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Employer's Journey
Level 2 Diploma for the EYP/Level 3 EYE



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



Note: Provide valid DBS number for all Managers



and



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/Teacher*, 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
- ◆ Have time to work on their qualification in the workplace
- ◆ Update Safeguarding and First Aid training
- ◆ Attend in-house 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 the opportunity to lead

SUPPORTING LEARNERS IN WORK BASED LEARNING TRAINING PROGRAMMES

Whilst going through the process learners will begin to understand the long term benefits of training...

You can give them:

- ◆ 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