



POLICY TITLE: BTEC EMPLOYER ENGAGEMENT POLICY

STATUS: BTEC Vocational Policy V1

REVIEWED BY: Principal

DATE OF APPROVAL: September 2022

FREQUENCY OF REVIEW: Annually

DATE OF REVIEW: September 2023

AUTHOR: Quality Nominee (Vice Principal)

1. Rationale and Aim

At Etonbury there is a clear and accurate plan for Employer Involvement for the new Technical Qualifications for individual learners.

That the activities undertaken with Employers are “meaningful”

To assure that individual learners and participating employers are clear on activity aims and objectives

To be part of an audit trail of learner employer involvement achievement records

To provide feedback to inform centre quality improvement of employer involvement

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 the Etonbury will:

- Produce an Employer Involvement plan at the start of the programme that reflects the meaningful activities that contribute to the technical qualification
- Produce a clear and accurate meaningful activity plan that covers all learners
- Establish and agree milestones with employers to develop, execute and review meaningful activities for learners
- 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
- 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/EE and LSV reports and undertake any remedial action required
- 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
- An annual review of employer involvement to ensure that activities are meaningful and appropriate and enhance all future employer involvement
- Secure records of all activities are maintained

Examples of 'meaningful activity' include:

- structured work experience or work placements that develop skills and knowledge relevant to the qualification
- project(s), exercise(s) and/or assessments/examination(s) set with input from industry practitioner(s)
- units delivered or co-delivered by an industry practitioner(s) - this could take the form of master classes or guest lectures
- industry practitioners operating as 'expert witnesses' that contribute to the assessment of a student'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

Employer Involvement Plan

Course leaders are required to provide evidence of employment involvement throughout the BTEC course. Specific guidance of which units this applies to can be found in the subject specific specifications.

The Pearson Employer Engagement Plan should be completed/updated at the start of each academic year.

Employer engagement should take into account covid-19 procedures at all times. The safety and well-being of all concerned is a priority. Covid-19 guidance may change over the duration of this policy, therefore course leaders should consult with the Quality Nominee before undertaking any face to face activities.

Evidencing Employer Engagement

The link below identifies useful documentation for the purpose of evidencing employment involvement. They include; witness testimony, learner journal, assessment activity record, assessment Q&A, engagement initial plan.

- **A witness testimony** from an Expert Witness/Industry Practitioners. (An expert is defined as

"An individual who offers special expertise in a particular field")

- **Learner Journal** – example of paperwork to be included within a journal style document to capture work undertaken during work experience or other meaningful activities.

- **Assessment Activity Record** – document that can be used by the centre representative with the learner to capture a 121 activity – such as observation, testimony, discussion or other relevant activities. A continuation page may be added to the end of the document.

- **Assessment Question and Answer Record** – document which can be used to capture either a verbal questions and answer session with a learner alongside an observation, preparation for a recorded/taped professional discussion to expand on an activity undertaken or that has been written up in the learner journal, or to capture missing required evidence.

- **Engagement Initial Plan** – the plan is a key part of making sure all parties understand who is responsible for doing what and by when. It is a plan and any plan is subject to change, don't be afraid to change the plan if circumstances change but having a plan is key.

All the relevant employer involvement templates can be found below:

<https://drive.google.com/drive/u/0/folders/1GExUdI56eD1658WA9odgGcpDNAfyahfx>