

Archway BTEC Employer Involvement Protocol



Aims and Objectives

To organise structured work experience or work placements that develop skills and knowledge relevant to the BTEC qualification. To ensure that work experience is meaningful and central to the curriculum as a key part of non-qualification activities.

Work experience helps students to:

- experience work at first hand
- understand how employers and organisations work
- experience the social relationships at work
- appreciate the expectations that employees will have of fellow workers
- gain the self-confidence needed in an adult world
- develop both skills and knowledge for adult life

To promote communication between the employer and individual learners to ensure that both are fully informed and provided with a clear set of objectives.

To co-ordinate projects or assessments set with input from industry practitioners whenever possible

To co-ordinate master classes or guest lectures from industry practitioners

To create opportunities for 'expert witness' reports from practitioners that contribute to the assessment of a learner's work.

To ensure a designated lead for employer involvement

To ensure that there is an accurate and detailed recording of meaningful employer involvement for every individual learner.

The contribution of meaningful activities to the qualification must be significant and relate to each programme area.

To ensure that employer involvement becomes an integral part of the BTEC quality process at Archway School.

Procedure and Responsibilities

The Work Experience Co-ordinator has been appointed to co-ordinate work experience placements; liaise with programme leaders to help organise guest speakers / master classes and to support all staff involved in BTEC programmes to integrate meaningful employer involvement. The Work Experience Co-ordinator also

has the responsibility for promoting clear communication to local employers. The Work Experience Co-ordinator will work closely with the Quality Nominee to ensure that employer involvement is prioritised, meaningful, monitored and reviewed.

It is our intention that every student at Archway completes one week of work experience by the end of Year 10, and those in the Sixth Form by the end of Year 12. Sixth Form students following vocational courses must complete an appropriate work placement for their course.

Health & Safety checks are conducted by an external agency and overseen by the Work Experience Co-ordinator.

During the period of Work Experience the student is required to complete the log section of the Work Experience booklet. A member of the school staff will endeavour to visit the student during their time on Work Experience to enable the quality of placement to be reviewed.

Programme Leaders will actively promote the need to develop meaningful employer involvement into BTEC course delivery and lesson plans with each programme team.

Internal verifiers will continue to verify a sufficient sample of activity undertaken and provide feedback and support to improve the tracking of and type of employer involvement provided.

The Quality Nominee will disseminate an employer involvement plan to Programme Leaders at the beginning of each academic year. Programme Leaders will use the plan to track, monitor and review employer involvement each year. An electronic copy of the plan will be kept centrally for each programme area in the quality area on the 'o' drive.

All BTEC staff will receive support and be encouraged to keep robust and accurate recording procedures that minimise the opportunity for malpractice.

Secure records of all activities will be maintained for a minimum of 3 years after certification.

All BTEC staff will be encouraged actively promote the importance of employer involvement with individual learners through induction, tutorials and lesson delivery.

Employer involvement will be added as an agenda item to every BTEC quality meeting and the work experience co-ordinator will be invited to attend.

Employer involvement will be included in the internal BTEC course review every June.

The Quality Nominee will continue monitor SV and QMR reports and undertake any remedial action.

This protocol will be reviewed by Emily Fowler, Quality Nominee on or before 24/07/2018