

Employer Handbook

Apprentice Employer Guide to Requirements,
Policies and Expectations



About The Employer Handbook



Purpose of the Handbook

This handbook provides essential information about how apprenticeship programmes operate, along with key contacts for support. We encourage you to read through it carefully. It outlines the main processes, available services, and expectations for both you and your apprentice.

Our aim is to ensure you feel well-informed and confident in supporting your apprentice throughout their journey. Keep this handbook accessible as a useful reference for all aspects of the apprenticeship programme.

Important Note



While the Employer Handbook provides valuable information, it is not exhaustive and you may have further questions. For any clarification or support, please don't hesitate to contact our Apprenticeship Team.

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01

Welcome



Welcome to Apprenticeships at Barnet and Southgate College

Thank you for choosing to partner with Barnet and Southgate College to support your apprentice. Whether your apprentice is new to the workforce or developing in their current role, their apprenticeship will be a significant step towards achieving professional growth and meeting the skills needs of your organisation.

Apprenticeships provide a valuable opportunity to gain nationally recognised qualifications, develop practical skills, and build industry-relevant experience - all while contributing to the workplace. Apprentices will combine full-time employment with structured training, delivered either at Barnet and Southgate College sites, within your premises or nationally.

Supporting Apprenticeship Success

At Barnet and Southgate College, we are committed to supporting both you and your apprentice throughout the programme. Our trainer/assessors, tutors, and apprenticeship team will work closely with you and your apprentice to provide the guidance, communication, and support needed to ensure a successful apprenticeship journey.

About Apprenticeships

Apprenticeships are designed to help apprentices gain industry-specific knowledge, practical skills, and professional behaviours that will support their career progression.

- **New Apprentices** - If they are just entering the world of work, this apprenticeship will provide valuable experience and the foundation for their future career.
- **Upskilling Apprentices** - If they are already in employment, this programme will enhance their skills, improve qualifications, and help them take the next step in their career.

We will be delivering the off-the-job training element of the apprenticeship, providing your apprentice with expert teaching, high-quality resources, and access to the latest industry knowledge.

Partnering for Success

Employer support plays a vital role in the success of your apprentice and their future career. We encourage you to:

- Stay engaged with your apprentice's progress, both in the workplace and through their training.
- Make the most of the support available from the college, including our tutors, trainer/assessors, and Apprenticeship Team.
- Communicate openly with us if you have any questions or concerns.
- Provide a positive, structured environment that encourages learning and development.

This is a valuable opportunity to invest in talent, support professional growth, and contribute to building a skilled and motivated workforce.

We're proud to work in partnership with you and look forward to supporting your organisation and apprentice throughout the programme.

Welcome to Barnet and Southgate College - let's make this a success together!

College Core Purpose

To change lives, empower individuals and connect communities.

College Vision

To be the leading provider of high-quality learning and skills development in North London, fostering exceptional educational experiences, driving innovation, supporting regional growth, and serving as a vital strategic partner for business and industry.



Barnet and Southgate College Apprenticeships Vision & Intent

To empower apprentices with a well-rounded education that nurtures critical thinking, innovation, and adaptability, laying the foundation for successful careers and lifelong learning. We are committed to being a catalyst for personal growth, professional success, and societal impact, ensuring that every apprentice emerges as a confident, capable, and socially responsible contributor to the workforce and the community.



02

How Apprenticeships Work

How Apprenticeships Work

Apprenticeship standards are developed by employer-led Trailblazer groups to ensure that the training apprentices receive is closely aligned with industry needs. This means that by supporting an apprentice, you are helping them gain the skills, knowledge, and experience required to perform effectively and add value within your sector.

As an employer, you will be providing your apprentice with valuable hands-on experience while they undertake structured training for a specific role. By the end of the apprenticeship, your apprentice will have developed a strong set of industry-relevant skills and practical knowledge, supported by workplace experience. This combination not only benefits their future career but also contributes to the productivity and talent pipeline of your organisation.

"Rejuvenating Lean Manufacturing in Triton is paramount in our ongoing drive for Operational excellence; and at the heart of this is our people. Launching LEAPT will not only provide our people with the tools to drive change, but it will also reward them for doing so. Finding the right training partners for the LMO apprenticeship was critical in deploying this successfully. We are delighted to be working with Cidori and Barnet Southgate College and the feedback from our colleagues has been resoundingly positive."

David Savage
Operations Director
Triton Showers

Here are some benefits of employing an apprentice

Attract New and Emerging Talent - By embedding apprenticeship opportunities into your organisation, you can bring in fresh ideas and innovative thinking. Apprenticeships allow you to attract new talent and shape them to align with your business values and practices. With flexible delivery models, you can also upskill existing staff to address skills gaps.

For example, you may have employees who have progressed within the company without receiving formal training. In these cases, an apprenticeship can offer a structured training programme to help them gain a formal qualification. Alternatively, it can serve as a platform for individuals who are motivated and enthusiastic to learn something new and progress into a different role.

Gain Industry-Relevant Skills - Apprentices develop job-specific, practical skills that are directly applicable to your workplace, helping to improve performance and operational efficiency.

Support Business Growth - Apprenticeships play a key role in succession planning, reducing recruitment costs, and creating a steady pipeline of future talent tailored to your business needs.

Receive Ongoing Support and Guidance - Apprentices benefit from structured on-the-job training, mentoring from your team, and dedicated support from Barnet and Southgate College throughout their programme.

Enhance Commitment and Retention - Apprentices are more likely to stay with an employer who invests in their development. With clear career pathways and quality training, they remain motivated and committed to your organisation.

Reduce Recruitment Costs - Barnet and Southgate College's Apprenticeship Team provides free recruitment support, saving you time and resources. Apprenticeships also offer a cost-effective route for training both new and existing staff.

Boost Productivity and Motivation - Investing in apprentices helps you grow motivated, engaged employees who contribute positively to the long-term success of your business.



Apprenticeship Levels:

UK Apprenticeships are structured learning programmes with levels that are aligned to national qualifications, indicating the complexity of skills apprentices gain.

- **Level 2 (Intermediate Apprenticeship)**
Equivalent to five GCSEs at grades A-C
- **Level 3 (Advanced Apprenticeship)**
Equivalent to A-level standard.
- **Level 4 and 5 (Higher Apprenticeships)**
Equivalent to Foundation degree or Higher National Diploma (HND)
- **Level 6 and 7 (Degree Apprenticeships)**
Combines a full Bachelor's or Master's degree



The Apprenticeship Programme

Throughout this programme, apprentices will learn and be assessed against the knowledge, skills, and behaviours outlined in the apprenticeship standard. To successfully complete an apprenticeship, your apprentice will need to pass an End-Point Assessment (EPA), which will confirm their competence in the job role.

The Apprenticeship Standard Includes:

A Recognised Qualification

Some apprenticeship standards include a mandatory qualification. This means that, in addition to their apprenticeship standard, your apprentice will gain a qualification that enhances their employability and career progression.

English and Maths (Functional Skills)

If your apprentice is aged 16-18 at the start of your apprenticeship, they are required to achieve Level 2 Functional Skills in English and Maths, equivalent to GCSE Grade 4-9 (C-A*).

Apprentices aged 19 and over, are exempt from this requirement; however, they do have the option to study for and obtain English and Maths qualifications during their apprenticeship. This will be discussed and confirmed with the on-boarding team at enrolment.

Even if not undertaking a functional skills qualification they will still be supported in developing English and Maths skills throughout training, and as an employer you will need to provide practical opportunities to apply these skills in the workplace.



The Apprenticeship Levy and how it affects your business

In 2017, major apprenticeship funding changes were implemented, with the introduction of the Apprenticeship Levy.

The introduction of the Apprenticeship Levy has changed how apprenticeships are funded. The levy is a payroll tax on UK employers to fund new apprenticeships opportunities within an organisation. If your company has an annual pay bill of more than £3 million, you will be paying the Apprenticeship Levy.

If your business has a wage bill of under £3 million annually, apprenticeships will be funded a minimum of 95% by the government.

- You will only pay the levy if your pay bill exceeds £3 million in a given year.
- The levy is set at 0.5% of your annual pay bill.
- You will have a levy allowance of £15,000 per year to offset against the levy.
- You can only use the levy to pay for apprenticeship training.
- Once you begin to pay the levy you have 24 months to use this funding to pay for apprenticeship training before it expires.

Digital Account Service (DAS)

The Digital Account Service (DAS) was launched in 2017, and is a government portal for employers to find, fund and manage apprenticeship training. All employers are now required to create and manage their accounts when hiring/ enrolling an apprentice.

To set up an account you will need: an email address, permission to add your PAYE scheme and permission to accept employer agreement for your organisation.

To set up an account please visit <https://www.gov.uk/guidance/manage-apprenticeship-funds>.

A member of the Apprenticeship Team is on hand to help you, set up your account, reserve funding, advertise apprenticeship vacancies, add your apprentices' details, and help you claim for apprenticeship incentives.

Apprentices play a pivotal role in our organisation, bringing fresh perspectives, enthusiasm, and a hunger to learn that energise our team.

We are committed to providing a nurturing environment where apprentices not only acquire job-specific skills but also develop essential life skills. We've witnessed numerous successes, showcasing the positive impact apprenticeships have on professional growth.

Lucy Venables
Group HR & Compliance
Administrator
Kinovo Plc

Key facts for non-Levy paying businesses

If your business does not have a £3 million a year wage bill, you will not have to pay the Apprenticeship Levy.

The government will fully fund apprenticeship training costs for apprentices who at the start of their apprenticeship training are:

- aged 16 to 21 years old.
- aged 22 to 24 years old with an education, health and care (EHC) plan provided by their local authority and/or have been in the care of their local authority.

You will be required to pay a 5% contribution to the total cost of the apprenticeship training if the apprentice is over the age of 22. The remaining 95% would be subsidised by the Skills Funding Agency.

Paying your apprentice

You're responsible for paying your apprentice for their normal working hours and any training they do as part of the apprenticeship. You must pay them at least the National Minimum Wage rate depending on their age and the year of apprenticeship training they're in.



“Huge congratulations to the team who have not only achieved distinctions in their Lean Manufacturing apprenticeship but have driven real change within the business.”

Benjamin Harris
CI Lead, Thorlux

Digital Account Service (DAS) Why do I need an account?

Access and manage apprenticeship funding, receive a transfer of apprenticeship funds where eligible, advertise vacancies on find an apprenticeship with support from the college, choose an apprenticeship training course and find a training provider who can deliver the apprenticeship training for you, select suitable end-point assessment organisations or allocated the college to select one for you, give feedback on apprenticeship training

Calculating what you Pay

Levy Paying Employer	Non-Levy Paying Employer
An employer with 250 employees, each with a salary of £28,000	An employer with 100 employees, each with a salary of £25,000
Pay bill: $250 \times £28,000 = £7,000,000$	Pay bill: $100 \times £25,000 = £2,500,000$
Levy sum: $0.5\% \times £7,000,000 / 100 = £35,000$	Levy sum: $0.5\% \times £2,500,000 / 100 = £12,500$
Subtract Levy allowance: $£35,000 - £15,000 = £20,000$ ANNUAL LEVY PAYMENT	Subtract Levy allowance: $£10,000 - £15,000 = £0$ ANNUAL LEVY PAYMENT

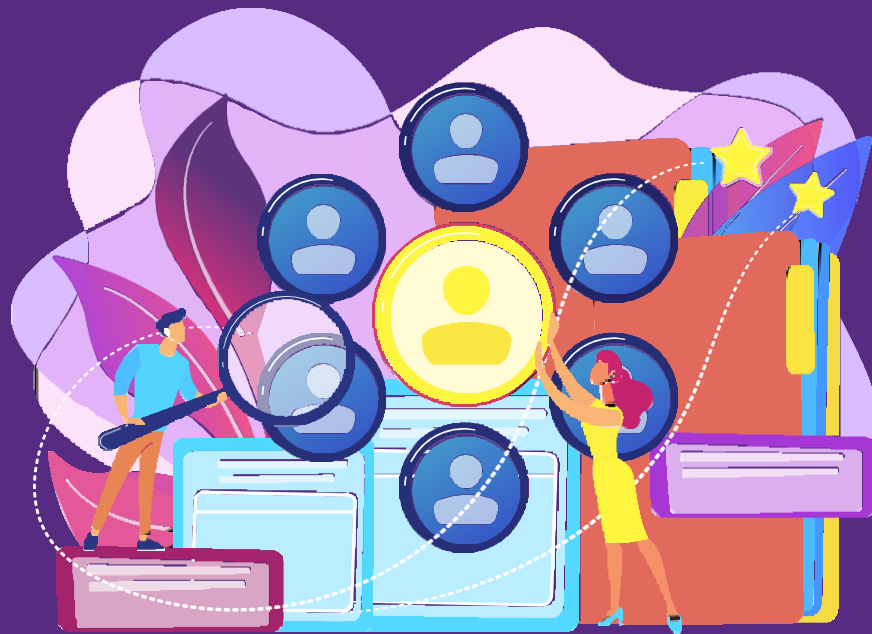


I would recommend this programme (Business Administration) to other businesses because it gives opportunities for the apprentice to develop their skills and it could save employers time and money in recruitment if there is a vacancy within the organisation.

Bernard Onobolu
Income Collection and
Dispute Resolution Manager
Housing and Regeneration
The Edmonton Centre

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Our Apprenticeships Team



Apprenticeship Employer Engagement & On-Boarding Team:

The Onboarding Team is here to guide and support you and your apprentice throughout the enrolment process, ensuring a smooth start. Whether you need help with paperwork, understanding programme details, or have any concerns before your apprentice begins, we are here to assist you every step of the way.

If you have any questions about apprenticeship programmes before enrolling, including eligibility, programme structure, or what to expect, please don't hesitate to reach out. Our team is happy to provide guidance and ensure you feel confident and prepared to support your apprentice on the journey ahead.



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(Apprenticeships)

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Shaun

Employer Engagement Broker

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Stephanie

Compliance Officer

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National Employer Engagement & On-Boarding Team:

Barnet and Southgate work in close partnership with Cidori to craft and deliver a tailored apprenticeship programme for our employer partners.



Jo is responsible for client's relationship and liaison, pre delivery and apprentice on-boarding for our national apprenticeship programmes.

Joanne DaCosta

Head of Apprenticeships
Cidori

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College On-Programme Team



Lynette

Curriculum Manager
Apprenticeships & Adult Skills

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Oversight and development of college's apprenticeship provision and quality assurance.



Kathy

Audit & Quality Team Leader

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Management of compliance and audit systems to ensure adherence to regulations and funding guidelines.



Louisa

Internal/External Verification
Co-ordinator

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Responsible for the day-to-day operations of BSC trainers/assessors, delivery, and assessment processes.



Jackie

Compliance Administrator

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Responsibility for ensuring documentation and learners records adhere to compliance standards and conducting site visits.

College Delivery Team

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Who does what - Roles and Responsibilities

An apprenticeship is a partnership between the employer, apprentice, and the college. By working together, we will ensure your apprentice receive high-quality training and the support needed to succeed in their chosen career. Each role plays a crucial part in ensuring the apprentice gains the knowledge, skills and behaviours needed to successfully complete their apprenticeship.

WORKPLACE SUPPORT

Your Responsibility as an Employer:

- Collaborate with the college to identify the most appropriate apprenticeship standard that aligns with the apprentice's job role.
- Provide a safe, inclusive, and compliant working environment, ensuring adherence to health and safety regulations, equality and diversity principles (including British Values), safeguarding, and Prevent duties.
- Issue a contract of employment that complies with the Employment Rights Act 1996 and ensures the apprentice is paid at least the national minimum wage.
- Contribute to and agree on the training plan developed by Barnet and Southgate College, including the method and structure of delivery.
- Ensure the apprentice has access to the necessary resources, including time, equipment (such as IT), and opportunities within their role to develop the knowledge, skills, and behaviours required for successful completion.
- Provide appropriate supervision and support, including assigning a named contact responsible for the apprentice's welfare and workplace guidance.
- Guarantee a minimum of 6 hours per week of off-the-job training, allowing the apprentice to attend scheduled sessions and workshops throughout the training period.
- Support the collection and documentation of off-the-job training evidence, ensuring it is completed during paid working hours.
- Ensure completion of functional skills qualifications, where applicable (especially for apprentices aged 16-18).
- Participate in regular reviews of the apprentice's progress and performance in both the workplace and training environment.
- Support the delivery of careers advice and guidance, helping the apprentice make informed decisions throughout their programme.
- Work with the college to select a suitable End-Point Assessment Organisation (EPAO) for the apprenticeship standard.
- Support the apprentice in preparing for their End-Point Assessment, including providing time and resources for preparation.
- Allow time away from work for the apprentice to complete their End-Point Assessment as required.

Line Manager /Workplace Mentor

A Line Manager or Workplace Mentor is someone in the workplace who is responsible for overseeing, supporting, and guiding an apprentice or employee. They play a key role in helping the individual integrate into the workplace, develop professionally, and succeed in their role and training.

Responsibilities of a Line Manager or Workplace Mentor

- **Conduct a thorough induction:** Welcome the apprentice to the team, introduce them to colleagues, and explain workplace policies, procedures, and expectations.
- **Align training with job role:** Ensure that the apprentice's training activities are directly relevant to their daily tasks and responsibilities.
- **Provide skill-building opportunities:** Create chances for the apprentice to practise and refine new skills in real work scenarios.
- **Support knowledge application and behaviour development:** Encourage the apprentice to apply what they've learned and model appropriate workplace behaviours.
- **Collaborate with the training provider:** Work closely with the apprentice's trainer or assessor to monitor progress, set achievable goals, and support the apprentice in reaching key milestones.
- **Give constructive feedback:** Offer regular, honest feedback to the apprentice and share insights with their tutor to help identify strengths and areas for improvement.
- **Assist with career development:** Help the apprentice explore future career options and plan their next steps within or beyond the organisation.

COLLEGE TRAINING SUPPORT

The Trainer/Assessor (or Tutor) is a subject matter expert who works closely with both the apprentice and the employer to ensure successful progress through the apprenticeship.

Their responsibilities include:

- **Inducting the apprentice:** Introducing the apprentice to the apprenticeship programme and setting clear expectations from the outset.
- **Delivering structured training:** Providing targeted teaching to help the apprentice develop the knowledge, skills, and behaviours required by the apprenticeship standard.
- **Monitoring progress:** Regularly reviewing the apprentice's development to ensure they are meeting the requirements of their programme.
- **Collaborating with the employer:** Working with you to ensure that the apprentice's workplace learning is relevant and aligned with their apprenticeship goals.
- **Preparing for End-Point Assessment (EPA):** Supporting the apprentice in understanding and preparing for the final assessment stage of their apprenticeship.
- **Providing personal development and careers guidance:** Offering advice and support to help the apprentice grow professionally and plan their career pathway.
- **Supporting academic tasks:** Assisting the apprentice with assignments, exams, and EPA preparation.
- **Conducting Progress Reviews:** Holding regular review meetings with both the apprentice and their Line Manager to track progress and set future targets.
- **Carrying out workplace assessments:** Observing and assessing the apprentice in their work environment (where applicable to the apprenticeship pathway).



Functional Skills Tutor

If your apprenticeship requires additional Maths, English training, our Trainer/Assessors or Functional Skills Tutor will:

- Provide teaching and assessment up to Level 2
- Deliver functional skills sessions (face to face or online) on your apprentices allocated college training day.

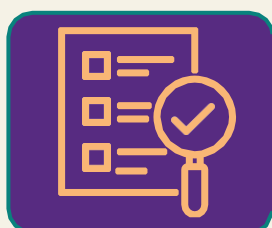
Who Apprentices Contact for Support

Line Manager

*For workplace guidance and feedback

Tutor or Trainer/Assessor

*For apprenticeship progress, training, academic, and assessment support



Quality Assurance Team

An Internal Quality Assurance team works within the college to ensure assessments meet the requirements of the apprenticeship or the qualification undertaken as part of the apprenticeship standard. They will:

- Review the quality of work assessed by trainers, tutors, and assessors.
- Ensure apprentices work meets the standards required for accreditation.
- Gather feedback from apprentices and you as the employer to improve the learning experience.
- Observe training sessions and assessments to maintain high-quality delivery.



End-Point Assessment (EPA)

End-Point Assessor (EPA) works externally for the end point assessment organisation (EPAO). Their role is to:

- Review apprentices completed work to ensure it meets national standards for the apprenticeship.
- Confirm that apprentices have met all requirements before issuing their qualification and apprenticeship certificate.



I completed the Level 3 Business Administrator Apprenticeship, and it was an amazing experience...

Throughout the apprenticeship, I picked up a range of skills like effective communication, time management, and problem-solving. I also became proficient in using various business software and tools, which has been incredibly helpful in my daily tasks. The apprenticeship really boosted my confidence and capabilities, allowing me to take on more responsibilities and excel in my role.

Gulsen Vural
Operational Support Officer Apprentice
Enfield Council

What Your Apprentice is Responsible For

As an employer, it's important to understand the responsibilities your apprentice holds during their apprenticeship. These include:

- **Following the Commitment Statement:** Your apprentice must comply with all policies and procedures outlined in the Commitment Statement provided by Barnet and Southgate College at induction.
- **Adhering to Employment Terms:** They are expected to observe and follow your organisation's terms and conditions of employment.
- **Attending All Training and Reviews:** Apprentices must attend all scheduled off-the-job training sessions, workshops, assessment visits, and progress review meetings. They are required to inform both you and the college in advance if they are unable to attend.
- **Completing Off-the-Job Training Hours:** They must complete a minimum of 6 hours per week of off-the-job training, as agreed in the training plan at enrolment.
- **Engaging in Learning Activities:** Apprentices are expected to fully engage in all learning activities, including any independent self-study, which should take place during working hours.
- **Recording Learning Evidence:** They are responsible for keeping an up-to-date record of all off-the-job learning using the systems and processes provided by the college.
- **Submitting Work on Time:** Apprentices must complete and submit all coursework, projects, assignments, and exams required for their apprenticeship in a timely manner.
- **Participating in Progress Reviews:** They should take an active role in 12-weekly progress review meetings with you and their trainer/assessor to reflect on progress and set new targets.
- **Reporting Issues Promptly:** Apprentices must inform both you and the college of any issues that may impact their training or ability to complete the apprenticeship.
- **Preparing for End-Point Assessment:** They are expected to work with you and their trainer/assessor to agree when they are ready to take their end-point assessment.

04

The Learner Journey





Pre-Programme Stage

STEP 1: INFORMATION ADVICE AND GUIDANCE SESSIONS/ INITIAL ASSESSMENT

Before officially starting their apprenticeship, your apprentice will be invited to attend an Information, Advice, and Guidance (IAG) session. This session is a key part of the onboarding process and is designed to:

- Provide the apprentice with a clear overview of their apprenticeship programme
- Set expectations around their responsibilities and commitments
- Highlight the support available to them throughout their learning journey

The Apprenticeship Onboarding Team at Barnet and Southgate College will invite applicants who meet the initial entry requirements for the apprenticeship. This ensures that only suitable candidates progress to enrolment, helping to set them up for success from the outset.

What to Expect at the Information Advice and Guidance (IAG) Session:

- Lasts approximately three hours.
- A member of the Apprenticeship Team will deliver a presentation outlining the apprenticeship programme, expectations, and available support.
- Apprentices will have the opportunity to ask questions and explore how the apprenticeship aligns with their career goals.
- They will complete an application form, and their eligibility will be verified based on key criteria, including:
 - Being aged 16 or over
 - Holding a UK or EU passport (or relevant visa/permit)
 - Having lived in the UK for at least three years
 - Being able and willing to work full-time
 - Refugee or visa status (if applicable) must cover the full duration of the course

Initial Assessment

To ensure each apprentice receives the most suitable and supportive learning experience, Barnet and Southgate College conducts an initial assessment during the onboarding process. This helps determine the apprentice's current skill level and readiness for the programme. The assessment includes:

- A review of the apprentice's CV and job description
- An interview with a member of the Apprenticeship Team or their trainer/assessor
- Completion of a candidate profile and occupational skills scan
- Maths and English initial assessments
- A short written task

Step 2: Employer Interviews (For Candidates not in Employment Only)

Following the session, the Apprenticeship Team will support you in securing interviews with employers for roles that match your interests. Throughout this process, we will provide guidance on interview techniques and help you prepare to give you the best chance of success.

Step 3: Enrolment

If you are selected for an apprenticeship role, the Apprenticeship on-boarding Team will guide you through the enrolment process. This includes completing a Learning Agreement and an Enrolment Form, which will outline key details of your apprenticeship, such as, Start date, Trainer/Assessor name, Weekly working hours, Annual leave entitlement and Expected end date

The team will also visit your employer to complete the Health and Safety assessment and finalise apprenticeship paperwork. Once this process is complete, you will receive an email confirming your first day of work and college attendance.

Upskilling Candidates Who Are Employed

If your employee is taking up an apprenticeship within your organisation, our Apprenticeship Onboarding Team will contact you to discuss the specific requirements of employing an apprentice. They will still be required to go through the information, advice, and guidance process to ensure that all the necessary requirements are met.

Employer Confirmation Requirements

As part of the apprenticeship onboarding process, you will be required to sign a Learning Agreement to confirm the following:

- The apprentice is in full-time, permanent employment with your company
- They work 30+ hours per week
- Their employment is registered as an apprenticeship with HMRC
- They are aged 16 or over at the start of the programme
- They hold a full-time employment contract
- They are paid at least the National Minimum Wage for apprentices in their first year, increasing to the standard rate for their age thereafter
- They will spend at least 50% of their working hours in England during the apprenticeship
- They will complete a minimum of 6 hours per week of off-the-job training during paid working hours
- If required, English and Maths qualifications will be completed in addition to the 6 hours, also within paid working hours
- All eligibility checks have been completed to confirm they are legally allowed to work in the UK

ON-PROGRAMME STAGE

Induction

Before starting their on-programme training, your apprentice will complete an Induction to ensure they understand the apprenticeship structure, expectations, and available support.

Practical period

This is the time spent by your apprentice training, learning, developing and practicing the knowledge, skills and behaviours towards their apprenticeship standard. The practical period lasts from enrolment through to the point which they are ready for your End-Point Assessment.

Apprentice progress will be tracked and monitored against key milestones to ensure they are performing against their targets.

During the practical period they will complete learning towards their functional skills maths and English (If required) and complete their functional skills exams.

Progress reviews will take place every 10-12 weeks and will involve you, the employer/ line manager or mentor, your apprentice and their trainer assessor. These three-way reviews provide an opportunity to discuss your apprentices progress, address any concerns, and identify any support they may require. Your apprentice will receive feedback and agree on both short-term and long-term targets to support their successful completion of the apprenticeship.

These reviews also provide an opportunity to explore how their training links to their job role and to reflect on their progress toward career goals and future aspirations.



Denise (Barnet and Southgate Trainer/assessor) is always available for guidance and assistance with not only course work but personal development. Her vast experience and knowledge within Lean shines through. This is mirrored in her learners on the courses. Without her knowing she is improving people to become assets to their companies.

Darren Irving
Front Line Leader
Pirelli Tyres

Off the Job Learning

As part of the apprenticeship, your apprentice must complete a minimum of 6 hours per week of off-the-job learning during their paid working hours. This time is dedicated to activities that support their development and progress toward the apprenticeship standard.

At the start of the programme, the apprentice will receive training on how to log their off-the-job hours using Smart Assessor (E-portfolio). They are responsible for tracking and recording their learning throughout the apprenticeship.

Off-the-job learning includes a wide range of activities, such as structured sessions with their trainer/assessor and independent study.

Off-the-Job Learning Activities:

Training & Workshops



- Day-release sessions and workshops
- One-to-one coaching and support
- Assessment feedback and guidance
- Revision sessions
- Attending webinars
- Project work
- Observational feedback

Independent Learning



- Reading books and study guides
- Independent research
- Completing workbooks
- Reading trade journals, magazines, and webinars
- Preparing for exams, assessments, and presentations
- Writing assignments
- Online learning
- Completing portfolio work and knowledge questions

Employer-Led Learning Activities



- Internal training courses
- Understanding employer policies and procedures
- Mentoring and shadowing
- Learning from colleagues and peer discussions
- Meetings with stakeholders and suppliers
- Attending conferences, trade exhibitions, and industry events



Application of Learning

- Practising new skills in the workplace
- Reflecting on learning experiences
- Planning

What Does NOT Count as Off-the-Job Learning?



- Progress reviews with line manager and trainer/assessor
- Taking exams
- Studying for Functional Skills in English and Maths
- Training that is unrelated to your apprenticeship
- Activities that do not introduce new learning



“This apprenticeship delivered an interactive and professional programme that produced a cohort group of 13 distinctions at Level 2 - a truly magnificent result for every single person involved.”

Jason Cairns
Production Manager
Pirelli Carlisle



On-Programme Support

Additional Learning Support

If your apprentice has an identified learning difficulty, disability, or support need, they should indicate this on their Learning Agreement form.

A referral will then be made to the college's Additional Learning Support (ALS) team, who will follow up to assess their needs and outline how appropriate support will be provided throughout the apprenticeship.

The ALS Team, are experienced in supporting learners with various needs, and offer services such as:

- *In-class and out-of-class support*
- *Advice on specific learning difficulties (e.g., dyslexia, ADHD, Asperger's Syndrome)*
- *Support for mental health issues*
- *Access to or loan of specialist equipment*
- *Adaptation of learning materials*
- *Assistive technology (e.g., coloured overlays)*
- *1:1 support where required*
- *and exam access arrangements*

If your apprentice has an Education, Health and Care Plan (EHCP), the college's Learning Support Team will contact them directly to offer tailored assistance. This ensures their needs are identified and supported throughout the apprenticeship programme.

Health and Wellbeing

Our Health and Wellbeing team provides confidential advice and short-term, solution-focused support for learners experiencing emotional and mental health challenges. The service also signposts learners to, or collaborates with, external support services to ensure that all learners have access to the resources they need to achieve their full potential.

Reach Out for Support

If your apprentice is experiencing difficulties that may affect their attendance or ability to continue with the apprenticeship, it's important they seek support early.

If your organisation doesn't have appropriate internal support options in place, please encourage your apprentice to speak with their trainer/assessor. They will be able to direct the apprentice to the relevant college support services to ensure their needs are met.

Apprentice Code of Conduct

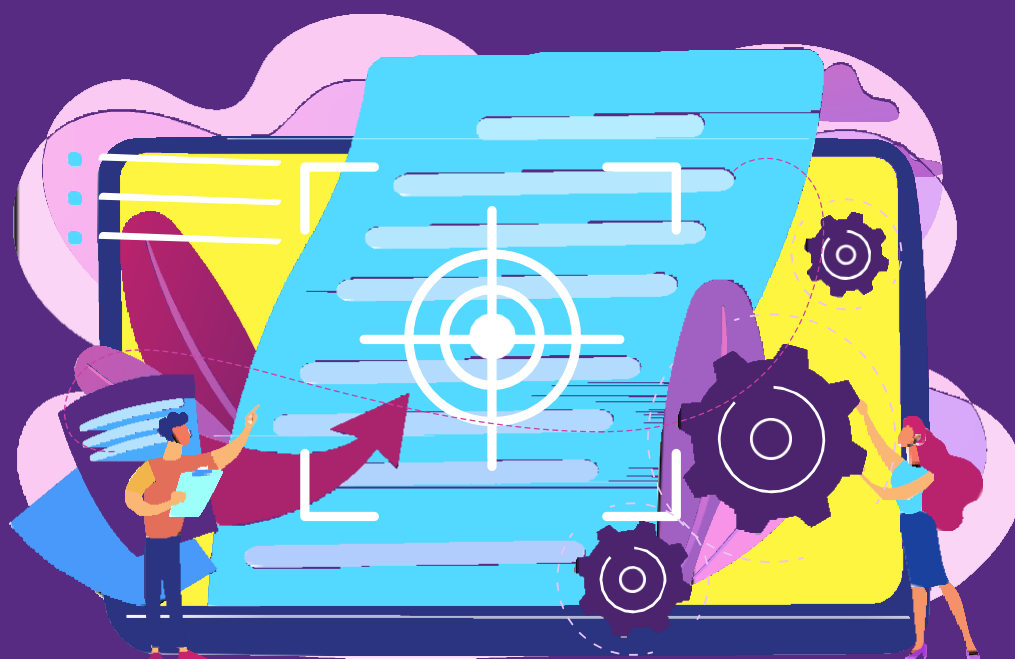
In addition to following the college's Learner Code of Conduct and your organisation's own policies, apprentices are also expected to adhere to a dedicated Apprentice Code of Conduct. This sets clear expectations for professional behaviour, attendance, communication, and engagement throughout the apprenticeship, helping to ensure a positive and productive learning experience.

- To work diligently for the employer for the duration of the apprenticeship programme.
- Treat all equipment used with due care and attention.
- Behave in a responsible manner and take care to avoid injury to yourself and others.
- Report all accidents and near misses to both your work Supervisor and Tutor (depending on your location).
- Follow instructions given to you by an authorised person.
- To observe the terms and conditions of employment stated in your contract.
- Use the apprenticeship tracking system (Smart Assessor) in a timely and efficient manner to meet all deadlines.
- In both working and training, to be diligent and punctual and to attend courses, keep records, take part in and contribute to the review process, undertake assessments in order to achieve Apprenticeship Learning Plan objectives and keep your employer informed of progress towards these targets.
- If you are required to attend college, to attend punctually on the day specified. Unauthorised college absence is unacceptable except in unavoidable circumstances. If you cannot attend college, please inform your tutor and employer.
- To attend any training days arranged by your company or the training provider (non-attendance at college may result in withdrawal from the apprenticeship programme)
- To complete the required "off the job" tracking time log on a regular basis and submit it to your trainer/assessor
- Comply with all Company and College rules and regulations.
- Complete all relevant paperwork, which are relevant to your training programme.
- Comply with all Company and College Health and Safety regulations. In particular, ensure that you wear protective clothing issued to you and do not enter unauthorised areas or work on equipment you have not been trained to use.
- Participate in your review sessions as required.
- Inform the college immediately if you are unable to continue with your training or you change employer.



05

Gateway and End Point Assessment (EPA)



Gateway

The Gateway stage is reached once your apprentice has successfully completed all required training, qualifications, and assessments within their programme.

At this point, you, the apprentice, and their trainer/assessor will review their progress and agree whether they are ready to move forward to the End-Point Assessment (EPA).

Each apprenticeship standard has specific Gateway requirements. The trainer/assessor will guide both you and the apprentice through this process to ensure they are fully prepared for the final stage.

End-Point Assessment (EPA) - Completion & Certification

The End-Point Assessment (EPA) is the final stage of the apprenticeship and is designed to evaluate whether the apprentice has gained the required skills, knowledge, and behaviours for their role.

Once all elements of the apprenticeship have been completed, an independent End-Point Assessment Organisation (EPAO) will assess the apprentice's performance. This ensures a fair and objective evaluation of their readiness to complete the programme. Depending on the apprenticeship standard, the assessment may include one or more of the following:

- *Showcase Portfolio*
- *Professional Discussion*
- *Observation*
- *Interview*
- *Written Test*
- *Multiple Choice Questionnaire (MCQ)*
- *Learner Log*
- *Project Presentation*
- *Report*

Following the End-Point Assessment (EPA), the apprentice will receive a final grade of **Pass**, **Distinction**, or **Fail**. If unsuccessful, they will have the opportunity to re-sit or retake the elements they did not pass.

If successful, the apprentice will receive:

- An EPA certificate with their final grade
- Certificates for any additional qualifications achieved during the apprenticeship

To conclude the programme, the apprentice will complete an exit interview with their trainer/assessor and submit an exit form. This includes guidance to support their next steps and career progression. They will also complete and submit Part 2 of the Individual Learning Plan as part of the exit paperwork.

06

Useful Information for New Apprentice Employers



Employer Contract: Before the apprenticeship begins, your apprentice will read and sign both their employment contract and the Learning Agreement. These documents outline all terms and conditions related to their role and training.

Please ensure your apprentice receives a copy of their employment contract and retains it for their records.

Apprentice National Minimum Wage: Employers must ensure apprentices are paid at least the National Minimum Wage. As of now, the rate for apprentices aged under 19, or those in their first year, is **£8 per hour**. After the first year, apprentices aged 19 or over must be paid the minimum wage for their age group.

This applies to both working hours and time spent training. Employers are welcome to pay above the minimum rate, but if a higher wage is agreed, it must be maintained throughout the apprenticeship.

For the latest rates and guidance, visit: gov.uk/apprenticeships-guide/pay-and-conditions

Annual Leave: Annual leave entitlements are outlined in your apprentice's employment contract. When planning leave, apprentices must inform both their employer and trainer/assessor, and check that no assessments or exams are scheduled during that time. We recommend all leave requests are confirmed in writing for clarity.

Apprentices are expected to work the hours stated in their contract, with a minimum of 30 hours per week required for apprenticeship eligibility. College training typically runs from 9:00am to 5:00pm and is included in their weekly working hours, though this may vary depending on the programme.

Attendance: Regular college training session attendance is essential for your apprentice to successfully complete their qualifications. If they are absent, their trainer/assessor will notify you.

Persistent non-attendance may result in the apprentice being withdrawn from the programme, so it's important to encourage and support consistent attendance throughout their training.

Absence from Work: You should inform the apprentice of your internal procedures for reporting holidays and absences. It's important that the apprentice follows your organisations procedures at all times.

Failure to comply may result in formal action, including a warning or dismissal. We recommend that apprentices follow up any work absence notifications with an email for clarity and record-keeping.

Sickness: If your apprentice is unwell and unable to attend college or work, they must notify both their employer and trainer/assessor on the same day—ideally with at least one hour's notice before their scheduled start time.

They should also provide updates throughout the day regarding their expected return, helping to ensure clear communication and appropriate support.

Sickness Certificate:

If your apprentice is sick for more than one or two days they may need to complete your organisation's self-certification form. If the absence lasts more than seven calendar days (including weekends and bank holidays), they must provide a Fit Note from their GP. These documents should be submitted to you as their employer.

Workplace Entitlements and Rights:

All employees are protected by a series of basic legal rights. From Day 1 your apprentice is entitled to:

- An itemised pay slip or statement
- Equal pay
- No discrimination on the basis of sex, racism sexual orientation, religious beliefs and age
- A limit of 48 hours on the maximum average working week
- 28 days of paid leave every year

After 1 months service your apprentice is entitled to: One week's notice of dismissal.

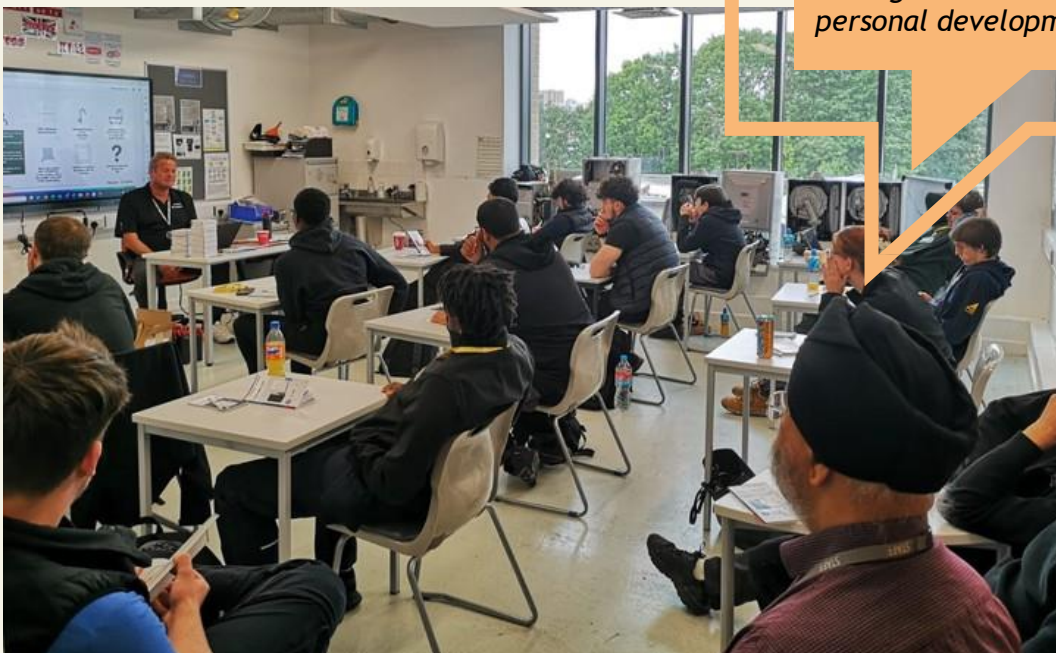
After 2 months service they are entitled to: A written statement of their terms and conditions. (NB. a contract of employment legally exists as soon as you have received payment for work, most employees are given a written contract before or upon starting work).

After 2 years service they are entitled to:

- Redundancy pay
- Protection against unfair dismissal

The current programme provides fantastic support for our apprentices with quarterly reviews collated through feedback from their mentor, manager, and college. These reviews help TBG to support and guide our trainees through their apprenticeship, to ensure they reach the completion of their course, and also helping them grow with the right mindset improving their own personal development.

Aden Martin
Training Manager
T Brown Group



07

College Policies and Procedures



COLLEGE POLICIES AND PROCEDURES:

As an employer of an apprentice, it's important to be aware of the college's policies and procedures. These guidelines are in place to ensure apprentices receive consistent support, maintain their wellbeing, and meet the standards required for successful completion of their programme.

Understanding these policies helps you align your workplace practices with the apprentice's training requirements and supports a smooth partnership between your organisation and the college.

Please find the following useful link below to Barnet and Southgate College policies:

<https://www.barnetsouthgate.ac.uk/college-policies>

Safeguarding:

Safeguarding refers to protecting the health, wellbeing, and human rights of individuals, particularly children, young people, and vulnerable adults, ensuring they live free from abuse, harm, and neglect.

Everyone has a role in safeguarding. If you have concerns about your safety or the safety of others—whether at work or while studying—including bullying or anything worrying you, speak to your employer or trainer/assessor. You can also contact the college Safeguarding Team for support.

Safeguarding & Equality team - 0203 764 4077; safeguarding@barnetsouthgate.ac.uk

Further safeguarding information is available on the student Hub and the safeguarding section of our website.

Radicalisation and Extremism:

What is Radicalisation and Extremism?

Radicalisation is the process by which an individual comes to support terrorism and extremist ideologies. It is closely linked to grooming and abuse, making it a safeguarding concern.

Extremism, as defined by the UK government, refers to vocal or active opposition to fundamental British values. These include democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. Extremism also includes any calls for violence against members of the armed forces, whether in the UK or overseas.

Why is This Important?

The College has a legal responsibility to prevent individuals from being drawn into terrorism, in accordance with the *Counter-Terrorism and Security Act 2015* and the *Prevent Duty*.

Safeguarding against radicalisation is just as important as protecting individuals from other forms of harm.

Prevent - Working Together to Combat Terrorism

The UK government introduced the Prevent Duty Guidance for further education institutions to help reduce the threat of terrorism and support individuals who may be at risk of radicalisation.

Prevent aims to:

- Identify individuals at risk of being radicalised.
- Provide appropriate support and intervention.
- Reduce the likelihood of people supporting terrorist organisations or engaging in extremist activities.

Terrorism is a serious and real threat, and attacks can occur anywhere without warning. At the College, our priority is the safety of our apprentices, students, staff, and visitors. We work closely with key partner organisations and local communities to identify and support those who may be vulnerable to extremism.

The media frequently reports on terrorist incidents worldwide. However, it is important to recognise that terrorism does not represent the views of the majority within any faith or culture. Extremist groups exploit vulnerable individuals, influencing them to adopt radical views, and in some cases, persuading them to support or even participate in terrorist activities.

Our Commitment

The College is committed to providing a safe and open environment where apprentices can explore and discuss controversial issues in a balanced and unbiased manner. Extremist views of any kind have no place in our institution, whether at work or during studies.

Failing to challenge extremism puts our apprentices at risk. Therefore, we actively work to prevent exposure to extremist materials and ideologies, ensuring that all apprentices receive the support they need to stay safe.

Reporting Concerns

If you suspect any activity that may indicate a terrorist threat, report it immediately using the confidential Anti-Terrorism Hotline on 0800 789 321 or via the online reporting tool. Even small details could be vital in preventing an attack.

Run, Hide, Tell - Staying Safe in an Emergency

In the unlikely event of a terrorist incident, follow the Run, Hide, Tell guidance to protect yourself and others:

1. Run - If you can, escape safely. Move away from danger and encourage others to come with you. Leave belongings behind.
2. Hide - If running is not possible, find a safe place. Lock or barricade doors, stay quiet, and turn your phone to silent.
3. Tell - Once safe, call 999 and provide as much information as possible about the situation, location, and any suspects.

Online Safety and Social Media Policy

Keep personal information, such as your family details, address, phone number, and workplace, private.

Secure your photos and videos and only share them with trusted friends.

Be cautious online—don't trust everything you read, as some people may not be who they claim to be.

Avoid meeting people you meet online in person, but if you do, always ensure you meet in a public place and consider telling someone you trust about the meeting for added safety.

Use mobile devices responsibly—respect yourself and others when texting, calling, or sharing photos. Avoid teasing, name-calling, or cyberbullying.

If you experience online abuse, **REPORT IT** immediately.

Anti-bullying and Harassment Policy Statement:

Barnet and Southgate College is committed to providing high quality education and training, ensuring that our students achieve to the very best of their ability. The College recognises that students are more likely to successfully complete their course if they feel safe and secure at College. This policy explains the measures the College will take to prevent and react to bullying and harassment.

Bullying is defined as repeated behaviour intended to harm someone physically or emotionally, often targeting specific groups, such as those based on race, religion, gender, or sexual orientation. It can take many forms, including physical assault, verbal abuse, and social exclusion.

Harassment is unwanted behaviour that violates an individual's dignity or creates an intimidating, hostile, or offensive environment. This can include physical assault, verbal abuse, exclusion, or offensive material.

If you experience or witness bullying or harassment, please report it to your line manager or another point of contact at work. If related to college activity, contact your trainer/assessor, or another staff member for support.

Compliments, Concerns and Complaints Policy Statement:

The aim of the Compliments, Concerns and Complaints Policy and its associated procedures is to ensure that all compliments, concerns and complaints are dealt with in a fair, equitable and timely manner by the college's staff. As a college we are committed to continuously improving our services and welcome feedback on all aspects of our provision. Your input helps us enhance the college learning experience and drive ongoing improvements.

Resolving Queries /Complaints Process:

In the first instance, please speak to your Trainer/Assessor to raise any concerns. Should the issue still remain unresolved please contact: Curriculum Manager - Apprenticeships, Barnet and Southgate College, Wood Street, High Barnet, EN5 4AZ; Telephone: 0203 764 4333; Email: apprentice@barnetsouthgate.ac.uk As a last resort, please use the college complaints process detailed on the college website at: <http://www.barnetsouthgate.ac.uk/the-college/compliment-and-complaint-form>

Place of Quiet Policy Statement (On-campus):

The College is committed to delivering high-quality education and supporting students to achieve their full potential. We promote wellbeing, equality, and diversity, fostering a respectful, inclusive environment free from discrimination. We also ensure fair treatment for people of all faiths or none, providing access to a Place of Quiet for worship or contemplation.

Equality and Diverse Policy Statement:

Barnet and Southgate College are committed to achieving equality and diversity for all its learners, staff and the broader community which it serves. We welcome, celebrate and value the diversity of our learning community and seek to promote an inclusive learning and working environment where everyone can achieve to their full potential. We have a zero tolerance of discrimination, harassment or bullying of any kind.

Barnet and Southgate College are committed to the promotion of equality, diversity and inclusion in all its activities; as a provider of learning and training, as an employer of staff and as a partner with a range of organisations within our community. We are proud of the diversity of our college and value, celebrate and respect the many different backgrounds, experiences and talents that our learners and staff contribute to our learning community. We will work with and support our learners, staff and partners to embed equality and diversity into everything that we do and maximise the opportunities to promote equality and celebrate diversity as part of our responsibility as a public funded organisation.

We will treat all learners, employees and our partners in the community with respect and dignity and work to provide a positive learning and working environment which is a safe and welcoming place in which to study, work or visit. We will ensure that the Equality and Diversity policy influences and informs the culture of the College.

We will treat all learners, employees and our partners in the community with respect and dignity and work to provide a positive learning and working environment which is a safe and welcoming place in which to study, work or visit. We will ensure that the Equality and Diversity policy influences and informs the culture of the College.

The College will not tolerate any form of direct or indirect discrimination, harassment or victimisation and will ensure that any behaviour by staff, learners, partners, sub-contractors or visitors which violate this policy is dealt with robustly.

British Values

British values promote a fair, inclusive, and respectful society. These values include:

- **Democracy** - Everyone has the right to their opinion and a voice in decision-making.
- **The Rule of Law** - Laws protect all individuals, ensuring fairness and justice.
- **Mutual Respect & Tolerance** - Respecting and valuing different backgrounds, beliefs, and cultures.
- **Individual Liberty** - The freedom to express yourself while respecting others' rights.

These values are shared by many democratic societies and help build safe, inclusive communities.

As an apprentices at our college, we expect you to demonstrate a commitment to British Values in your everyday actions and behaviour. This includes:

- **Respecting the views of others** and engaging in constructive discussion, showing respect for all opinions, even if you disagree.
- **Adhering to the rule of law** by following college policies, guidelines, and regulations, and upholding your responsibilities as a learner and in the workplace and your community.
- **Fostering mutual respect and tolerance** by embracing diversity, treating all individuals equally, and working collaboratively with people from all walks of life.
- **Championing individual liberty** by using your freedom responsibly, respecting the rights of others, and standing against discrimination or any form of harmful behaviour.

Health and Safety- Workplace

The apprenticeship on-boarding team will initially meet with the employer to assess whether they meet the required Health and Safety standards before placing a learner on to an apprenticeship programme. External bodies, including the Education and Skills Funding Agency set these standards. Where the employer has specialist equipment e.g. vehicle lifting ramps, construction tools, etc., a more detailed specialist health & safety assessment will be undertaken by the industry specialist assessor.

Wood Street Campus:

Wood Street Barnet

EN5 4AZ T

Tel: 020 8200 8300

Tube: High Barnet (Northern Line, Zone 5)

Bus: 34, 84, 107, 184, 234, 263, 307, 326, 384, 389

Southgate Campus:

High Street

Southgate

N14 6BS Tel: 020 8200 8300

Tube: Southgate (Piccadilly Line, Zone 4)

Colindale Campus:

Bristol Avenue (formerly Lanacre Avenue)

London

NW9 4BR

Tube & Train: Colindale (Northern Line, Zone 4) and Mill Hill Broadway (Thameslink)

Bus: 113, 186, 204, 221, 302, 303, 382

Thank You!

The Employer Handbook is a key resource that outlines the college's policies, expectations, and support available throughout the apprenticeship journey.

We encourage you, as an employer, to familiarise yourself with its contents to better support your apprentice's progress and ensure alignment with college procedures. If you or your apprentice have any questions, the trainer/assessor or the apprenticeship team are always available to help.



Contact Information

Phone College Switchboard: 020 8266 4000

Website www.barnetsouthgate.ac.uk/apprenticeships

Email apprentice@barnetsouthgate.ac.uk
