



WELCOME TO HADDON TRAINING

EXCELLENCE TRAINING



EMPLOYER HANDBOOK

Equine, Animal Care and Business Sector Experts



Supportive. Pursuit of excellence. Inspire. Recognition. Integrity. Team

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Section 1:

WELCOME TO HADDON TRAINING



Haddon Training was established as an Independent Training Provider in 2001. Over the past 15 years the company has gone from strength to strength and has built an outstanding reputation for delivering high quality work based Apprenticeship programmes across 3 sectors; **Equine, Animal Care and Business.**

Haddon Training hold a direct and growing contract with the Skills Funding Agency, annually supporting over 900 employed staff gain accredited and industry recognised qualifications. Haddon Training employs a network of 70 staff, covering the length and breadth of England and Wales.

Haddon Training is an award winning, OFSTED Grade 1 (Outstanding) Training Provider, who also hold MATRIX accreditation. The Matrix is an education and training quality mark, recognising Haddon Training's ability to provide high level information, advice and guidance to partners, employers and learners.

Employers recognise the need to develop their staff's wider skills and over 130,000 businesses across the UK offer Apprenticeship places because they recognise their effectiveness at increasing productivity, improving business performance and ensuring a committed and competent workforce.

I am confident that you will receive excellent support from my highly qualified and vocationally experienced staff. You can be reassured in knowing that you are being supported by an Ofsted Grade One, 'Outstanding' training provider.

We look forward to working with you

Chris Hewlett
Managing Director

Follow us on social media for updates, search for Haddon Training:



APPRENTICESHIPS- THE FACTS



SECTION 2: Apprenticeships and the benefits?

Apprenticeships are work-based training programmes, designed to meet the needs of young people, adults and employers. Completing an Apprenticeship will lead to a nationally recognised industry qualification.

Apprenticeships are designed by Sector Skills Councils and employers to ensure that they reflect the current market and industry needs; they offer a structured programme that provides your apprentice with the skills needed to do the job well. As the employer you will develop the Apprentice by providing guidance, mentoring and on the job practical training in the workplace. A Haddon Training Assessor will visit regularly to carry out practical assessments and support the Apprentice with the theoretical skills, knowledge and understanding. There is no off site training or day release to college, minimising the disruption to your business.

An Apprentice is an employed member of staff who requires training to develop their skills, confidence and commercial speed to become a productive and valuable member of staff.

The length of the Apprenticeship varies depending on the learner's prior skills, the qualification being obtained and industry requirements. Generally, Apprenticeships take between one and two years to complete. A learner can start an Apprenticeship at any time of the year, but they need to be employed for a minimum of 30 hours per week*.

*In some cases Apprentices can work part-time (16-29 hours per week), but this will increase the length of the programme, allowing for the required training and guided learning hours. If an Apprentice works 16 hours a week, the programme is lengthened from 1 to 2 years.

Why Employ an Apprentice?

Apprenticeships can bring a number of benefits to your organisation. Employing your own Apprentices allows you to shape their skills to your organisation's needs, helping to meet long term business goals.

Apprentices are usually more open to new ways of thinking, and able to quickly assimilate into your business's culture and processes.

Because of their highly tailored skills and loyalty to the business, Apprentices often progress into management roles within the same company in which they have been trained.

By taking on an Apprentice, you are giving more young people and adult learners the opportunity to train and learn within a work environment, gaining the skills and qualifications required to develop their career.

As such, the Government has made funding available to support you in employing an Apprentice. Please see section 6 for further details.

SECTION 3: Levels

There are different levels of Apprenticeships available:



Intermediate Level 2 Apprenticeships (equivalent to 5 GCSE's grade A-C)

Apprentices work towards a Level 2 Work Based Diploma (competence), Functional Skills and a Technical (knowledge) qualification. They will also work towards personal learning and thinking skills and employment rights and responsibilities.

Advanced Level 3 Apprenticeships (equivalent to 2 'A' Levels)

Apprentices work towards a Level 3 Work Based Diploma (competence), Functional Skills and a Technical (knowledge) qualification. If the Apprentice has not progressed from a level 2 then they will also need to work towards personal learning and thinking skills and employment rights and responsibilities.

Haddon Training will provide thorough Information, Advice and Guidance regarding progression routes to higher level courses, qualifications and opportunities.

SECTION 4: The Components of an Apprenticeship explained

The Diploma

The Diploma demonstrates competence in performing relevant skills as well as developing knowledge. In addition to mandatory units there are a range of optional units on different topics that can be chosen to reflect the needs of the learner, job role and organisation.

The Technical Certificate

A technical certificate is a standalone qualification that underpins the understanding of knowledge and will cover theoretical aspects of the qualification. This enables the learner to understand not only how tasks are done but why. Generally obtaining the technical certificate involves commitment to a minimum number of study hours and completion of a multiple choice test.

Functional Skills

Functional skills are those core elements of English, maths and ICT that provide individuals with the skills and abilities they need to operate confidently, effectively and independently at work. If the Apprentice doesn't have the required GCSE grades (C or above) in these core subjects, then Haddon Training will complete a thorough initial and diagnostic assessment. This will help us to ascertain their current ability and agree a structured training programme to work towards English, Maths and ICT at level 2*.

*ICT is not required for all Frameworks.

Employment Rights and Responsibilities

It is important that every employee understands his or her rights and responsibilities in the workplace. There are many laws which protect the safety, wellbeing and rights of employees at work and it is important that employees understand their rights and responsibilities. This is why your Apprentice will learn about their employee rights and responsibilities as an integral element of the Apprenticeship programme.

Personal Learning & Thinking Skills

Personal, learning and thinking skills (PLTS) provide a framework for describing the qualities and skills needed for success in learning and life. The PLTS framework has been developed and refined over a number of years in consultation with employers, parents, schools, learners and the wider public.

The framework comprises six groups of skills:

- independent enquirers
- creative thinkers
- reflective learners
- team workers
- self-managers
- effective participants

For each group of skills, a focus statement sums up the range of skills and qualities involved. This is accompanied by a set of outcome statements that describe the relevant skills, behaviours and personal qualities.

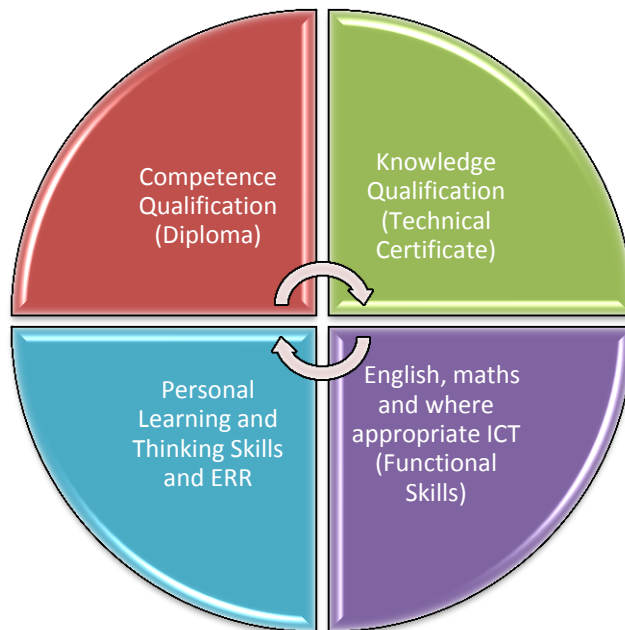
Personal, Social and Employability Development

- In addition to the core components of the Apprenticeship (Diploma, Technical Certificate, English, Maths, Personal Learning and Thinking Skills and Employment Rights and Responsibilities), learners will be supported to develop personal, social and employability skills. Haddon Training offer learners the opportunity to complete online and interactive e-learning courses, covering topics such as;
 - **Communication in the workplace**
 - **Confidence and self-esteem**
 - **Positive attitudes and behaviours at work**
 - **Self-assessment and action planning.**

Special Consideration

If you believe, because of a learning difficulty or a disability, that your learner may be entitled to special consideration during their training please discuss with your Assessor or Internal Quality Assurer at the start of the programme.

Achievement



Completing all components will lead to achievement of a nationally and industry recognised qualification.

SECTION 5: The Apprenticeship Programmes that Haddon Training offer



Equine

- Riding
- Horse care & management
- Breeding
- Coaching
- Racing (Riding and non-riding)
- Saddlery (Saddle, Bridle and Harness)



Animal Care

- Animal Care and Welfare
- Zoos and Wildlife
- Dog Grooming
- Pet Care and Retail
- Animal Training



Business

- Administration
- Customer Service
- Team Leading
- Management
- Warehousing

SECTION 6: Employment and Grants

Apprentices Wages

To be eligible to take up an Apprenticeship, young people and adults must be between the ages of 16 and 65, hold a contract of employment and be working a minimum of 30* hours a week. They must also be an EU citizen and not have a degree.

Qualifications must enable the learner to improve their knowledge and skills, rather than just accredit prior knowledge. The Government will therefore only fund 16-65 year olds that;

- Are new to the job/role
- Adequately take account of and record prior attainment
- Have just entered a new sector/industry
- Can demonstrate a significant gap in practical and theoretical knowledge
- Have been promoted and have new and unfamiliar responsibilities.

You will be asked to sign an employer declaration to confirm that your Apprentice meet the criteria and therefore is eligible for funding.

National Living and Apprentice wage



In October 2016 the new rates will be:

- £7.20 per hour - 25 yrs. old and over
- £6.95 per hour - 21-24 yrs. old
- £5.55 per hour 18-20 yrs. old
- £4 per hour - 16-17 yrs. old
- £3.40 for apprentices under 19 or 19 or over who are in the first year of apprenticeship.

The rate will then change every April starting April 2017.

The 'apprentice' rate is for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the minimum wage for their age.

Key points:

- Young workers are entitled to two days off per week.

- A daily rest break of 12 consecutive hours (the break between finishing work one day and starting work the next).
- A rest break of at least 30 minutes if the working day lasts more than 4.5 hours.
- Young workers normally will not work more than 8 hours a day and 40 hours a week.
- Young workers don't normally work at night - however, there are some exceptions.
- Workers aged 16-17 are entitled to be paid at least the National Minimum Wage at the relevant rate.

For more guidance on the current National Minimum Wage, go to: www.gov.uk/national-minimum-wage-rates or ACAS: <http://www.acas.org.uk/index.aspx?articleid=5410>

Funding and Centralised Grants

There is Government funding available to contribute towards the costs of recruiting and training an Apprentice. Whilst the Government will fully fund the Apprenticeship programmes for learners aged between 16-18 years old, they only provide 50% of the costs for learners aged 19 and over. For learners aged 24 and older, the amount of funding is lower and not always available.

As an employer of an Apprentice, you may be eligible for an AGE 16 to 24 grant. For more information, visit: www.apprenticeships.org.uk/employers/steps-to-make-it-happen/incentive.aspx

To support the training and delivery costs for 19-24 year old Apprentices, Haddon Training request a £500 employer contribution. This is invoiced and off-set against the £1500 AGE Grant payment.

Please note that whilst AGE Grant funding is approved after 13 weeks of employment, it can take up to 23 weeks to receive and make payment into your bank account.

Age Grants can vary based on your geographical location (availability, amount, application process and payment method). If in doubt please ask your Assessor.

SECTION 7: The Learner Journey

Haddon Training ensures that all learners receive the very best training and support whilst undertaking an Apprenticeship. As the employer you are responsible for delivering the training to the Apprentice at work, using your expertise, knowledge and skills to teach the trade. Haddon Training will provide an Assessor, who will visit regularly to assess the learner's progress, provide non-vocational training and support the young person/adult to achieve the qualification.

Enrolment

Initial and Diagnostic Assessments will be completed with all learners irrespective of GCSE grades (or equivalent). For learners with English and Math GCSE Grade D or below the initial and diagnostic assessment will inform the Functional Skills level.

For learners with English and Math GCSE A-C the initial and diagnostic assessment will help to identify any areas for support, ensuring we continue to develop the learner's skills via contextualised learning (embedding English, maths and ICT into everyday work related and social activities).

| | |
|----------------------|---|
| *Levels | |
| Pre-Entry | |
| Entry level 1 | |
| Entry level 2 | This is the minimum entry requirement for an Intermediate (level 2) Apprenticeship, as the Apprentice will need to achieve Functional Skills at level 1 (+2 levels) |
| Entry level 3 | This is the minimum entry requirement for an Advanced (level 3) Apprenticeship, as the Apprentice will need to achieve Functional Skills at level 2 (+2 levels) |
| Level 1 | |
| Level 2 | |

*The level is determined by the initial and diagnostic assessment. Wherever possible, Apprentices are stretched and challenged to work towards English, maths and ICT (where applicable) at level 2.

Documentation completed at enrolment:

- Initial Assessment;
- Individual Learner Record
- Apprenticeship or Programme Agreement
- Learner's Health and Safety questionnaire
- Vocational Skills Scan
- AGE paperwork if eligible

A visit record is completed, documenting what has been covered during the visit. SMART targets are also set for the learner to complete between visits.

Induction and Diagnostic Assessment

All apprentices are inducted by their own Assessor. This is to ensure that they are 'placed' on to the right programme, at the right level and that any prior knowledge or experience is taken into account.

During the Induction the Assessor and Apprentice will complete:

- An Apprenticeship induction
- Completion of diagnostic assessments to inform the Individual Teaching, Learning and Assessment Plan
- Review job role/vocational skills scan and select Diploma optional units
- A Learning Styles questionnaire
- Agree the ITLP (Individual Teaching, Learning and Assessment Plan) – mapping out the objectives and timescales for each component of the Apprenticeship
- Provide learners with their portfolio
- Signpost you and the learner to our online resource libraries (Employer and Learner Zone), providing you with login details
- Issue you and your learner with further information/ handbooks.

Following the Induction the learner will be set tasks to complete. These tasks will be individually assigned to the learner and tailored to the Individual Teaching, Learning and Assessment Plan.

Delivery

Your Assessor will arrange regular visits to the workplace to assess practical activities and underpinning knowledge.

At each visit your Assessor will review the following:

- progression against the Individual Teaching, Learning and Assessment Plan (Milestones)
- complete regular visit records – documenting progress and next steps.



Your Haddon Training Assessor

Your Assessor is an occupationally competent member of the delivery team who is carefully matched against your business type and specialist needs. They will visit your Apprentice in your workplace on agreed dates to review progress, carry out assessments and provide them with the necessary knowledge and learning required to complete their qualification. Our Assessors have a wealth of industry experience, skills and knowledge and regularly update their professional development records to keep up to date with the latest industry practices.

Your Assessor is your support throughout this qualification and is available to you at any time. Their contact details can be found on page 14 of this document.

During each visit your Assessor will provide the learner with new tasks and activities as well as giving you feedback on their achievement to date. These are key opportunities to discuss any problems or issues you are having.

Your Assessor will also be able to answer questions and deal with any concerns no matter how trivial they may seem. If they are unable to help then they can point you in the right direction.

Methods to assess the learner's work

Observation – this will be carried out in the workplace by the Assessor and recorded in the learner's portfolio.

Professional Discussion - this is a planned discussion that has an agenda which has been pre-agreed with yourself and the learner.

Product Evidence - these are examples of documents that the learner completes at work and which support the observations that have been carried out.

Project/Assignment - these may be set by the Assessor and will come with instructions on how these are to be completed and what needs to be included.

Oral and Written Questioning - is used to cover knowledge and check understanding.

Witness Testimony - this can be completed by you to support the assessments carried out and capture evidence of activities the learner has completed between the visits with your Assessor.

Learner Statements – these are completed by the learner, covering an activity they have carried out and then the statement is endorsed by you as the employer.

Video/Photographic/Digital Voice Recordings – a variety of product evidence may be gathered for the learner's portfolio, wherever possible reducing the amount of written work.

SECTION 8: Expectations and responsibilities

Employer Responsibilities:

- To provide the learner with a written contract of employment and pay them at least the National Apprenticeship Wage in accordance with their agreed terms and conditions, taking into account other relevant legislation including the Working Time Directive. The Working Time Directive and other useful information/guides can be found on the employer zone.
- To agree jointly with Haddon Training Ltd and the learner, an Individual Teaching, Learning and Assessment Plan and ensure that satisfactory progress is maintained. Any changes to the plan will be agreed at frequent visits.
- To provide the Assessor with at least 24 hours' notice, if a planned appointment needs to be cancelled.
- To immediately inform the Assessor if the learner has an accident, near miss or has left employment or the programme.
- To allow the Apprentice time away from their day to day duties to meet with their Assessor and work towards their Apprenticeships. Visits can take up to 3 hours. This should be part of the Apprentices working day, with time before/after work, breaks etc. avoided.
- To provide the Assessor and Apprentice with access to the internet/WI-FI to undertake online training and exams.
- To provide, as far as is reasonably practical, the experience, facilities and training necessary to achieve the learning objectives specified in the Individual Teaching, Learning and Assessment Plan without loss of wages.
- To treat the learner fairly and reasonably and not discriminate or act unfairly against them.

- To undertake legal and contractual responsibilities for their health and safety.
- **On-the-job Learning:** as an employer, it is important that you provide your Apprentice with an induction into their role and continual on-the-job learning. Through on-the-job learning, an Apprentice will develop job specific skills that will enable them to fulfil the role and meet the requirements of their qualification. During the course of the Apprenticeship, you can support your learner through the following actions:
 - ✓ **Help to plan:** *Identify activities that can be used to generate evidence and set targets for achievement and assessment.*
 - ✓ **Observe and analyse:** *Monitor your learner and check their work regularly. Record any areas for improvement and give opportunities for practice.*
 - ✓ **Give feedback:** *Discuss performance with your learner, ensuring they input to the process. Be positive about things they have done well and be open and honest about any areas for improvement.*
 - ✓ **Explain or demonstrate:** *Discuss ways of improving techniques and, if possible, use examples of similar work, or demonstrate better techniques.*
 - ✓ **Provide opportunities:** *Ensure your learner has the opportunity to practise and develop their skills and aim to allocate activities that will encourage them. If possible, change their routines regularly to add a variety of tasks and provide further opportunities to learn.*

Apprentice Responsibilities:

- To work in accordance with your policies and procedures.
- To observe your terms and conditions of employment.
- To be diligent and punctual at work and to attend courses, keep records, take part in and contribute to the regular visits, undertake assessments in order to achieve individual learning plan objectives and keep you informed of progress towards those objectives.
- At all times behave in a safe and responsible manner and in accordance with the requirements of health and safety legislation.
- Accept responsibility for their own learning and to ask for help when needed (from the Assessor or supervisor/trainer).
- Inform their Assessor of any changes in employment and/or personal details.
- To complete all required work between Assessor visits.
- Provide feedback (e.g. via surveys) of the quality of the service provided within the training programme.
- To notify their Assessor 24 hours prior to a session if they wish to cancel. Failure to keep scheduled appointments or not notifying the Assessor in a timely fashion could lead to a review of their programme.

Haddon Training Ltd Responsibilities:

- To ensure that the contents of the Individual Teaching, Learning and Assessment Plan meet the requirements of the Specification for Apprenticeship Standards for England.
- To ensure that the training meets the requirements set out in the contract between Haddon Training Ltd and the funding organisations, in particular in relation to quality assurance process, including equality and diversity, health and safety and safeguarding obligations.
- To visit the learner regularly and ensure objectives are met and achievement is timely.

SECTION 9: Learner Support

Haddon Training Ltd is dedicated to fully supporting the learner through their learning programme. The Individual Teaching, Learning and Assessment Plan (ITLP) is tailored to the Apprentices individual needs and will document any additional learning support required. We will provide the learner with the relevant resources to ensure that they have the individual support needed to achieve. If you feel, at any time that the learner requires additional learning support then please speak to your Assessor or Internal Quality Assurer.

SECTION 10: Complaints

Any Apprentice or employer who wishes to lodge a complaint is advised to first raise the issue with their Assessor. If this does not resolve the problem they can write/ email the Programme Manager. Haddon Training Ltd aims to deal with all complaints within 5 working days of receipt of the letter/email. A full copy of our complaints procedure is available on request.

SECTION 11: Surveys

Haddon Training Ltd values your feedback and from time to time you will be required to complete satisfaction surveys. These surveys may be electronic or paper based. You may on occasion be asked to complete surveys from third party organisations such as the Skills Funding Agency (SFA). It is important that we receive your feedback to enable us to continue to support future learners and improve our services. Each year we produce a Self-Assessment Report and Quality Improvement Plan and the information you provide is a vital part of this process, helping us to develop and continually improve.

SECTION 12: Further sources of Information

Haddon Training has set up an Employer Zone. This can be accessed via our website:
www.haddontraining.co.uk

Username: **Haddonemployer**

Password: **Haddon.1**

We constantly update the Employer zone with useful information and links, this includes:

- ✓ A guide to employing an Apprentice
- ✓ The Apprenticeship Grant
- ✓ Contract of Employment Template
- ✓ Working Time Directive
- ✓ HSE – 5 Steps to Risk Assessment
- ✓ Reporting Accidents

SECTION 13: Contact Detail

| Job Role | Name | Contact details |
|-----------------------------------|---|---|
| Assessor | | |
| Head of Quality | Jude Holloway | Office: 01672 519977 |
| Finance Department | Emily Gray | Direct Line: 01672 518477 Office: 01672 519977 |
| Central Administration Team | Sarah Bartholomew | Direct Line: 01672 518463 Office: 01672 519977 Sarah.Bartholomew@haddontraining.co.uk |
| Chief Operating Officer | David Grant | Direct Line: 01672 518453 David.Grant@haddontraining.co.uk |
| Managing Director | Chris Hewlett | Office: 01672 519977 Chris.hewlett@haddontraining.co.uk |
| Business Development Coordinators | Susanna Newman (Equine) Jenny Jones (Business and Animal Care) | Susanna.newman@haddontraining.co.uk Direct Line: 01672 518456 Jenny.jones@haddontraining.co.uk Mobile: 07931 504519 |



SECTION 14: FAQ's

Are Apprenticeships available for existing staff?

Please see section SECTION 6: Employment and Grants/Apprentices Wages

Do I have to employ my apprentice?

Please see section SECTION 6: Employment and Grants/Apprentices Wages and the National Minimum Wage

How long does an Apprenticeship last?

Please see section SECTION 2: Apprenticeships and the benefits/paragraph 4

What should be included in the written contract of employment?

- ✓ Name and Address of Employer

- ✓ Name and address of Employee
- ✓ Job Title (Apprentice/Advanced Apprentice)
- ✓ Start date of employment
- ✓ Planned end date (e.g. 12 month Apprenticeship Contract)
- ✓ Wage: Rate of pay and how it is to be paid (weekly or monthly in arrears)
- ✓ Day/date on which wages are paid
- ✓ Hours of work (according to age)
- ✓ Holiday entitlement (Apprentices are entitled to 20 days paid holiday per year)
- ✓ Sick leave and pay
- ✓ Notice of Termination of Employment (e.g. 1 week/1 month)
- ✓ Special arrangements/deductions
- ✓ If the Apprentice 'lives in' you may charge. Further details here:
<https://www.gov.uk/national-minimum-wage-accommodation>
- ✓ Holiday: In addition to 20 days paid holiday per year, the learner is entitled to Bank Holidays. Therefore, if you require the learner to work Bank Holidays, you must provide time off in lieu – the agreement must be made clear in the contract of employment

How many hours can an Apprentice work?

16-17 year old Apprentices:

- May not work longer than 40 hours per week
- Work no longer than 8 hours per day
- Must be given breaks and lunch break
- Must be given 2 days off each week

18+ - must not work more than 48 hours per week (unless they opt out of the working time directive).

What happens if I become so busy that I cannot train someone for a while?

We'll work with you to re-profile the apprentice's training programme to reflect your work pressures. A break in learning may be possible, suspending the training/learning for an agreed period. This time is not lost and added to the end of the programme to extend the planned end date.

What happens if my apprentice leaves before the end of the Apprenticeship?

We'll help the apprentice to complete their Apprenticeship elsewhere and support you to find a replacement.

What if I can't find anyone suitable for my Apprenticeship?

We'll advise on how to attract more people to your Apprenticeship vacancy. If you find someone who you might want to take on but feel they are not quite job ready, then a Traineeship may provide the answer.

A Traineeship is a work placement for 16 – 24 year olds designed to help them develop the workplace skills and experience that businesses need.

Is there an upper age limit for the person I recruit or train as an apprentice?

No. This recognises that many people will have to adapt their skills during the course of their working lives and an Apprenticeship will often be the best route to achieving this.

Is there a lot of paperwork?

We are drawing down Government funding and are subject to regular audits, we therefore have an obligation to ensure records are thorough. The majority of the documentation is completed by the Assessor and learner; we however continuously strive to streamline our documentation. We are also regulated by OFSTED and need to thoroughly record the learner journey and individual progress.

What about part-time apprentices?

Apprentices can be part-time but the time it takes to complete an Apprenticeship is extended proportionately so that the total amount of training time is not reduced. Please see section SECTION 2: Apprenticeships and the benefits/paragraph 4.

What happens at the end of the Apprenticeship?

This is a great achievement by you both and should be celebrated. After a year or more of training, most young people are hungry for more and need to continue to develop. They have the potential to go further with your guidance and support.

They can be even more productive for you. Many apprentices go on to complete higher level Apprenticeships as there are many opportunities for progression. We'll be able to advise on the different options and provide a career route planner.

What happens if I have issues or concerns about the learner?

Haddon Training has provided contact details within this handbook. Our Assessors can provide ongoing information, advice and guidance and support with most day to day questions. If you are unable to contact your Assessor, or have serious concerns regarding a learner's welfare or progress etc. then please contact the Programme Manager.

How long does the Assessor need with my Apprentice?

Your Assessor will visit the workplace regularly, normally every 4-6 weeks. Whilst we will need to complete practical observations and assessments, there is a requirement to cover a range of topics:

- English
- Maths
- ICT
- Personal, Social and Employability training
- Technical Certificate training
- Exams
- Written work and Q&A sessions

Allowing your employee to undertake an Apprenticeship is a commitment and we will require up to 3 hours with the learner at each visit. This should be part of the Apprentices working day, with time before or after the working day and breaks avoided. During these visits there should be no pressure for the learner to do their duties/return to work.

Do I have to provide PPE?

Yes, Apprentices should be provided with the required PPE, ensuring their safety at all times.



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