

2023

# KLP 002 Learner Charter



## Policies and Procedures

# Apprentice Learner Charter

The training and development of an apprentice is a three-way partnership between the employer, the apprentice and Group Horizon Ltd (GHL).

The Apprenticeship Charter outlines the responsibilities of all three parties. Everyone must agree to adhere to the guidelines.

## **Employer responsibilities:**

- Support through supervision and constant development
- Duty to protect the health, safety, and welfare of their employees
- Provide all necessary information, instruction, training, and supervision to enable individuals to develop
- Ensure learner receives off the job training time
- Support learner to complete an accurate skills scan

## **Apprentice responsibilities:**

- Follow the employer's lawful instructions
- Participate in negotiating the training plan for the apprenticeship
- Attend work, perform duties required and make reasonable progress to achieve the competencies negotiated in the training plan
- Maintain courteous and professional behaviour
- Understand that all information obtained from the employer and given in confidence must be kept confidential
- Take care of workplace property and resources
- Record any training and assessments for the qualification portfolio
- Work safely, not just for personal safety but for that of co-workers
- Attend training sessions with GHL and supervised workplace activities - take advantage of learning opportunities
- Maintain good timekeeping

## **Group Horizon Ltd responsibilities:**

- Provide an overview of apprenticeships
- Ensure recognised prior learning is considered and skills scans are used
- Help employers choose the right Apprenticeship Standard
- Help employers to do more to attract and develop young talent
- Manage the training and evaluation process
- Support the apprentice throughout their training programme
- Advise on progression opportunities
- Support with EPA readiness
- Ensure functional skills are delivered
- Progress reviews are undertaken and pastoral reviews are offered to all learners
- Provide tools and guidance to successfully manage the apprenticeship
- Allocate a dedicated tutor and Skills Coach to the apprentice