

## MISSION STATEMENT 2021/2022

AS Training Services provides Apprentices training and assessment services in the Construction sector. We believe in helping Apprentices to reach their full potential, through high quality teaching, training, and assessment, underpinned by robust quality assurance and an approach to continuous improvement that delivers positive results.

The purpose of this statement is to define our approach to managing the delivery of high-quality standards in Apprenticeship training.

**Mission** - To provide a progressive, high quality, inspirational, safe education and career development driven model of apprenticeship training in the workplace by breaking down any conceptual barriers to learning and developing of skills and knowledge to employees.

**Vision** - To become a leading training provider offering innovative and high-quality learning experiences to all our employer partners, whilst still ensuring we support all learners to achieve timely regardless of their background.

**Values** - The following values underpin and guide our day-to-day activity and future development:

- All staff at AS Training Service strive to provide an environment that is both nurturing and challenging so that all learners can discover their own unique way of learning while gaining the confidence and life skills to succeed.
- Be professional and strive for excellence, continuous improvement, and sustainability in all that we do
- Ensure that everyone can learn and develop both personally and professionally despite their background or starting point.
- Be responsive to the needs of apprentices and employers.
- Respect the diversity of our apprentices and staff.
- Collaborate as a team that works in a spirit of openness and integrity.
- Work in partnership with employers to provide the best quality of apprenticeship delivery available.

### High-Quality Apprenticeships

**Apprenticeships will be based upon:** -

- An agreed partnership with an engaged employer with the intention and capability of employing the apprentice to train in an appropriate Apprenticeship Standard aligned to their business needs, to completion of their training and end-point assessment and securing their longer-term future.
- An apprentice who is eligible, motivated to learn, and work diligently and safely to complete their apprenticeship.
- Information, advice, and guidance from AS Training Services that is Matrix accredited advice via our qualified staff and suitable signposting to support employers and learners throughout the apprenticeship journey.
- Training and support delivered either inhouse or on behalf of the employer by AS Training Services as the lead training provider where we have the occupational skills, knowledge, competencies, and capacity to deliver appropriate standards.
- The completion of a rigorous initial assessment of the apprentice's prior learning and experience of the job role, against the standard.
- An apprenticeship contract of services and commitment statement between the employer, the apprentice and AS Training Services as the provider, which sets out the training programme.
- Commit to Apprentices working in partnership with the employer that the delivery offer will be in line with the ESFA funding rules, meet the commitments made to apprentices.

- Our delivery is safe and high-quality conforming to the requirements of the Institute for Apprenticeships, the appropriate Apprenticeship Standard, the requirements of any Associated Awarding Body for any required qualification and working with the employers and the EPAO to ensure they are endpoint ready.
- Commit to support employers through the delivery of quality apprenticeships in line with the ESFA funding rules and guidance for employers including supporting recruitment via the Apprenticeships Service where appropriate.
- Adhere to information provided through our Employer Handbook and Policies, the agreed commitment statement and contract for services for our Apprenticeships.

## Management Expectations of Quality in Apprenticeships

AS Training Services is currently a small Apprenticeship Training Provider, however we have sustainable growth plans and the management team has a high expectations in relation to the quality of all aspects of our Apprenticeship programmes.

Our targets are set out in our ongoing business plan and are as follows: -.

- Achieve a minimum Ofsted Grade '2' GOOD and progress to Grade '1' OUTSTANDING.
- End Point Assessment (EPA) first time pass rate
- EPA outcomes of the top grades of merit or distinction.
- Ensure improvement within our Quality Improvement Plan and Self-Assessment Report
- Retain our Matrix accreditation.
- Further increase Apprentice satisfaction rates, by exceeding customer expectations.
- Further increase employer satisfaction rates, by exceeding customer expectations.
- Achieve high standards of apprentice achievements and improve retention rates
- Build our reputation in the Construction Sector to be an Apprenticeship Training Provider of choice.
- Maintain high quality standards in apprenticeship training
- Develop staff through CPD to ensure good practice and continuous improvement throughout whilst developing a diverse and highly multi-skilled workforce.
- Apprentices understand how to keep themselves and others safe, considering the following areas and paying particular attention to the impact of lockdowns / restrictions and isolation:
  - Health and Safety
  - Safeguarding
  - The Prevent Duty
  - British Values
  - On-line safety and fraud

## Roles and Responsibilities

We expect the highest quality standards in the design, delivery and management of all aspects relating to our Apprenticeship programmes. Roles and responsibilities are clearly defined through job specifications and managed through CPD, performance evaluation and the appraisal system.

Key roles and responsibilities:

- Managing Director - The highest level of governance and oversight of apprenticeship quality strategies, improvement processes, organisational structure, policies and procedures and resources to enable high quality delivery of apprenticeships.
- The Senior Management Team - Day to day leadership and management of the business, delivering on requirements as set out by the Managing Director.
- Curriculum Managers – Provide innovative design of well sequenced curriculum and content that engages apprentices, meets the requirements of the Standard, and exceeds employer expectations. Manage the delivery of Apprenticeships in their sector, drive progression through the learning

journey, quality assurance and improvement, OTLAs, Awarding Organisation/EQA/EPA requirements, promote the embedding of English, maths, Safeguarding, The Prevent Duty and British Values, leading to apprentices reaching their potential, demonstrated at end point assessment and the graded outcome. The Managing Director and Senior Management Team have direct input into Curriculum design.

- Occupational Trainer's - The apprenticeship standard trainer's is the main point of contact for apprentices, this is a pivotal role in the success of our Apprenticeship programmes. The Trainer's are involved from commencement as they carry out the skills analysis and first teaching session that leads to the actual start of the apprenticeship programme. Trainer's deliver teaching, training, and assessment, taking the Apprentice through the curriculum, using a range of learning resources that cover Safeguarding, The Prevent Duty and British Values reflect the learning style of the individual. trainers also prepare apprentices for end point assessment using a range of techniques, including mock assessments whilst encouraging apprentices to strive for the highest possible grade at EPA and help them to understand what they need to do to achieve these.
- Functional Skills Tutor – Delivers English and maths and work closely with our occupational trainer's when an additional need has been identified for an apprentice for most Apprentices, their Tutor will deliver the functional skills training, however for Apprentices that are experience a particular difficulty or barrier, including those identified as having additional support needs, our specialist Functional Skills Tutor may get involved. This could take the form of additional support and training for Tutor to enable them to overcome the apprentice's barrier or delivering one or both Functional Skills with the Apprentice. We adopt a flexible approach to ensure this specialist resource has maximum impact with Apprentice that need extra support and tuition.
- Enrolment Co-Ordinator - The Enrolment Coordinator is usually the first point of contact between the apprentice and AS Training Services. They are responsible for engaging with potential applicants, giving them information and advice about their chosen course, or more suitable alternatives, then guiding them through the onboarding process.
- Designated Safeguarding Lead (DSL) and Designated Safeguarding Officers (DSO) – Is our point of contact for apprentices to report concerns and incidents to and for trainers to get guidance and support regarding any concerns they may have about an apprentice. The Safeguarding team ensure that available information and training resources are current and easy to access.

## Standardisation

Standardisation ensures that constant, reliable and valid coaching, and assessment practices are maintained. This will consider the various needs of trainers, apprentices, and their employers. Standardisation will be addressed in all key/applicable meetings to look at coaching and assessment activities of all the delivery staff to ensure that everyone is adhering to standard best practices. Support and further training will be given as required to maintain this requirement. Standardisation will address various elements of the apprenticeship standard and will be used for development activities to ensure consistency in our high standards of quality. Standardisation will be documented and retained as an example of continuous development activities.

## Managing Performance

We believe in allocating time to the continuous improvement of our team, including the setting of challenging targets, management of poor performance and recognition of achievements.

Reviews occur on a regular basis and include:

- Weekly business review – Weekly KPI review, action plan review, project update.
- Monthly – Monthly KPI review, action plan review.
- Annual Audit – completed by the Operations Director to ensure consistency and quality of training over time.
- Twice yearly Individual Appraisal – Behaviour, Skills, Targets as well as case load and support requirements review.

Reviewed May 2022 – Andrew Start, Managing Director.  
Next Review November 2022

Signed: - A.P.Start

