

King Alfred's EdExcel BTEC Employer Engagement Policy

Person responsible for policy: Emma Frost BTEC Quality Nominee

Date agreed by the SLT	5/9/2023
Date to be reviewed (<i>maximum 12 months after date above</i>)	5/9/2024
Senior Leadership Team member accountable for review	Chloe Butterfield

**Revised: September 2023
Version No: 7**

This policy will be reviewed every 12 months by Emma Frost, BTEC Quality Nominee.

Employer Engagement Policy

Rationale

King Alfred's endeavour to provide all students aged 16-19 working towards one of the BTEC technical level 2 awards undertake 'meaningful activity' involving employers from a list of eligible activities reproduced below. Activities and their contribution to the students' learning are set out in each qualification specification. Partnerships with employers give BTEC students a direct insight into the world of work and working practices that not only motivates and inspires, but clarifies and expands on the knowledge and skills that students develop through their BTEC studies. This meaningful activities should come from the following list:

- Undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification.
- Undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s);
- Take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures.
- Industry practitioners operate as 'expert witnesses' that contribute to the assessment of a learner's work or practice, operating within a specified assessment framework. This may be a specific project(s), exercise(s) or examination(s), or all assessments for a qualification.

Activities that are not meaningful are as follows:

- Employers' or industry practitioners' input to the initial design and content of a qualification
- Employers hosting visits, providing premises, facilities or equipment
- Employers or industry practitioners providing talks or contributing to delivery on employability, general careers advice such as CV writing, and interview training
- Learner attendance at career fairs, events or other networking opportunities
- Simulated or provider-based working environments
- Employers providing students with job references.

All BTEC students will benefit from employer engagement. BTEC assessors have a responsibility to ensure that links with employers are effective, efficient, relevant and mutually supportive.

Those engagement activities should have clear learning outcomes related to specific assessment criteria and be communicated to all parties involved, enabling BTEC departments to assess the effectiveness of activities for students and employers. Those activities should be subject to regular monitoring, evaluation and review. This policy has been written to adhere to the BTEC Employer involvement guide (appendix 1).

(This links with the whole school work experience and careers education policies)

Aims:

1. Employer involvement in the delivery and/or assessment of technical qualifications provides a clear 'line of sight' to work, enriches learning and raises the credibility of the qualification
2. To ensure a designated lead for Employer Involvement
3. Requires all learners to undertake meaningful activity involving employers during their study
4. To ensure that there is an accurate and detailed recording of meaningful employer involvement for every individual learner
5. The contribution of meaningful activities to the qualification must be significant and relate to the qualification as a minimum.

In order to do this, King Alfred's will:

- Produce an Employer Involvement plan at the start of the programme that reflects the meaningful activities that contribute to the technical qualification. We use the specification of each of our courses.
- Produce a clear and accurate meaningful activity plan that covers all learners. Learners must log their evidence and it is all checked by their assessors. As a centre we produce a log of evidence for learners to fill in and we follow all the paperwork set out by Pearson to track our students and to meet the requirements of the course.
- Establish and agree milestones with employers to develop, execute and review meaningful activities for learners. We complete reviews mid-way through the placement and also at the end of the placement. Staff also do weekly visits to our students.
- Confirm learner engagement against the defined meaningful activities identified.
- Ensure effective, reliable and accurate tracking / recording of individual learner involvement in meaningful activity in relation to the individual learner field of study. We use all of the Pearson paperwork to track our learners along with reviews, observation sheets, review process and weekly visits to the students. Our careers adviser also helps to monitor this process.
- Prepare the learner to engage actively and positively with opportunities offered with employer involvement.
- Develop robust and accurate recording procedures that minimise the opportunity for malpractice. Maintain a robust and rigorous quality assurance procedure.
- Provide evidence for standards verification and quality management review as required by the awarding body.
- Monitor SV and QMR reports and undertake any remedial action required. Like other BTEC courses, the QN will monitor the SV process and ensure that the programme leader is taking on board the SV's recommendations and track how this is completed.
- Share good practice between all Technical qualification teams in reference to employer involvement.
- Ensure that all staff teaching on Technical qualifications understand the requirements and importance of meaningful employer involvement.
- Provide resources to ensure effective employer involvement and accurate monitoring and recording.
- Adopt a standardised centre approach to documentation used across the centre for the purpose of employer involvement. We follow the paperwork that Pearson have created for the employer engagement across courses.
- An annual review of employer involvement to ensure that activities are meaningful and appropriate and enhance all future employer involvement. This happens as part of our review process for BTEC's.
- Secure records of all activities are maintained. All records are kept electronically on the school system and also in the programme leaders subject folder.
- We will IV meaningful activity, where appropriate. In some cases where employers are involved in the writing of assessment or the completion of assessment activity we IV this work using the procedure set out in our Internal Verification Policy.

Procedure:

- Establish a relationship with the employer, usually through our career's adviser.
- Agreeing to a framework with the employer. This needs to include a clearly defined working model that has an input from both parties and give clear opportunities for continuous dialogue and feedback.
- We internally train staff who are teaching on the programme so that they are fully briefed and are aware of the purpose of the policy. Alongside this we brief the students on their expectations alongside the role of the Employer.
- Where the employer engagement activity is an external trip then follow the academy trips & Visits procedures.
- Where the employer engagement is an external employer visiting the academy then follow the academy procedure for visitors.

- Safeguarding procedures and risk assessments must be observed at all times.
- The work experience policy also refers where BTEC students are using this to support their studies.
- Following the employer engagement activity names of students involved should be sent to the academy's admin assistants who will update the work related learning tracker.
- Departments must also keep their own records as to which BTEC students have participated in which employer engagement activities. This involves the BTEC employer involvement plan, engagement initial plan, witness statements, learner journal paperwork, assessment activity record document, and review maintained by staff.
- Such records must be accurate and maintained in a timely manner.
- Employer engagement must inform the annual review cycle in BTEC departments, which is embedded with BTEC review policy. This must demonstrate that the outcomes of the review process provides confirmation that centre procedures to track centre employer involvement have been monitored and verified. And that employer involvement records for individual learners have been accurately maintained.

Links

BTEC qualification specifications

BTEC centre guide to employer involvement

This BTEC Employer Engagement Policy was agreed by the Curriculum Team on 05/9/2021.....

It will be reviewed within 12 months to take account of:

- Changes to the school environment and organisation
- Advice from the Local Authority and its officers
- National legislation and proposals as is considered appropriate.

Signed.....efrost@ka.vale-academy.org.....Quality Nominee

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