



Know Your Potential Consultancy Ltd

CHARTER FOR APPRENTICESHIP LEARNERS





KYP seeks to be an outstanding training provider at which to be a learner and will provide an outstanding educational experience through inspiring and relevant service delivery. This policy sets out the implications of those commitments for KYP, learners working with KYP in their mutual interest of continually improving their educational experience.

The policy is intended to be a signpost, rather than a comprehensive source of information. To ensure the continued relevance of this policy, it is reviewed regularly by KYP management and IQA staff.

Culture and expectations

KYP Staff will:

- Interact with students and colleagues fairly and respectfully
- Accept responsibility for their actions
- Show fairness, professional impartiality and diligence
- Value diversity across disciplines, cultures and expertise
- Be respectful in their dealings with care homes, staff and students, clients and those in the local community
- Be committed to, and exercise responsibility for, their own personal, academic and professional development, taking into account any relevant professional standards
- Accept and take due account of feedback, given in whatever form
- Respect the physical environment and property of contractors within their care homes and contribute in a positive way to the local community
- Aim for excellence in service delivery endeavours

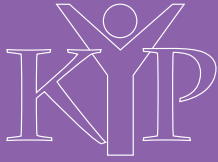
Teaching and Engagement

Staff from KYP and learners are committed to the delivery of high standards of teaching, support, advice and guidance. Opportunities for regular continuing professional development exist for all staff. KYP Staff will make clear the contact hours and any detailed attendance requirements in the module outline issued at the beginning of the module.

Apprenticeship learners are expected to attend induction, participate in appointments and attend meetings with their assigned assessors. On occasion, it may be necessary to cancel monthly meetings and KYP will follow the procedures where necessary and report within the monthly submission of learner progressions. Learners are also expected to take responsibility for managing their own learning; attend timetabled sessions and actively engage in their course; ensure they spend sufficient regular time in WBL study at their workplace.

Assessment and Feedback

KYP Staff will make clear the detailed assessment criteria in the Apprenticeship standard module outlines. Students will be provided with the opportunity to discuss assignment tasks before submission. Students are required to submit all assessed items or if appropriate bring to the attention of KYP Assessors details of any mitigating circumstances for consideration up to one week (seven days) after monthly submission date or when appropriate seek an extension, (Break in learning- BIL- by stated deadlines).



Assessment and Feedback - continued

Formative assessment and feedback is used throughout the course. KYP Assessors will provide feedback on formative assessment or interim assessment normally before summative assessment deadlines for all modules. Where appropriate, there is anonymous marking for all summative assessments.

Course Management

All students will have access to the apprenticeship standard which will set out the formal requirements of the course along with information on appeals and complaints.

KYP Assessors will encourage and support learner participation in personal development and course management.

Support for students

KYP seeks to provide outstanding support through assessor support and professional service delivery to support students in order to assist students with academic and welfare problems.

In addition, module assessments are informed by a planned and integrated approach to course design to enable academic progression and Assessments align with course aims and learning outcomes. Opportunities for students to develop assessment literacy are part of module and course learning activities. Learning activities develop a shared understanding of academic standards and assessment criteria.

Student induction includes activities that develop student understanding of academic integrity



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