

Learner Journey & Related IAG Service

Recruitment

Protocol promotes programs to learners and employers. Protocol website and VLE provides IAG on the services on offer, parent and mentor guides available for download.

Individual briefings carried out to ensure suitability and eligibility.

Applicants who do not meet entry / eligibility requirements are provided with details of referral agencies. Applicants who meet criteria are invited to complete an Initial Assessment.

Learner Start & Process Induction

Results of the Initial assessment are analysed and ITP created.

Learner issued with information and Moodle log in containing IAG and Course Schedule / Curriculum Plan.

Learner Handbook and Mentor guides issued.

Pastoral Support, Retention, & Intervention Process

Mentors are provided for all learners on program. A minimum of every 8/12 week reviews are carried out to provide support and IAG.

Retention and Intervention process is applied to any learner at risk of leaving the program or whose progression is slow. Action Plans drawn up.

Complaints and compliments process in place to address any learner/employer concerns.



Initial Assessment

Recruitment consultants & Business development carry out initial assessment of learner's skills and technical ability. A presentation is delivered to learners to provide further information about Protocol, the programs and the sectors offered.

Applicants who do not meet entry requirements are provided with details of referral agencies. Successful applicants are provided further with guidance on finding employment and interview preparation.

Assessment & Review, Teaching & Learning

At a minimum of every 8/12 weeks, Training Advisors will review learners' progress, provide IAG and agree action plans to ensure learner progress is maintained.

Achievement & Progression

Assessors will provide progression routes to learners and employers towards the end of their program.

Certificate presentations will be organised.

IAG Resources

Protocol Websites
Marketing Materials
Parent & Mentor Guides
Guide to Finding Employment
Interview Preparation Guide
Careers Guidance Videos
Referral Letters

IAG Resources

Referral Letters
Initial Assessments Tests
Recruitment Presentations
Guide to Finding Employment
Interview Preparation Guide
Parent & Mentor Guides

IAG Resources

Health & Safety
Course Schedule
Equality & Diversity
Individual Training Plan
Induction Weeks 1 to 4
Learner Handbook
Mentor Guides

IAG Resources

Health & Safety
Equality & Diversity
British Values Questions
Learner Review Document

IAG Resources

Health & Safety
Equality & Diversity
List of Referral Agencies
Complaints/Compliments Process
Retention & Intervention Process
Learner Review Document
Mid IAG Action Plans

IAG Resources

End Point Assessment IAG
Individual Training Plan for Progression
Gateway & EPA
Final IAG