

2025

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