



## High Quality Apprenticeships Statement

<b>Date established:</b>	November 2021
<b>Updated:</b>	Version 3 29 November 2021
<b>Reviewed:</b>	Annually
<b>Purpose:</b>	This policy aims to set out the position of MITSkills regarding High Quality Apprenticeships what they are and how they are achieved.

### **MITSkills Statement on Quality and High Standards in Apprenticeships.**

MITSkills is an Independent Training Provider with sites at West Byfleet Surrey, Barnsley in Yorkshire and, in Brentford in Hounslow, London. MITSkills offers education and training provision in a variety of venues and on employer premises. Our Apprenticeship population is culturally and ethnically age diverse and this is reflected in the student cohort. Our students include school leavers on full-time courses, Traineeships, Apprenticeships from 16 to 60s and adults gaining skills for professional and/or personal development. MITSkills employs its own apprentices in Marketing, IT and Administration. MITSkills was rated by Ofsted as ‘Good’ in March 2017.

We aim to connect, engage, and involve employers, learners’ communities, wider stakeholders and the public with our work.

We aim for engagement that will benefit learners, employers, the public and wider stakeholders by using our knowledge and expertise to inspire our learners, enhance their employability and broader skill set enabling them to have a positive impact on employers’ business and on wider society.

### **MITSkills Mission Statement**

To provide high quality, inspirational, safe education and training that meets the ambitions of individuals, businesses, and communities.

#### **Our Core Values**

**Responsiveness:** To the needs of students, employers, government initiatives and our local community.

**Respect:** Celebrating the diversity of our students and staff.

**Collaboration:** We are a team that works in a spirit of openness and integrity.

**Professionalism:** Striving for excellence, continuous improvement, and sustainability in all that we do, staff actively maintain the ethos of MITSkills to ensure all students are supported and encouraged to achieve their personal best. Where our service can be improved will respond to suggestions for improvement and/or complaints within 10 days. We will provide advice and guidance on who to complain to should an employer or learner not be happy with our proposed resolution of any complaint (See our Complaints Policy on our website).



## **Our Expectations on Quality and High Standards in Apprenticeships**

MITSkills expectations on quality and high standards in apprenticeships is aligned to the Institute for Apprenticeships as follows:

High quality will mean that those undertaking apprenticeships have confidence that the skills they are learning will help them succeed, progress, and thrive. And it means that employers will see the bottom-line return of a workforce with the right knowledge, skills, and behaviours.

Our statement ensures everyone – MITSkills staff, employers and learners – know what quality looks like and where excellence can thrive.

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## **High-Quality Apprenticeships from MITSkills**

### **Apprenticeships will be built upon:**

#### **An agreed partnership with:**

- An engaged employer with the intention and capability of employing the apprentice to train in an appropriate Apprenticeship Standard aligned to their business needs, to completion of their training and end-point assessment and securing their longer-term future.
- An apprentice who is eligible, motivated to learn, and work diligently and safely to complete their apprenticeship.
- Training and support delivered either inhouse or on behalf of the employer by MITSkills as the lead training provider where we have skills, knowledge, and capacity to deliver appropriate Standards.
- The completion of a rigorous initial assessment of the apprentice's prior learning and experience of the job role, against the standard.
- An apprenticeship agreement and commitment statement between the employer, the apprentice and MITSkills as the provider, which sets out the training programme and covers the points in this statement.
- Quality advice and guidance by MITSkills, that is Matrix accredited advice via our qualified staff and suitable signposting to support employers and learners throughout the Apprenticeship journey.
- As the Training provider MITSkills commitment to Apprentices working in partnership with the employer that the delivery offer will be in line with the ESFA funding rules, meet the commitments made to apprentices in our Learner Charter and Policies. That our delivery is safe and high-quality conforming to the requirements of the Institute for Apprenticeships, the appropriate Apprenticeship Standard, the requirements of any Associated Awarding Body for any required qualification and working with the employers and the EPAO to ensure they are endpoint ready.
- As the Training provider MITSkills commitment to the Employer is to support employers through the delivery of quality apprenticeships in line with the ESFA



funding rules and guidance for employers including supporting recruitment via the Apprenticeships Service where appropriate. We will meet the commitments made in our Employer Handbook and Policies, the agreed commitment statement and contract for services for our Apprenticeships. We will ensure that we conform to the requirements of the Institute for Apprenticeships, the requirement of the Appropriate Apprenticeship Standard, the requirement of any Associated Awarding Body for required qualification and working with employers, apprentices and the EPAO to ensure apprentices are endpoint ready.

### **The occupation and standard**

- Entry to a recognised occupation which can be transferred to other relevant employers and is sufficiently skilled to require employment and training of at least a year's duration with 20% of the time in off the job training and the employer is committed to facilitating this period.
- Is based on the written standard approved by the Institute of Apprenticeships which fully defines the occupation in terms of the responsibilities and tasks involved and the skills, knowledge and behaviours required to achieve competence.
- MITSkills will offer Matrix accredited advice and guidance to support the Employer and Apprentice to identify the Standard that matches the proposed occupation of the apprentice.

### **The job**

- Employment in a job with legal and contractually acceptable terms and conditions and confirmed by the employer and learner as paid the relevant minimum wage.
- The job role, together with the off the job training, provides opportunities to cover the full occupational profile and learning all the skills, knowledge and behaviours required.

### **The training programmes**

- A challenging and stretching training and learning programme developed and delivered by MITSkills qualified and experienced staff, with the active involvement of the employer(s), which uses a range of effective on and off the job training methods as well as work itself.
- To develop the Apprentices wellbeing and personal development skills including Safeguarding, Prevent, British Values, Equality Diversity, Health and Safety, Extremism & Exploitation and Health Living and Lifestyles.
- A motivating and supportive workplace from the employer including appropriate on the job training with coaching and mentoring support for the apprentice and continuous assessment of progress.
- An extended period of on and off the job training (at least twelve months duration with a minimum of 20% of the time in off the job training) which develops not only the behaviours, knowledge and skills required but also the additional transferable skills which allow an apprentice to deal with new employers, situations, problems and equipment.



- Employer, learners and MITSkills delivery staff will regularly review and agree learners progress, support needs, and planned learning on an agreed basis with the opportunity for employer and learner to give feedback and agree changes to the delivery to match their needs to ensure progression and focus learning on new and relevant skills related to the Apprenticeship Standard.

**End-point assessment and certification**

- MITSkills will identify, and contract with an appropriate End Point Assessment Organisation (EPAO) in agreement with the employer.
- MITSkills and the Employer will ensure any Apprentice has an understanding of the requirements of the End Point Assessment at least 6 months prior to the proposed EPA date and that a suitable mock and EPA readiness assessments is agreed, based on the EPAO guidance.
- Achievement prior to entry to end-point assessment, of the appropriate level of English and maths, any digital skills required and other specified components of the apprenticeship, signed off by the employer. The employer, learner and MITSkills staff agree that the learner is End Point Assessment ready. (The employer will have the final decision).
- MITSkills will offer advice on potential progression routes for all Apprentices matched to the occupational progressions and career aspirations.
- National standards built into a demanding independent assessment at the end of the apprenticeship, carried out by a registered apprenticeship assessment organisation, which meets the Institute’s requirements for quality, set out in its guidance on external quality assurance.
- Certification by the Institute on completion of the whole apprenticeship.
- Recruiting employers and apprentices use this trusted record of employability as a licence for the occupation and to access related professional status.

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