

Apprenticeship Charter

Harlow College is proud to deliver excellent teaching and learning to young people and adult learners. We aim to ensure this excellence is also reflected in our relationship with employers.

The aim of this Charter is to outline our commitment to you and clearly outline the standard and level of service you can expect from us and what we expect from you as an employer and employee.

What is expected of Harlow College?

Harlow College will ensure we find the right apprentice for your business, our free service includes:

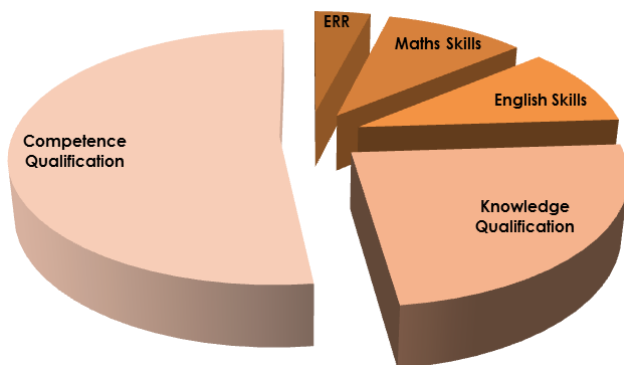
- Advertising the apprenticeship vacancy
- Managing the applications and shortlisting process
- Carrying out initial pre-screening for candidates
- Carrying out visits to your workplace alongside regular reviews to support you and your apprentice
- Advice and guidance on any grants or funding where available

What is expected of the employer?

- The apprentice must be paid the minimum wage
- You must provide a full contract of employment
- The employer must offer the same benefits package to the apprentice as other employees
- Arrange for a workplace mentor and point of contact for the apprentice
- Provide sufficient paid time off to study in college
- Ensure the apprentice has sufficient opportunities in the workplace to complete their framework
- Ensure training is provided on health and safety including information on relevant legislation

What is expected of the apprentice?

- Attend work as stipulated in the contract and work to a high standard
- Attend college for 1 day a week
- complete an apprenticeship framework which consists of the following:



Employer Charter

Harlow College is committed to providing high quality training to businesses to support in up-skilling and meeting training needs.

We recognise that every business has different training requirements, therefore we can design a tailored package which best suits your organisation. As part of our service we will also provide you up-to-date information on funding opportunities you may be able to access.

We offer:

- Organisational needs analysis free of charge
- Free maths and English courses
- Bespoke programmes
- Support with your recruitment needs
- Venue hire