

### Safeguarding and Prevent

It is GET's responsibility to ensure the wellbeing and welfare of all learners whilst they are on our programmes. We take our safeguarding commitments very seriously and with the level of extremist activities on the increase, we feel more action needs to be undertaken to ensure that learners and employers are aware of the dangers that exist in this particular area. In order for us to educate learners and employers, GET have had to undertake some learning themselves through the development of knowledge in this particular area at Board and Senior Management Level and right the way through the whole organisation. Throughout the time on their apprenticeship programme, learners will undertake several activities to raise their awareness and understanding of Safeguarding and Prevent. We do this through briefing sessions, online courses and during review and assessment meetings. We also have software which monitors their online usage to help us identify any unusual activity which could indicate they are being abused, bullied or drawn into extremist groups/behaviour.

### GET Events

Throughout the year we hold a number of events which are listed below

- **GET Open Day/Recruitment event** – This is open to the general public. The event enables them to find out more about the programmes we deliver and also speak directly to employers about their vacancies.
- **Welcome Morning** – Each year we hold a welcome morning for the learners and their parents/carers to hear more about the programme they will be undertaking and the support services available at GET. The CEO gives a short presentation which is followed by the opportunity to have a walk around the centre. It is also the opportunity to complete any paperwork ahead of starting at GET.
- **Presentation Evening** – This is an annual event where we celebrate those that have achieved their apprenticeship framework and also a number of first year learners that have been nominated for awards in specific areas e.g. 'Best Overall Miller'.



### Suggestions/improvements

We hope you have found this information booklet useful. If you have any suggestions about additional content which would be beneficial for parents or carers to know please send them to [info@get-trained.org](mailto:info@get-trained.org)

# get

## Gloucestershire Engineering Training

## Who are GET?

**Gloucestershire Engineering Training (GET)** has been designing and delivering engineering and training programmes for large and small employers since 1977. We are the only training facility in the County strategically led and guided by professionals from within Manufacturing & Engineering industries. Our main programme that we deliver is Apprenticeships however we do offer a range of other courses such as HNC and HND as well as short courses in different areas.

Our culture is more of a business and work environment for the young people as opposed to a College; our employers like the fact that when their learners return to them after the first year off the job training they are familiar with some of the regularities of working life.



From September to July first year learners spend their time at GET working on the core practical units depending on their discipline (e.g. Mechanical, Electrical, Welding). They will also be working towards their knowledge qualification which is the academic part of the programme as well as Functional Skills in Maths and English if they are required to do so. Learners will then move to their company in their second year and return to GET one day per week to complete their knowledge qualification. Between years 2 to 4 of the Apprenticeship learners will be working towards their level 3 units while working in company and are supported by a dedicated Work Based Assessor who visits each learner on a regular basis.

### Rules and Regulations

For many learners GET is the bridge between leaving school and entering the world of work therefore it takes longer for some to adjust and mature compared to others. We provide learners with the opportunity to improve their attitudes and behaviour. We also need to recognise the fact that all learners are employed and therefore what we decide at GET will have implications on their employment. With this in mind we ensure that we work closely with employers to deal with any underperformance issues or unacceptable behaviour.

We do have a code of conduct in place and make it clear to all learners what is expected of them in terms of their attitude to learning and their behaviour - This is signed by the learner during their induction period. Our instructors and tutors all have experience of managing groups of learners both in the workshop and classroom environments.

Behaviour is also a mandatory assessed element of the apprenticeship programme and monitored throughout the whole duration.

### Communication With Employers and Parents/Carers

The majority of learners that start at GET are under the age of 18, however they are still employed and have the right to be treated as an adult as that is how we expect them to behave. Our obligation is to communicate and report directly to the employer as they are the one paying the training fees and buying the service from GET.

We do not communicate directly with parents or carers as the majority of learners would prefer us not to however if the learner and parent/carer would like us to do this we can make arrangements for reports and reviews to be shared. This is not standard practice as our obligation lies solely with the employer but we are happy to keep everyone informed of progress if this is requested.

### Feedback and Improvements

At GET we are always striving to be the best we can possibly be and this means listening to what our employers and learners are saying. There are a number of different mechanisms that we use in order to gather feedback on a regular basis from all of our stakeholders which we use to make improvements and adjustments to our programmes. Below is a list of some of the ways in which this feedback is collected:

- **Post Induction Survey** (Anonymous) – This is completed by learners after they have completed the Induction week. The Induction is an important part of starting at GET in year 1 and we therefore want to ensure learners receive all necessary information in a way that doesn't overload them or is long winded.
- **Termly Surveys** (Anonymous) – At the end of every term, learners have the opportunity to complete a survey to give feedback on their academic studies.
- **End of year Survey** (Anonymous) – At the end of the first year off the job training, learners are asked to complete a survey to give feedback on the whole programme including academic studies, practical training and their general experience at GET.
- **Progress Reviews** – Every first year learner will have regular review meetings with a member of staff from GET and their employer if they choose to attend. This gives learners the opportunity to discuss any problems or issues they may be experiencing in a closed environment.
- **Mentors** – Each learner will be allocated a mentor who they can go to at any time to speak with about anything that is on their mind.
- **Welfare and Safeguarding Officer** – We have a Welfare and Safeguarding officer who learners can go to for advice or guidance on issues they may be experiencing either here at GET, in company or at home. Many learners have found this useful to discuss more personal issues.
- **Apprentice Committee** - The Apprentice Committee consists of one learner from each group who meet on a regular basis to discuss key topics and to bring forward any thoughts or opinions from their groups on how the programme can be improved. A member of GET staff is in attendance at these meetings to take on board any discussions and suggestions.
- We also have a number of surveys for learners that have moved back into company and our employers, staff and Board of Directors which are completed throughout the year.

An action plan is then produced based on all feedback that is collected which is reviewed and monitored throughout the year to ensure that action is taken against the feedback we receive.

### Help and Support

During a learner's time throughout their apprenticeship, help and support may be needed along the way. Support may range from a learning difficulty such as adapting learning tools and additional support to suit individual learning needs to personal health and wellbeing such as signposting learners to help with mental health, anxiety, bereavement or those that may be struggling to cope with workloads and pressures.

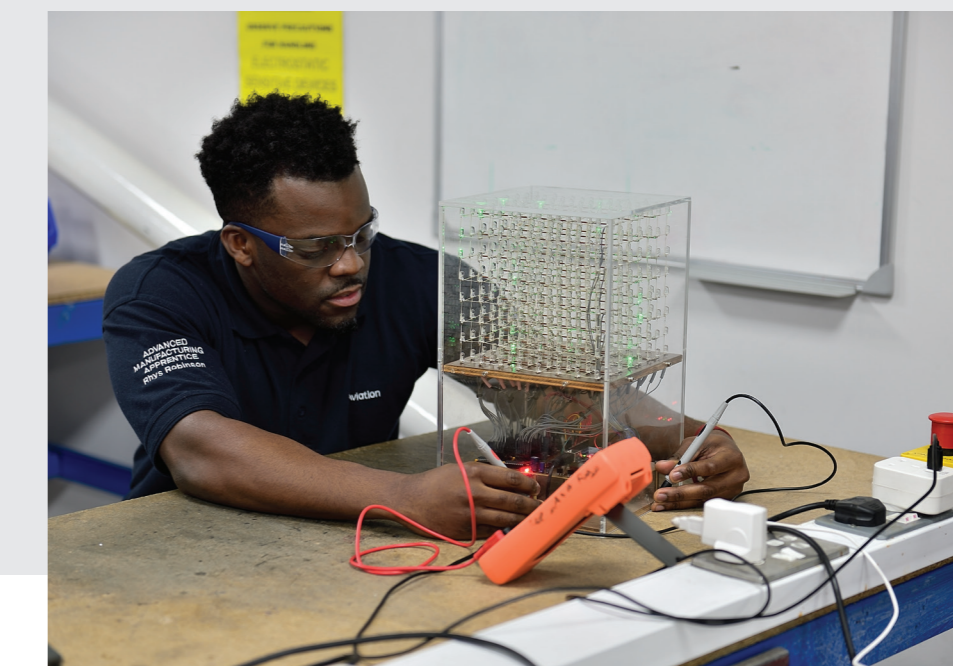
Employers have a duty of care to all of their learners and work closely with GET to ensure that this support is offered both at GET and in company.

Learners have the opportunity to disclose any learning needs or disabilities at the beginning of the apprenticeship by completing a learner disclosure form. This enables our Learner Welfare Officer to have a more in depth meeting with the individual and discuss the appropriate measures that can be put in place.

If you have any concerns please contact the **Learner Welfare Officer at GET** or the employer feedback that is collected which is reviewed and monitored throughout the year to ensure that action is taken against the feedback we receive.

### Re-Sits/Failed Assessments and Exams

We allow learners up to 3 attempts to pass any exams or assessments that are carried out. This includes Functional Skills and Knowledge qualification exams. If after this time a learner has not successfully passed, any further attempts will result in charges being incurred by the employer. There is not a maximum amount of resits a learner can have at assessments or exams however should



there be persistent failures, we will review the ability on a case by case basis on whether we believe the learner is capable of achieving the overall programme or not. Plans have been put in place so that those who do not successfully pass Functional Skills during year one can have a break and are given time to develop the skills and knowledge required during their time in company and come back to GET during year 3 to have another attempt.

Learners who have professionally diagnosed learning difficulties such as dyslexia and are entitled to extra time in exam conditions will be supported in this process. GET has a dedicated Learner Welfare Officer to work with learners on any issues they may be experiencing. This staff member will have regular communication with learners and will cascade any information around learning difficulties through to the delivery teams as well as having regular catch ups with learners to see how they are progressing.

### Extra Curriculum Activities

Throughout the first year off-the-job phase of the apprenticeship programme, numerous extra curriculum activities take place. This includes:

- **Road Safety and Advanced Driver Awareness**
- **Drugs and Alcohol Awareness**
- **Sexual Health**
- **Employment Rights and Responsibilities**
- **Landlord and Tenancy Agreements**
- **Community based project**

We accept that every learner is employed, however, we also accept that the foundation phase is a transition period from school to work. We see it as our responsibility to raise awareness around a range of topics and will tailor the topics each year based on the need at that time.