

Leaders must train assessors to be able to teach standards and behaviours required by each standard. This includes ensuring they are physically healthy.

Action	Who is accountable
Adjust staff structure and responsibilities to address improvements	Carol Magnus
Achieve the RoAPT registration April 2022.	Debianne Messenger
Introduce OneFile to support the delivery of standard	Hazel Bond
Focus on the delivery of the knowledge, skills and behaviours first and follow with the BTEC.	Hazel Bond
Supervisors Forum	Debianne Messenger Hazel Bond
Ensure the curriculum includes British values, appropriate relationships and how to stay mentally and physically healthy	Hazel Bond
Develop MHFA courses for all apprentices and employers	Hazel Bond

SDN (Chris Cherry) webinar on Curriculum Masterclass and further support if required Hazel Bond

Further development of written process and procedures to include

Policy for E&D Carol Magnus

NEW policy for Safeguarding and Prevent (16-18 year olds) Leanne Thornton

Policy for Safeguarding apprentices Leanne Thornton

Policy that complies with the Prevent Duty for Apprentices Leanne Thornton

Policy for Health and Safety of Apprentices Clare Lewis

Policy for professional development and evidence of implementations Carol Magnus

Policy and procedures for learners and employers complaints Debianna Messenger

Policy for continuity of apprenticeship delivery Debianna Messenger

Employer engagement to enable design and delivery of apprenticeships Hazel Bond

Delivery of 20% off the job training methods to meet the needs of the employers Hazel Bond

Delivery model for English and maths provisions Hazel Bond

Delivery model for performing initial assessment for learners

Hazel Bond

**ards-based apprenticeships effectively. Assessors must ensure that ap
suring that they develop a more effective understanding of British valu**

Milestones	Date started	Date to be completed	RAG
Workforce Proforma 10.12.2021	01.12.2021	31.12.2021	
Completed question workbook and policies by 07.03.2021 - SDN	01.12.2021	30.04.2022	
Start training 10.02.2022 Live by 31.03.2022	04.01.2022	01.06.2022	
Curriculum Masterclass 25.01.2022 Curriculum Development CPD 17/18.03.2022	04.01.2022	01.06.2022	
	04.01.2022	01.05.2022	
As above	As above	As above	
Apprenticeship Growth Programme information shared with employers to sign the pledge 07.02.2022	04.01.2022	01.06.2022	

Training Course
25.01.2022

25.01.2022

25.01.2022



01.03.2022

14.03.2022



01.02.2022

01.06.2022



01.02.2022

02.03.2022



01.02.2022

01.04.2022

01.02.2022

02.03.2022

01.03.2022

17.03.2022

01.02.2022

02.03.2022

04.12.2021

02.03.2022

01.03.2022

01.04.2022



01.03.2022

01.04.2022

01.03.2022

01.04.2022

01.03.2022

01.04.2022



prentices develop the full range of knowledge, skills and es, appropriate relationships and how to stay mentally and

Comments	Key Performance Indicator 1	Key Performance Indicator 2
Completed	Dedicated Project Lead	Portfolio work has been handed to additional work based assessor
Working with SDN, policies and actions completed for 07.03, Question Workbook completed 08.03.2022	Successful achievement of RoAPT	
Ongoing staff training	Full ingetration and use of OneFile	75% of Apprentices using Oneline portfolios
Training for the team March 2022	TO BE UPDATED FOLLOWING TRAINING	Continuously evolving, developed and reviewed
Forum to be booked in April 2022	Newletter to employers	Employer Webinar
As above	As above	
Working closely with MHFA and employers	Educate and inform non public sector organisations to sign up to the pledge	

Completed	Attended and shared knowledge, identified next steps	
Completed	E&D Policy	Awareness of policy for sta
Draft prepared	Safeguarding and Prevent (16-18 yrs)	As above
Completed	Safeguarding Policy	As above
Completed	Prevent Policy	As above
Completed	Health and Safety Policy	As above
Completed	People Strategy	As above
Completed	Complaints policy updated	As above
Completed	Continuity policy updated	As above
Draft prepared	Employer Engagement Policy/Procedure	As above
Draft prepared	OTJT Policy/Procedure	As above
Draft prepared	English and maths provision Policy/Procedure	As above

Draft prepared

Initial Assessment
Policy/Procedure

As above

**Key Performance
Indicator 3**

Onfile resources shared
with employers

ff, apprentices and employer