

## APPRAISING & MONITORING POLICY

### APPRAISING

- All workplaces and employers will be assessed (including Safeguarding) prior to being put forward as a possible work-placement for potential learners using the Employer/Location Health and Safety Assessment Record.
- A copy of the assessment record's action plan is given to the employer. Shortfalls within the action plan are listed and target dates are set with the employer.
- Only when the Safety Officer is totally assured the workplace meets the standard will potential learners start the placement.
- The 'Employer/Location Health and Safety Assessment Record' will be revisited annually to ensure placements still meet the requirements.

### MONITORING

- Learners and employers will be monitored every 8 - 12 weeks using the 'Progress Review Form'
- A 'Health & Safety Monitoring Report' will also be completed during every monitoring visit and attached to the Progress Review Form
- Any concerns highlighted will be recorded and followed up within set timescales

**Any placements that fail to maintain the required standards, will be given a set time period (usually 1 month) to 'put things right'.**

**If at any time the Safety Officer believes that it would be to dangerous/unsafe for the learner to continue to work at the placement the Safety Officer will remove the learner until the standards are met or find them a new placement.**

Any observations/recommendations made by The Skills Funding Agency representative's following a Training Provider monitoring visit will be recorded and dealt with appropriately by the designated people.

A handwritten signature in black ink, appearing to read 'Richard W Little', is written over a light blue horizontal line.

Richard W Little – Chairman

<u>Document Control</u>	
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