

APPRENTICESHIP

WORKFORCE DEVELOPMENT

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Planning the integration of on- and off-the-job learning/training – Template Action Plan

The following exemplar action plan provides some suggestions as to the issues you might want to include in your action plan based on your learnings from the **Planning the integration of on- and off-the-job learning/training (03-2)** course. Your action plan will be a working document which you will want to add to and amend. It is, however, helpful to include some initial dates so that you can monitor your progress and amend accordingly.

TO NOTE: The roles identified in this action plan and the dates included are for illustrative purposes only. It is important that you work collaboratively across your organisation to identify who has the accountability, capacity, and capability to undertake the actions required.

Planning the Integration of On and Off the Job Training – Template Action Plan

Action	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
1.	Employers are not currently involved in the intent, design or review of our curriculum/modules.	1. Share with colleagues learning from today's CPD session and the benefits of improved integration. 2. Map out when next curriculum or module reviews are taking place – or schedule these as required. 3. Select 1 apprenticeship standard or 2 modules to pilot employer engagement and re-design approach (depending on review cycle). 4. Create or utilise template framework (e.g. COMEL) to re-design module with employer group. Utilise AWD <i>Engaging Employers Resource</i> to support planning. 5. Engage key employers and create Employer Forum to work collaboratively with on design/ re-design work. 6. Review effectiveness of approach before rolling out to other modules/apprenticeships.	Apprentice Manager /Quality Manager and Course/Module Leads	01/4/24	Complete

Action	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
2.	Employers are not involved in the delivery or assessment of our apprenticeships.	1. Meet with course leads to identify 1-2 apprenticeships/modules to pilot work on. Utilise AWD Engaging Employers Resource to support planning. 2. Work with course lead and tutors to identify where employer involvement in delivery /assessment would add to quality of learning experience by bringing particular expertise or viewpoint and support integration. Consider sustainability/consistency of employer delivery required – of if it would need to consider alternative approach, e.g. rotational employers, change employer by cohort to contextualise to their learning and employer contexts. Delivery e.g. – employer online session on subject / emerging areas / sector priorities / innovation /specialism; employer facilitated talks, action learning set or debates. Assessment e.g. – employer feedback factored into assessments of work-based projects, presentation panels, reflective work, other assessed work-based tasks. 3. Engage and discuss with suitable employers and gain commitment.	Apprentice Manager/ Course Leads/Tutors	12/04/24	Complete

Action	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
		Support their delivery planning or training in assessments as needed. 4. Once agreed and planned, add these activities to Training Plans or new Module Mapping Plans. 5. Roll out across other modules / apprenticeships.			
3.	We do not use work-based projects consistently across all our apprenticeships as a way to integrate on- and -off-the-job training.	1. Meeting with apprenticeship course leads to identify where work-based (WB) projects are currently utilised. Review effectiveness of these projects in delivering integration – identify good practice to support roll out. 2. Set-up internal WB project working group. Can we gain senior buy-in to have a WB Project Module in all our apprenticeships? 3. Agree consistent framework to deliver WB Projects in our apprenticeships – this should include how employers will be involved, model structure, weighting, and assessments. 4. Agree action plan for improvements to existing WB Projects to ensure fit with new framework and to support better integration (e.g. more tailored work	Apprentice Manager/Course Leads/Tutors	01/05/24	In Progress

Action	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
		with employers in planning, involving employers in delivery and assessment) 5. Identify 1-2 apprenticeships currently not using WB Projects to pilot the implementation of a project as part of the curriculum using the new framework. 6. Review of pilot activities and gain agreement/action plan to roll out to all apprenticeship programmes.			
5.	Consider how we can plan application and onboarding process to better support an integrated work-based learning approach.	1. Set-up up working group to review current application and on-boarding practices. 2. Undertake review and develop action plan. Review to consider: - Employer application criteria – are employer organisations and apprentice job roles assessed against KSBs and on- and off-the job activities required in workplace at application? - is previous employer 'performance' and engagement considered before re-contracting? (e.g. have they engaged with on- and off-the-job training previously and supported their apprentices?) - is employer and apprentice guidance and documentation suitable and clear	Quality Manager/ Apprenticeship Manager /Course Leads	12/06/24	In Progress

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		– e.g. do they document requirements of employer to support an apprentice, including work-based activities and off-the-job hours needed? - are training plan review meetings happening with each employer and apprentice at onboarding e.g. to ensure all parties understand training plan, modules, content, work-based activities and to consider timing/coordination of on-and-off the job learning with both our teaching and their business schedules. 3. Review future contracting decisions with senior team for 'repeat offender' employers (those not providing time and support required).			
6.	Staff do not consistently understand the role integration plays in the delivery of our apprenticeships or the impact effective work-based practice can have.	1. Encourage attendance at AWD CPD session for key staff to aid dissemination of key messages and internal training. 2. Develop and deliver own tailored internal CPD programme for tutors and WB coaches to understand how they can support effective integration in their job roles.	Quality Manager/ Apprenticeship Manger	01/07/24	In Progress

Action	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
		3. Share AWD reading list and case-study and adaptive teaching resources as CPD resource for staff.			