

Leaders must improve the awareness of staff of current and local issues relating to safeguarding and the risks of radicalisation and extremism, to ensure that they can help apprentices to understand how these issues may impact on their work and personal lives.

Action	Who is accountable	Milestones	Date started	Date to be completed	RAG	Comments	Key Performance Indicator 1	Key Performance Indicator 2	Key Performance Indicator 3	Key Performance Indicator 4	Key Performance Indicator 5
Meeting with Safeguarding Manager (Safer Communities Manager) to discuss and establish a system of sharing current and local issues to benefit those that need it most (apprentices, employers, CT staff)	Debianne Messenger Leanne Thornton		01.12.2021	Ongoing		Regular meetings and exchange of information (weekly)	Receipt of minutes from local Information and Advisory Group meeting	Receipt of newsletter from Prevent Co-ordinator Essex ALP Prevent Forum attendance	Use of resources from Safeguarding Network where the DSL has access to the resources and courses, powerpoints and handouts	Regular meetings with Safeguarding Prevent Lead - 23.02.2022	Emerging good practice in the operational implementation of Prevent & the Statutory Duty webinar 24.03.2022
Ensure Keeping Children Safe in Education (KCSIE) expectations are reflected in a new Safeguarding Policy	Leanne Thornton	KCSIE, RoAPT and Ofsted expectations shared 04.01.2022 with Safeguarding Manager	04.01.2022	28.02.2022		Completed, all staff have read Part 1 and are progressing through Future Learning	Updated Safeguarding Policy	New Safeguarding and Prevent Policy for YP	All staff have completed Future Learning which incorporates KCSIE Part 1	Summary of KCSIE provided to all staff and CT Dev Group attendees	
Ensure staff, apprentices and employers are able to access regular training and awareness updates	Hazel Bond Leanne Thornton		01.12.2021	28.02.2022		Completed	Staff CPD	ESAB Training and Future Learn (FE Sector) for KCSIE	Learner and Employer feedback		
Enable apprentices to understand the specific risks in their local area and how these might apply to them in their daily lives	Hazel Bond Leanne Thornton	Go live date with Onefile by 31.03.2022 Regular information sharing via reviews, assessment meetings, emails	01.12.2022	01.05.2022		Regular meetings and exchange of information. Learners to complete 'Your Safeguarding' booklet. Learner survey drafted.	Learner and employer webinars	Learner reviews with employer	Learner and Employer feedback		
Deliver specific training for supervisors and governors on Safeguarding and British Values – supervisors forum	Debianne Messenger Hazel Bond	Specific training need for governors - induction, briefings, responsibilities, progress etc	04.01.2022	01.06.2022		Forum taken place, evaluation underway. Feedback from SDN received.	Employer and governor feedback	HASS document completion which confirms employer understanding and awareness			

Leaders must train assessors to be able to teach standards-based apprenticeships effectively. Assessors must ensure that apprentices develop the full range of knowledge, skills and behaviours required by each standard. This includes ensuring that they develop a more effective understanding of British values, appropriate relationships and how to stay mentally and physically healthy.

Action	Who is accountable	Milestones	Date started	Date to be completed	RAG	Comments	Key Performance Indicator 1	Key Performance Indicator 2	Key Performance Indicator 3	Key Performance Indicator 4
Adjust staff structure and responsibilities to address improvements	Carol Magnus	Workforce Proforma 10.12.2021	01.12.2021	31.12.2021		Completed	Dedicated Project Lead	Portfolio work has been handed to additional work based assessor		
Achieve the RoAPT registration April 2022.	Debianne Messenger	Completed question workbook and policies by 07.03.2021 - SDN	01.12.2021	30.04.2022		Completed	Successful achievement of RoAPT			
Introduce OneFile to support the delivery of standard	Hazel Bond	Start training 10.02.2022 Live by 31.03.2022	04.01.2022	01.05.2022		All training completed	Full ingetration and use of OneFile	75% of Apprentices using Oneline portfolios		
Focus on the delivery of the knowledge, skills and behaviours first and follow with the BTEC.	Hazel Bond	Curriculum Masterclass 25.01.2022 Curriculum Development CPD 17/18.03.2022	04.01.2022	01.05.2022		Curriculum written, supported with workbooks, standard only delivery following forum	All new starts to be on new CS2 curriculum from 01.05.2022	CS3, BA3 curriculum written	PSODO curriculum written	Wider curriculum checklist for delivery
Supervisors Forum	Debianne Messenger Hazel Bond		04.01.2022	01.06.2022		Forum took place 8 June 2022	Newletters to employers	Employer Webinar	Onefile resources shared with employers	Curriculum to be shared with employers
Ensure the curriculum includes British values, appropriate relationships and how to stay mentally and physically healthy	Hazel Bond	As above	As above	As above		Curriculum written, incorporating all aspects of personal development	As above			
Develop MHFA courses for all apprentices and employers	Hazel Bond	Apprenticeship Growth Programme information shared with employers to sign the pledge 07.02.2022	04.01.2022	01.06.2022		All employers have been made aware of the benefits of joining the MHFA England Apprenticeship Growth Programme.	Educate and inform non public sector organisations to sign up to the pledge			
SDN (Chris Cherry) webinar on Curriculum Masterclass and further support if required	Hazel Bond	Training Course 25.01.2022	25.01.2022	25.01.2022		Completed	Attended and shared knowledge, identified next steps	Continued support from SDN		
<i>Further development of written process and procedures to include</i>										
Policy for E&D	Carol Magnus		01.03.2022	14.03.2022		Completed	E&D Policy	Awareness of policy for staff, apprentices and employer		
NEW policy for Safeguarding and Prevent (16-18 year olds)	Leanne Thornton		01.02.2022	01.06.2022		Draft completed by LT 27.05.2022	Safeguarding and Prevent (16-18 yrs)	As above		

Policy for Safeguarding apprentices	Leanne Thornton	01.02.2022	02.03.2022	Completed	Safeguarding Policy	As above
Policy that complies with the Prevent Duty for Apprentices	Leanne Thornton	01.02.2022	01.04.2022	Completed	Prevent Policy	As above
Policy for Health and Safety of Apprentices	Clare Lewis	01.02.2022	02.03.2022	Completed	Health and Safety Policy	As above
Policy for professional development and evidence of implementations	Carol Magnus	01.03.2022	17.03.2022	Completed	People Strategy	As above
Policy and procedures for learners and employers complaints	Debianne Messenger	01.02.2022	02.03.2022	Completed	Complaints policy updated	As above
Policy for continuity of apprenticeship delivery	Debianne Messenger	04.12.2021	02.03.2022	Completed	Continuity policy updated	As above
Employer engagement to enable design and delivery of apprenticeships	Hazel Bond	01.03.2022	01.06.2022	Launched at Supervisors Forum 8 June 2022	Employer feedback	Employer involvement in curriculum planning
Delivery of 20% off the job training methods to meet the needs of the employers	Hazel Bond	01.03.2022	01.06.2022	Launched at Supervisors Forum 8 June 2022	Employer feedback	Employer involvement in curriculum planning
Delivery model for English and maths provisions	Hazel Bond	01.03.2022	01.05.2022	Process finalised, delivery through OneFile and incorporated into the curriculum	Learner feedback	Learner success and achievement data
Delivery model for performing initial assessment for learners	Hazel Bond	01.03.2022	01.05.2022	Process finalised, undertaken through BKSB and integrated into OneFile once learner live	Learner feedback	Learner success and achievement data

Leaders must ensure that staff provide all apprentices with ongoing and timely careers advice and guidance. Staff need to ensure that apprentices understand what career options are available to them once they qualify, in particular, the jobs that are available outside of their current employer's structure.

Action	Who is accountable	Milestones	Date started	Date to be completed	RAG	Comments	Key Performance Indicator 1	Key Performamce Indicator 2	Key Performamce Indicator 3	Key Performamce Indicator 4
Careers education to be visible throughout apprenticeship	Debianne Messenger		04.01.2022	01.03.2022		Completed	Full career education information available on website	Link to Essex Opportunities and Career Service	Careers Week social media marketing - achieved 07.03.2022	Responses to email sent in National Careers Week 2022
Pathways to be made available to all to further enhance personal development	Debianne Messenger		04.01.2022	01.03.2022		Completed	Careers education section on website	Spot checks with apprentices at reviews and assessments		
Move away from IAG and develop the term Careers Education/Career Advice and Guidance	Debianne Messenger		04.01.2022	01.03.2022		Completed	Update documents and records to reflect change from IAG to CE	Regular update of website - last reviewed on 05.04.2022		

Leaders need to develop a thorough quality assurance and quality improvement process to ensure that they identify accurately what they do well and what they need to do to improve, so that apprentices develop a broader and deeper range of knowledge and skills. Leaders need to ensure that governors are provided with useful reports to enable them to challenge leaders' decisions about the quality of education and training and scrutinise whether apprentices progress effectively.

Action	Who is accountable	Milestones	Date started	Date to be completed	RAG	Comments	Key Performance Indicator 1	Key Performance Indicator 2
Self Assessment Report	Debianne Messenger	Draft available 01.04.2022	01.03.2022	01.07.2022 30.09.2022		SAR and QIP workshop 9 June, staff session July 2022, 03.08.2022 and final session 07.09.2022.	Shared with Ofsted July-2022-Sept 2022	Quality Improvement Plan from July 2022- Sept 2022
Development Plan	Debianne Messenger	Monthly updates	01.12.2021	01.07.2022 30.09.2022		Ongoing weekly updates	Development plan achieved	QIP achieved
Management Team reports	Carol Magnus	First MT Report 11.01.2022	01.12.2021	ongoing		MT report draft written for August-2022 Sept 2022	MT reports	
Process for evaluating quality of training and outcomes Key measures and KPI's to monitor quality	Carol Magnus Debianne Messenger	Established governance meetings by 01.05.2022	01.03.2022	01.06.2022		Identified in SDN feedback	Governance Agenda and minutes	Governance Workshops attended
	Carol Magnus Debianne Messenger	Agreed at governance meetings by 01.05.2022	01.03.2022	01.06.2022		Identified in SDN feedback	Governance Agenda and minutes	Governance Workshops attended
Collecting data and information process	Debianne Messenger	Revised information process through OneFile by 01.06.2022. Information to be agreed	01.03.2022	01.06.2022		Identified in SDN feedback	Operational Meetings Governance Meetings CT Development Group Meetings	Governance Workshops attended
Apprenticeship Standard delivery	Hazel Bond	See previous	01.03.2022	01.06.2022		See previous	See previous	
Employer and apprentices survey outcomes	Debianne Messenger	Survey monkey linked to OneFile task by 01.05.2022	21.03.2022	01.06.2022 30.09.2022		Survey drafted, awaiting TDC IT support for survey software	Employer and apprentice satisfaction data	
OneFile	Debianne Messenger	See previous	04.01.2021	01.05.2022		Completed	See previous	
New Curriculum	Hazel Bond	See previous	04.02.2021	01.06.2022		See previous	See previous	

Leaders and Managers have a vision and mission for our organisation in respect of training and apprenticeships as well as how they manage and monitor quality of training.

Carol Magnus
Debianne Messenger

Leaders and Managers documented clear expectations in relation to setting high standards of apprenticeship training – written down and agreed.

Carol Magnus
Debianne Messenger

Use the revised Career Track/Apprenticeship Governance Board to inform and update

Carol Magnus
Debianne Messenger

Specific training need for governors - induction, briefings, responsibilities, progress etc

Carol Magnus
Debianne Messenger

	01.03.2022	01.06.2022		Vision and Mission, People Strategy completed	Published Vision and Mission	
	01.03.2022	01.06.2022		Vision and Mission, People Strategy completed	Governance Agenda Clear expectations	
CT Development Group meeting 09.02.2022 To continue monthly	09.02.2022	01.06.2022		Identified in SDN feedback	Governance Agenda and minutes	
To take place inbetween governors meetings	01.03.2022	01.06.2022		Identified in SDN feedback	Training records, webinar recordings	Governance Workshops attended

Governors must improve their oversight of the apprenticeship programme. They must rapidly ensure that they have good oversight of how they meet their statutory responsibilities regarding safeguarding, the 'Prevent' duty and equality and diversity, so they are confident that apprentices are safe both at work, in their personal lives and are prepared appropriately for life in modern Britain.

Action	Who is accountable	Milestones	Date started	Date to be completed	RAG	Comments	Key Performance Indicators		
Career Track/Apprenticeship Governance Board - Meet quarterly - Agenda items to cover aspects required by Ofsted/RoATP, i.e. Prevent, safeguarding, performance, equality and diversity etc	Carol Magnus Debianne Messenger	CT Development Group meeting 09.02.2022 To continue monthly	09.02.2022	01.06.2022		Identified in SDN feedback	See previous actions in Item 4		
Management Team reports/updates	Carol Magnus Debianne Messenger	First MT Report 11.01.2022	01.12.2021	01.06.2022 30.09.2022		MT report August 2022 Sept 2022	MT report to include subsections on Safeguarding, Prevent, British Values, E&D		
Audit Committee	Carol Magnus		04.01.2022	01.06.2022 29.09.2022		Report presented, agreed and support received. Update given June 2022 and final presentation planned for Sept	Report to be presented on 31.03.2022	Update to be presented to Audit Committee 30.06.2022	Next report to be presented to Audit Committee on 29.09.2022
Cabinet Report	Carol Magnus Debianne Messenger		01.04.2022	01.06.2022 07.10.2022		Meeting arranged for 7 October 2022	Cabinet report to include subsections on Safeguarding, Prevent, British Values, E&D		
HR Committee	Carol Magnus		01.02.2022	Completed		HR Committee took place 24.02.2022, presentation at HR Committee on 07.07.2022	HR Committee ongoing regular updates		