



Training & Assessment

Employer's Journey - CYPW/EYE



A guide to help Employers understand the journey through their Employees qualification with Wessex

Note: Provide valid CRB/DBS number for all Managers



working together



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INDUCTING LEARNERS

Ensure learners are given:

- ◆ Supervisors details
- ◆ Training in H&S at work
- ◆ Policies and Procedures
- ◆ Up-to-date job description
- ◆ Conditions of employment
- ◆ Specific roles where they remain consistent i.e. within the same room so that key worker responsibilities are not affected.

INDIVIDUAL TRAINING PROGRAMMES

Help learners:

- ◆ Identify training and development needs
- ◆ Have time to attend training courses during work time
- ◆ Identify learning opportunities in the workplace
- ◆ *As an Employer*, understand the training programme requirements

DELIVERING TRAINING

Allow learners to:

- ◆ Develop knowledge and skills
- ◆ Attend off-the-job training sessions as agreed
- ◆ Put into practice all that they have learned off-the-job
- ◆ Give them time to compile portfolios in the workplace
- ◆ Update Safeguarding and First Aid training

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REVIEWING PROGRESS

Participate and advise:

- ◆ In learner review meetings
- ◆ On workplace learning opportunities available
- ◆ Inform Wessex of any concerns in regard to learner's progress
- ◆ On ways of supporting and encouraging learners through their training programme

ASSESSING COMPETENCE

Help learners and allow:

- ◆ Time for feedback and planning following assessment (*as the Employer*- read and sign the feedback)
- ◆ Opportunities to demonstrate competence in tasks
- ◆ To collect evidence of work and supply signed witness statements as evidence
- ◆ Appraise their knowledge and skills in the workplace
- ◆ Flexible routines
- ◆ Level 3 learners an opportunity to lead

SUPPORTING LEARNERS IN WBL TRAINING PROGRAMMES

Help and provide:

- ◆ Learners to understand the long term benefits of training
- ◆ Time to work and develop their portfolio regularly
- ◆ Encouragement to attend and show real interest in training
- ◆ *As Employers* be aware of problems which may affect learning and inform Wessex



Training & Assessment

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