



Employer Handbook

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Commitment

Our Commitment to You

The standard of services that you can expect from us:

- To provide a personalised service with tailored and flexible solutions to meet individual needs
- To provide a professional approach with delivery within agreed timescales
- To receive clear, effective and useful information and support promptly and effectively
- To ensure your employees study in a clean and safe environment

At the start of your employee's programme, you will receive:

- Your employer handbook
- Your employee's Individual Learning Plan (ILP) will be discussed
- Contact from your employee's skills tutor

During your employee's programme, we will provide:

- Experienced staff to deliver a well prepared and up-to-date programme
- A range of learning techniques which are appropriate to the course and tailored to the individual needs of you employee
- Scheduled appointments to review and assess your employee's progress, setting SMART targets for further learning
- The opportunity for you to feedback on our services
- Regular contact from Art Providers Ltd

On your employee's completion of their programme you will receive:

- Employees with enhanced skills and knowledge in order to have a positive impact on the development of your company
- The opportunity for employees to progress further by accessing our higher qualifications
- The opportunity for you to assist in training additional employees based on your needs and requirements

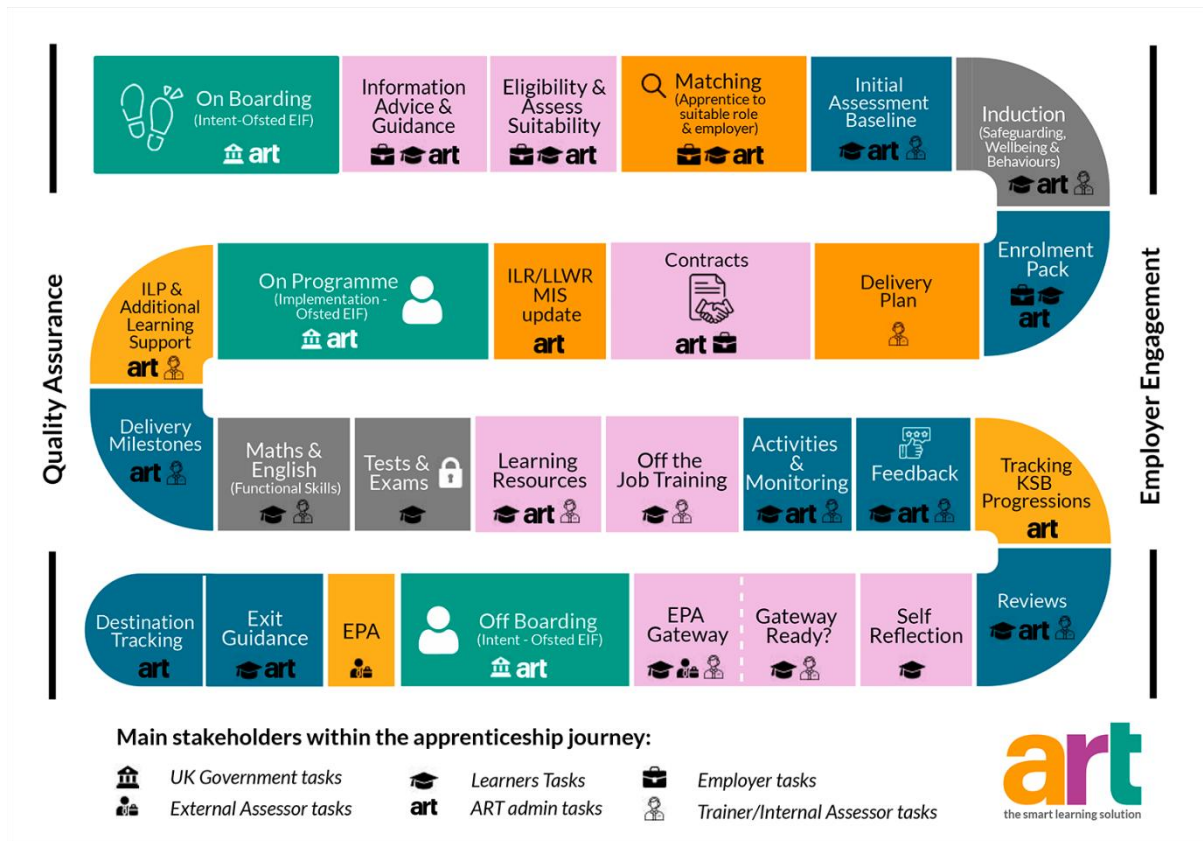
Your Commitment to Art Providers Ltd

We ask that you:

- Make the appropriate contribution (5% for non-levy pay and 0% for levy paying)
- Signing the appropriate commitment statement agreements (between (One) ART and the employing organisation and (Two) between ART, Employing organisation and Learner)
- Provide the appropriate access to apprentices in order for workplace observations to be undertaken

- Monitor the timekeeping, ability and attendance of your employee
- Monitor the ability of your employee to undertake their duties and their level of enthusiasm for the role
- Report any issues you may have with your employee to us, if the issue has an impact on their apprenticeship
- Ensure support and coaching is available to your employee in order to assist them both in the workplace and through their professional development
- Be involved within your employee's development journey

Learner Journey



Who Can You Expect Contact From

Business Development Team

Business development team is a customer facing sales professional, leading the end-to-end sales interaction. They capture business needs and translate them into workforce solutions, and they understand Art Providers Ltd service offering in detail. Their work involves developing customer relationships through a consultative approach and building trust and confidence in their own and Art Provider's Ltd capabilities through demonstration of detailed service knowledge, competitor knowledge and an understanding of the market in which they operate. They will support you through the pre-implementation process, proposing and presenting innovative solutions tailored towards you and your needs.

Our business development team will proactively support your organisation on a day-to-day basis. The team come with a wealth of experience in the sector and will act as a conduit between other stakeholders throughout the employer and apprentice journeys, to ensure you receive the best possible learning experiences.

Business development will work with you to drive continual improvement, share success stories and work through challenges where necessary. They will also report back on a monthly basis to review performance against the contract.

Delivery Team

Our delivery team are in place to help support you in creating an engaging learning programmes, bringing the content requirements for apprenticeship standards and vocational qualifications to life to support you individual business and training needs.

Quality Team

The quality team, is made up of passionate people who are innovative and have a drive for excellence. Some of the areas they provide advice and guidance for include;

- The quality of delivery and support provide from skills tutors
- Driving the review and redesign of curriculum delivery models to ensure they deliver on its promise of excellence
- Supporting the use of blended learning and technology to improve delivery and workflow efficiency

Safeguarding

ART Providers Ltd is committed to safeguarding and promoting the welfare of learners and expects all staff and learners to share this commitment. We aim to create a vigilant culture and promote the welfare of children and vulnerable adults by protecting them from sexual, physical or emotional abuse, neglect and bullying. ART Providers Ltd has a statutory requirement to follow the guidance references in the following;

- The Children Act 1989 (as amended) - to assist the Local Authority Social Services Department acting on behalf of children in need
- The Children and Social Work Act 2017 – Safeguarding of Children (Chapter 2) The
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2023 - safeguard and promote the welfare of children
- Keeping Children Safe in Education 2025 - Safeguarding is Everybody's Responsibility
- Education and Training (Welfare of Children) Act 2021
- Human Rights Act 1998
- The Equality Act 2010 / Public Sector Equality Duty (PSED)

Our Adult learners will fall under the Care Act (2014) legislation and the Care and Support guidance (2014), with guidance from Keeping Children Safe in Education 2025. The Public Sector Equality Duty (PSED) for education settings (Equality Act 2010) highlights a need to be conscious that learners with protected characteristics may be more at risk of harm.

Our aim is to ensure that staff are working together and fully engaged in being vigilant about raising awareness, embedding, and monitoring safeguarding. ART Providers Ltd will ensure that we work alongside other professional bodies and agencies to ensure that our learners and staff are safe from harm.

Why is safeguarding necessary for your employees?

Providers of government funded training have a duty to safeguard their participants and to take such steps that try to ensure the safety of its participants (children under 18 or vulnerable adults) at all times. As part of that duty, we will talk to you about what you can do to ensure that your employees are not exposed to threats or dangers.

What are your responsibilities as an employer?

- To understand what is meant by safeguarding and promote the welfare of the participants.
- Be aware of your statutory duties towards the welfare of children and vulnerable adults.
- Be familiar with our guidance, in particular, the reporting arrangements.

It is the responsibility of the employer to ensure employees working alongside participants are free from convictions and of sound character and judgement and will not pose as any threat or danger to learners.

What do I do if my employee discloses information to me?

- Re-assure them that they have done the right thing
- Record what they said, using their words where possible
- Sign and date the record
- Inform our Designated Person or Deputy as soon as possible and pass on the written record
- Maintain confidentiality and do not discuss with others
- Listen without making judgements
- Stay calm
- Try not to ask questions, but if you must, make sure they are open-ended questions to clarify understanding and not to probe or investigate
- Don't give an opinion or offer advice
- Don't promise confidentiality - explain you may need to talk to a designated Safeguarding Officer

Our Safeguarding Team

Role	Name	Contact Details
Designated Safeguarding Lead	Ebenezer Adeosun	+44(0) 2038840099 and +44(0)7540420657
Designated Safeguarding Officer	John Lawani	+44(0) 2038840099

<https://sc.art-providers.com/policies/>

Prevent

One aspect of safeguarding is the PREVENT duty, which requires the Education sector to have "due regard to the need to PREVENT people from being drawn into terrorism", supporting terrorism, or being drawn into non-violent extremism. The Counter-Terrorism and Security Act 2015 places a duty on certain bodies. Keeping Children Safe in Education (2025) details the importance of education around RSHE, Educate Against Hate and developing knowledge and understanding of British Values. This, alongside the Human Rights Act (1998) and Equality Act (2010) have informed our Prevent Policy.

The prevent strategy has three specific objectives;

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- PREVENT people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address

Purpose of Prevent

- PREVENT aims to safeguard vulnerable individuals (both adults and children) who may be at risk of potentially becoming involved in terrorist activities
- It also aims to support institutions, such as schools, colleges, and universities where this may happen
- All frontline staff have a responsibility to report any instances where they think they have identified a Safeguarding issue to their Designated Safeguarding Lead / Designated Safeguarding Officer

Please refer to our [PREVENT POLICY](#) in our policy and procedure folder.

British Values

The Fundamental British values are:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect for and Tolerance of those with different faiths and beliefs and for those without faith

Art Provider Ltd promotes the following core British values as part of the *Prevent* agenda:

Democracy

- Your views matter to us.
- Democracy can be seen as a state of society characterised by equality of rights and privileges. It can also refer to our nation's electoral systems. In Alacrity Group we promote the importance of democracy through such things as:
- Learners being encouraged to consider alternative pathways in workshops and through the duration of their course.

Individual Liberty

- Responsibility is one of our values – take responsibility for your choices and respect the rights of others.
- Individual liberty suggests the free exercise of rights generally seen as outside Government control.

The Rule of Law

- Abide by Art Providers Ltd code of conduct and help us keep a safe, friendly and welcoming environment.
- All people and institutions are subject to and accountable to law that is fairly applied and enforced.

Respect Individuals

- Accept people for who they are and what they believe.
- The proper regard for an individual's dignity, which is reciprocated. We promote the importance of mutual respect.
- Wellbeing promotes mutual respect through the skills developed in sessions/workshops/1:1 meetings.

Tolerance of Those with Different Faiths and Beliefs

- A fair, objective, and permissive attitude to those whose faith and beliefs may differ from one's own.

20% Off the Job Training

Off the Job Training (OTJT) is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the Standards. This can include training that is delivered at your normal place of work but must not be delivered as part of your normal working duties.

OTJT must be directly relevant to the apprenticeship Framework or Standard and could include some of the following:

- The teaching of theory:
 - Lectures
 - Role playing
 - Simulation exercises
 - Online learning
- Practical training:
 - Shadowing
 - Mentoring
 - Industry visits
 - Attendance at competitions
- Learning support and time spent writing assignments

OTJT must **NOT** include the following:

- English and maths (up to level 2) which is funded separately
- Progress reviews or on programme assessment needed for an apprenticeship Framework or Standard
- Training which takes place outside of the learners paid working hours

The table below sets out the type of activities that may be included in the Learning Log. These individual plans will be adapted for you and reflect the needs of your employer. All of the OTJT time will be recorded by the learner, including the time outside of normal working hours if you are completing relevant activities.

The OTJT can include any of the following types of activity.

Activity	Examples of Valid Off the Job Training
Classroom sessions / lectures	Block or day release
Simulation exercises	Business models and gaming
Online learning	On line training modules and support materials
Shadowing	In work or new departments/locations
Mentoring	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments /assignments/workbooks	Short exercises or long project reports
Practical training / Training in the workplace directly relevant to the standard (E.g.: IT training, soft skills)	Any training support delivered in the workplace or with other external training suppliers
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training
Reflection Logs	Recording all learning that has taken place on a monthly/quarterly basis or as required
Conferences	Job or sector related
Special Projects	Projects related to the job or to the testing of the programme
Continuous Professional Development	Any activity related to the job that develops new skills/knowledge
Peer to Peer Support	Discussions/joint working with colleagues
Research	Background working to improve knowledge
Revision for exams and end point assessment (EPA)	Preparation ongoing for end point assessment

Functional Skills

Every apprentice is required to have or obtain the essential skills required to carry out their job role efficiently. These are transferable skills that can be used in any job/industry and most companies will require the basic functional skills of:

- Maths
- English
- ICT

If your employee doesn't already have these qualifications, they will obtain them whilst completing their apprenticeship with Art Providers Ltd. Alternatively, if they have already achieved similar qualifications to these, then they could be exempt from sitting the functional skills exams. i.e. GCSE, GCE or O'Levels.

As part of your employee's training programme, we will also help them to develop their leadership, communication and confidence skills. These topics will be embedded into teaching and learning sessions and will help enable your employee to cope with social, economic and technological change. Developing these personal qualities will enable the apprentice to become a more effective employee, that can continue to develop both personally and professionally to the benefit of your organisation.