

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science



BTEC EMPLOYER INVOLVMENT POLICY

(BTEC Technicals, not currently delivered)

This policy is reviewed annually to ensure compliance with current regulations

Reviewed by:	K Brown
Checked by:	M. Allitt
Date of next review	January 2024



Aim

1. Employer involvement in the delivery and/or assessment of technical qualifications provides a clear 'line of sight' to work, enriches learning and raises the credibility of the qualification
2. To ensure a designated lead for Employer Involvement
3. Requires all learners to undertake meaningful activity involving employers during their study
4. To ensure that there is an accurate and detailed recording of meaningful employer involvement for every individual learner
5. The contribution of meaningful activities to the qualification must be significant and relate to the qualification as a minimum.

In order to do this, St Bernard's High School will

- Produce an Employer Involvement plan at the start of the programme that reflects the meaningful activities that contribute to the technical qualification
- Produce a clear and accurate meaningful activity plan that covers all learners
- Establish and agree milestones with employers to develop, execute and review meaningful activities for learners
- Confirm learner engagement against the defined meaningful activities identified
- Ensure effective, reliable and accurate tracking / recording of individual learner involvement in meaningful activity in relation to the individual learner field of study
- Prepare the learner to engage actively and positively with opportunities offered with employer involvement
- Develop robust and accurate recording procedures that minimise the opportunity for malpractice
- Maintain a robust and rigorous quality assurance procedure
- Provide evidence for standards verification and quality management review as required by the awarding body
- Monitor SV/EE and LSV reports and undertake any remedial action required
- Share good practice between all Technical qualification teams in reference to employer involvement
- Ensure that all staff teaching on Technical qualifications understand the requirements and importance of meaningful employer involvement.
- Provide resources to ensure effective employer involvement and accurate monitoring and recording.
- Adopt a standardised centre approach to documentation used across the centre for the purpose of employer involvement
- An annual review of employer involvement to ensure that activities are meaningful and appropriate and enhance all future employer involvement



- Secure records of all activities are maintained

Top tip: You now need to add your centre specific procedures, making sure that you cover the following as a minimum requirement. You can do this in a format that suits you (i.e. flowchart, process map, bullet points or descriptive text etc)

- Staff roles and responsibilities
- Staff updating/ briefing
- Employer involvement plan
- Confirmation of meaningful activity
- Internal verification of meaningful activity
- Standards verification review & monitoring
- Maintenance of records of meaningful activity
- Key dates & actions for processes & procedures
- Policy review & update and version control details published on our website.

Links

Links to key Pearson and /or centre documents that may be helpful for staff when reading or using the policy & procedures.

BTEC qualification specifications:

[Applied Science](#)

[Health and Social Care](#)

[Information Technology](#)

Other valuable resources for centres in planning, quality assuring and delivery BTEC programmes:

[BTEC Centre Guide to Internal Assessment](#)

[BTEC Centre Guide to Internal Assessment 2020-21 \(pearson.com\)](#)

[BTEC Centre Guide to Internal Verification](#)

[btec-centre-guide-to-internal-verification.pdf \(pearson.com\)](#)

[BTEC Centre Guide to Employer Involvement](#)

