



# POLICIES & PROCEDURES

## Employer Engagement Practice Policy

Reviewed on: 02/07/2023  
Reviewed by: David Bendell  
Signed: *D Bendell*

Next Review Date: July 2024



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## Employer Engagement Practice Policy

### INTRODUCTION

Oxford Energy Academy Limited has strong relationships with most local employers in the industry and promotes apprenticeships through employer forums and the Find Apprenticeship Training website. Owners and engineers come to Oxford Energy Academy Limited to carry out five yearly update courses and are aware that Oxford Energy Academy Limited has apprenticeships qualifications.

### EMPLOYING AN APPRENTICE

Employers approach Oxford Energy Academy Limited for advice when considering employing an apprentice. Oxford Energy Academy Limited can also offer assistance in finding an apprentice.

#### Apprenticeship Offer

- Standard: Level 3 Electrotechnical Apprenticeship
- Framework: Level 3 Plumbing & Heating (completing)
- Standards: Level 3 Plumbing & Heating (Gas, Oil or renewable energy routes available)

All delivery will take place in Oxford Energy Academy Limited training centre in Witney.

#### Prior to Joining Oxford Energy Academy Limited

- Interview with apprentice with the offer of employer to attend.
- Skill scan test and information of prior learning.

Interview with employer to check qualification criteria can be met.

#### Employers with an Apprentice at Oxford Energy Academy Limited

Once an apprentice starts at Oxford Energy Academy Limited, the employer-apprentice- Oxford Energy Academy Limited relationship is strengthened through:

- Health & Safety visit from director who will on his visit ensure that the company is clear on student mentoring and off the job training and recording.
  - To ensure the health and safety requirements of employing an apprentice are met and to discuss further the apprenticeship process and address any concerns the employer may have.
- Employer handbook
  - This contains information on the course, expectations of both training provider, employer and apprentice and important information on safeguarding & PREVENT.
- 12 weekly reviews



- Apprentice progress reviews are carried out every 12 weeks to check on progress, safeguarding/PREVENT knowledge, attendance and punctuality, and identify any areas of concern. The employers are invited to attend their students review, otherwise reviews are shared with employers who can add any appropriate comments.

The Tutors and Apprenticeship Manager have regular telephone and face to face meetings with employers to discuss apprentices progress and ensure employers and student needs are met.

Any major decisions regarding well-being or work related will be escalated to the Director of apprentices to investigate and resolve.

All employers are aware of the Oxford Energy Academy Limited complaints policy which is on our website with a link.



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