statement requirements for specific programmes.

2. The Senior Administrator retains overall responsibility for ensuring that every learner has a copy of the My Learning Plan, Commitment Statement and Apprenticeship Agreement

3. Contracts Administration will enter all personal details, programme details and completion dates onto the MIS (management information system).

4. Contracts Administration will be notified of changes to the My Learning Plan and Commitment Statement and will update the MIS as required.

Adult Learners

1. Learner completes the course booking form, after receiving course information, funding, and qualification guidance via email. The student completes Initial Assessments for Maths and English providing results for the Individual learning plan.

2. Student is asked to apply for funding post BKSB results to ensure commitment to the course and to ensure they achieve the level of English and Maths level 1 which precludes the level of course to which they will attain of level 3.

3. Once achieved they will complete a preassigned unit 4 Poster to indicate the level of English and whether they are committed and able to complete the course demands. They will watch a Pre-recorded webinar to support them with the completion of the assignment to which will be RPL's into the course when enrolled.

4. Student watches the pre-recorded IAG video informing them of course timelines, student expectations, course guidance and FLM provided resources. If the student is happy to proceed, they complete an Enrolment Form and Student Lifestyle Form detailing any Additional Learning Needs and or disabilities that may inform learning, thus agreeing to course structure. Administrators collect all information and create a specific Individual Learning Plan.

5. If any ALS is identified a member of the SLT phones the students to advice on support plans and to gather greater information to pass onto the ALS lead.

6. On all courses Day 1 the tutor gives a full overview of the course and students complete a skills scan based on each assignment they complete within the ILP. Once graded the students learn what is expected of them and provided with deadlines.

7. Within the first 2 weeks of the course the student completes a SMART target session with the tutor to set individualised targets for both the course curriculum and English and Maths. This is then reviewed at mid and end point. If further ALS support is required, then the tutor notes this on the ILP and informs the ALS leads who sets up a one-one communication with the student.

Quality Improvement

1. The Administration Manager will carry out random audit checks to confirm the ILP has been completed correctly and in full.

2.

- It is the responsibility of the Quality Manager to review this procedure on an annual basis. The aim of the review process is to establish if written procedure is currently fit for purpose and were necessary to amend accordingly to meet the needs of the business.
- It is the responsibility of the Quality Manager to test the procedure on two levels. Firstly, is it being adhered to by the relevant staff and if it is being adhered to does it meet the required level of effectiveness to ensure the service FLM Training provides is optimised.
- If the procedure is not being adhered to, through observation it is the Quality Managers responsibility to review the procedure with the relevant staff making sure they fully understand the process.
- If it is found, through analysis of the related documentation and observation that the procedure could be improved it is the responsibility of the Quality Manager to instigate and action plan for improvement and then to monitor these changes to establish their effectiveness.