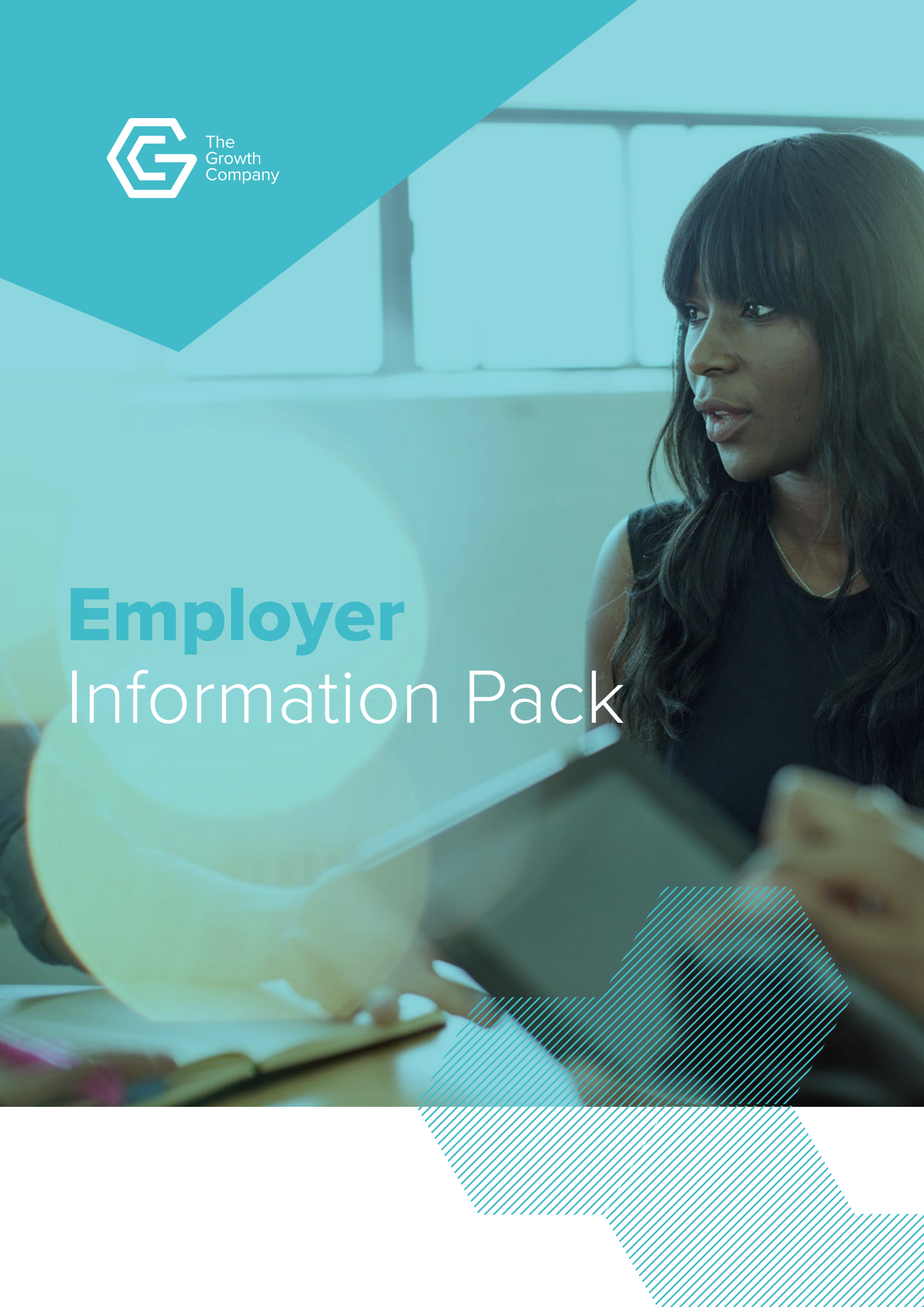




The
Growth
Company

Employer Information Pack



Contents

Welcome	03
What is an Apprenticeship?	04
Support	05
Progression	06
Safeguarding	07
Prevent and British Values	08
Be Heard	09
Anti-Bullying	09

Welcome



**96% of our employers
recommend us**

At the Growth Company Education and Skills, we are passionate about delivering a high-quality service, we understand that training and skills are essential for businesses to innovate and thrive.

As a not-for-profit organisation that delivers £60m of skills, employment and recruitment services; we are proud of the fact that any profits get reinvested into further developing our services to best support people with achieving their goals.

Apprenticeships

Apprenticeship Journey

During the apprenticeship journey, learners develop their knowledge, skills and behaviours gained by both their employer and GC. When ready, the learners will sit their end-point assessment which is a competency and knowledge-based assessment overseen by an industry body known as the End-Point-Assessment Organisation (EPAO).

Here is an example of the apprenticeship journey:

1. Pre-enrolment, suitability, initial assessment and onboarding
2. On and off-the-job learning
 - a. Functional Skills in English and maths (if applicable)
 - b. Programme specific activities, assessments, and examinations
 - c. Learner builds evidence and portfolio proving their competency of knowledge, skills and behaviours (KSB's)
3. Preparation for end-point-assessment
4. End-point-assessment completion
5. Achievement and next steps

Knowledge, Skills and Behaviours (KSB's)

Also known as KSB's, the Knowledge, Skills and Behaviours represent the core attributes an apprentice must have. These must be met by the apprentice, evidenced and assessed in order to pass their apprenticeship.

It is the role of the Independent End-Point Assessor (IPEA) to test an apprentice's competence against the KSBs. Therefore, it is paramount that you work with your apprentices' skills development tutors to allow them to meet the KSBs defined by the standard.

Off-the-Job Training

Off-the-job training is defined as "learning which is undertaken outside of the normal day-to-day working environment and leads toward the achievement of an apprenticeship."

Apprentices must spend 20% of a 30 hour week in off-the-job learning. Even where an apprentice works more than 30 hours per week for an employer, they still must spend 20% of 30 hours. If an apprentice is part-time this would be worked out as 20% of their total contracted hours.

Off-the-job training must be directly relevant to the apprentice's programme.

What does Off-the-Job Training Include?

Off-the-job training can include a number of activities that can take place on or off the employer's normal work

premises. These can include:

- The Teaching of Theory
- Practical Training
- Learning Support

Some apprentices may require more assistance during their programme. We have a dedicated additional support team here at the Growth Company and pride ourselves in aiming to enable all of our learners to reach their best potential.

For more information on OTJ [click here](#).

End-point Assessments (EPA)

End-point assessment (EPA) is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

It's important that you select an EPAO as early into the apprenticeship as possible to ensure that your apprentice fully understands the assessment criteria.

As well as successfully completing the EPA, your apprentice may need to complete several additional requirements before completion.

Once all elements of the apprenticeship are completed, the apprentice will receive their apprenticeship certificate.

For further information on End-Point-Assessment [click here](#).

Benefits to your Organisation

As an employer, you can receive funding from the government to help pay for apprenticeship training.

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

- **90%** of employers feel their apprentices acquire the KSBs they need for their chosen next steps
- **85%** of our employers say the Growth Company delivers high quality training that is relevant and meets industry standards
- **89%** of employers believe that GC apprentices have made a positive impact on the business

More information about off-the-job training for apprentices can be found [here](#).

Support

Support every step of the way

To make sure our apprentices are able to achieve, we have a comprehensive support package delivered by our friendly team. These are just some of the ways in which we can help them to achieve their goals:



Expert tutors



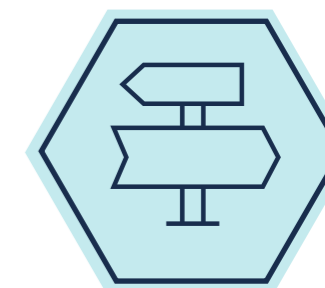
Personalised learning programmes



Excellent progression opportunities



Assistive technology



Signposting to specialist services

We pride ourselves on being a supportive training provider with a wide range of skills and knowledge. Our dedicated teams are industry specialised and we have a dedicated learner recruitment team to support with all your recruitment needs for our variety of programmes. These include: Study Programmes, Traineeships, Apprenticeships and Higher Education.

Dedicated Account Management Service

We are proud to offer a dedicated Account Management Service, which offers you tailored support and guidance to help support all your training and apprenticeship recruitment needs. Your dedicated Account Manager will offer a regular account management meeting to discuss your business needs and review your current learners, as well as looking at future growth plans and skills gaps within the business. They will also keep you up to date on new courses and funding within your sector.

Progression

We want our Apprentices to aim high!

At GC Education and Skills, we not only want our apprentices to succeed on their current programme, but on any future learning they may choose to undertake. This is why we have a range of progression opportunities with us and our partner organisations. For more information about progression opportunities with GC Education and Skills, please contact your apprentice's Skills Development Tutor.



Safeguarding



Keeping our Apprentices safe

Throughout their journey with us, it is important that all learners are, and feel, safe. We take our duty of care very seriously and believe that safeguarding is everyone's responsibility. The health and wellbeing of our students is paramount and we believe that everyone has a right to protection from abuse, whatever their age, ethnicity, religion, sexual identity or gender identity.

Safeguarding issues

A safeguarding issue is a serious risk of abuse and can include:

- Physical
- Emotional
- Financial or material
- Extremism
- Forced marriage
- Female genital mutilation
- Sexual abuse, harmful sexual behaviour or harassment
- Self neglect
- Modern slavery
- Domestic abuse including honour based violence
- Discriminatory
- Organisational
- Neglect and acts of omission
- Cyber-bullying
- Hate crime
- Radicalisation

It can also include anything else that can cause significant harm, whether this be online or offline. More information can be found within our Safeguarding Policy or by [clicking here](#).

We work in partnership with local organisations and signposting agencies to ensure we have a zero tolerance approach to all aspects of abuse

Reporting a safeguarding issue

We have a team of safeguarding officers who you can report any issues or concerns to. Please contact your apprentice's Skills Development Coach for more information.



Prevent Duty

Prevent is about safeguarding our communities from the threat of terrorism by stopping people from supporting it or becoming terrorists themselves.

What is Radicalisation?

The government defines radicalisation as “a process by which an individual or group comes to adopt extreme political, social, or religious ideas and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice.”

What is Extremism?

Extremism is defined as “vocal or active opposition to British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. We share and promote these values across our community.

British Values

GC Education and Skills follow the Government’s principles across all our locations, these include:

Liberty

- The freedom to live as you wish and go where you want
- Helping you with making informed choices
- Taking responsibility for your choices and exercising them safely making sure you know your rights

Justice – Rule of Law

- Fairness in the way people are dealt with
- Exploring the laws that govern and protect us
- Understanding the consequences if these rules are broken

- Considering that these may be different from religious laws

Democracy

- The belief in freedom and equality between people
- A broad general knowledge & respect of public institutions and services
- Helping you to influence decision-making through the democratic process
- Explaining the advantages and disadvantages of democracy

Mutual Respect

- Tolerance of those with different respects and beliefs
- Understanding that we all don’t share the same beliefs and values
- Respecting the values, ideas, and beliefs of others whilst not imposing our own on others
- Understanding how your behaviour affects your own rights and those of others
- Respecting other people’s differences, other cultures and ways of life
- Challenging prejudicial or discriminatory behaviour

Tolerance

- Understanding that we all don’t share the same beliefs and values
- Respecting the values, ideas, and beliefs of others whilst not imposing our own on others

These are taught in alignment with SMSC (Spiritual, Moral, Social and Cultural development) and are rooted in citizenship and individual development. In Ofsted’s framework (Sept 2019), these values were elevated in importance, to the extent where the old Behaviour and Welfare judgement has been separated into two key judgements - Behaviour and Attitudes and Personal Development.

For more information about the Prevent Duty and British Values, [click here](#).

the workplace, please contact your apprentices Skills Development Tutor.

Be Heard

At GC Education and Skills, we are committed to continually improving our service, which is why we are in constant conversation with our learners to understand what we can do better.

To have your voice heard, please contact your apprentice’s Skills Development Tutor.

Complaints and compliments

If you have a complaint about an experience, you have had whilst working with us, please refer to our Complaints Procedure [here](#).

You can also let us know what we are doing well so we can ensure we keep doing it and building on success, please email info@gceducationandskills.ac.uk

Anti-Bullying policy

We are committed to ensuring a zero-tolerance approach to bullying across GC Education and Skills. We will take decisive action to protect the interests of our students whenever an incident comes to light. Some of the measures we currently have in place:

- Allegations of bullying will be investigated by staff and appropriate action taken if necessary
- Cyber-bullying will be investigated by staff and appropriate actions taken as above
- Staff and tutors will provide appropriate support to those affected

If you have any concerns about bullying, including in





Info@gceducationandskills.ac.uk

0161 233 2656