Apprenticeship Providers Profile form

Dear Provider,

Please complete this form as accurate and as realistic as possible. NHS Education South Central decisions will be based on information provided on this form.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Basingstoke College of Technology</th>
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<tbody>
<tr>
<td>Address</td>
<td>Worting Road, Basingstoke, Hampshire, RG21 8TN</td>
</tr>
<tr>
<td>Website address</td>
<td><a href="http://www.bcot.ac.uk">www.bcot.ac.uk</a></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>01256 306373</td>
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<tr>
<td>Contact person</td>
<td>Alan Gwyer</td>
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<td><a href="mailto:alan.gwyer@bcot.ac.uk">alan.gwyer@bcot.ac.uk</a> / 01256 306373</td>
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</tbody>
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Please provide brief information on your Organisation’s Apprenticeship Provision History.

BCOT has been successfully providing apprenticeship programmes for over 10 years. Each programme is delivered by staff who are subject specialists, who hold relevant teaching qualifications and assessor/verifier awards as necessary. We have excellent testimonials from employers who have joined our apprenticeship schemes. BCOT has good and improving success rates for all programmes. In some cases the College has 100% success rates e.g. Business Administration and Accountancy.

Please detail all awards and accreditations you currently hold and sector/ programme specific Awards. E.g. The Training Quality Standard, Ofsted Grades, e.t.c.

Training Quality Standard (TQS) in Full, Matrix Accreditation, Investors in People (IiP) and Disability ‘Two-Tick’ symbol. Ofsted – overall satisfactory – good for Engineering and Health & Social Care (grades for apprenticeship programmes not given at last inspection).

Please provide details of Provision flexibilities that you can offer NHS South Central based on the three priority areas identified across NHS South Central using list of Frameworks attached

The following frameworks based on the priority areas identified by the NHS can be offered as an Apprenticeship (level 2):
- Health & Social Care
- Support Services in Health Care
- Accountancy
- Business Administration
- Children’s Care, Learning & Development
- Customer Service
- Management
- Cleaning & Support Services
- Hospitality & Catering
- Warehousing & Storage
These frameworks can be delivered as an Advanced Apprenticeship (level 3):
- Health (AHP Support – General)
- Health (AHP Support – Physiotherapy and Occupational Therapy)
- Health (General Healthcare Support)
- Health (Clinical Healthcare Skills)
- Health (Maternity/Paediatric Support)
- Health (Obstetric Theatre Support)
- Health (Preoperative Care – Surgical Support)
- Accountancy
- Business Administration
- Children’s Care, Learning & Development
- Customer Service
- Management

Workplace Delivery / Workshop Option / Fast Track Option
Workplace delivery is available for each of the apprenticeship programmes listed above. BCOT offers an innovative delivery model that combines workshops and one to one sessions to offer a greatly enhanced learning experience for the trainee. The College agrees in advance all sessions with the employer to facilitate the release of staff to form a group.

This delivery model offers a considerable saving in time, with the completion of some Frameworks in six months if a Fast Track route is preferred. It is also highly motivational for learners. Some of the larger companies with which we work prefer this workshop and fast track option as it leads more quickly to results and is popular with staff.

Alternatively, the College can deliver these programmes on a more conventional one to one basis.

Additional Frameworks
BCOT can also offer the frameworks listed below. However, owing to the specialist nature of these qualifications and the equipment required, trainees would be required to attend classes at BCOT for one day per week:
- Electrotechnical
- Engineering
- Plumbing
- Vehicle Maintenance & Repair

Please list resources required from NHS South Central

Trainee release
Trainees would need to be released from work to attend workshops, assessor meetings and training sessions, if applicable, at times agreed with the employer.

Accommodation
The availability of a room for individual meetings or group training would allow all delivery to take place on site and substantially reduce the time individuals are absent from duty.

Testimonies
For some specific Health pathways e.g. maternity, the College would expect to evidence elements of the NVQ part of the framework through the use witness testimonies from specialist hospital staff.
Give details of evaluation plans

**Account Management**
The College will assign an Account Manager to oversee the delivery of all apprenticeship programmes for the NHS. This person will be a senior member of staff reporting directly to the Head of Department at BCOT.

At least once a term, more frequently if required, the Account Manager will hold a Review Meeting with NHS managers to discuss the progress of the apprenticeship programme, agree any developments and resolve any difficulties.

**Assessing**
An assessor, with responsibility for delivery of the apprenticeship programme, will be allocated to each trainee.

**Training Consultant**
Each apprentice would have a Training Consultant who would meet with both the learners and their managers on a regular basis (at least every two months) to discuss progress and implement improvements as necessary.

**Quality Monitoring**
A Course Team will manage the programme. The Team has a monitoring meeting each month and reviews and acts upon feedback from individuals, employers and assessors as well as internal verification and lesson observation reports. NHS representatives are welcome to attend these meetings.

**Service Level Agreement**
BCOT will prepare a Service Level Agreement for agreement with the NHS. The Agreement will manage the programme delivery, clearly express the relationship between the NHS and the College and ensure both a trouble free contract and a quality learning experience for the apprentices.

The Agreement will outline the evaluation procedure, which will include:

1. **Context evaluation**
   This will consider whether or not the programme has met the priorities of the NHS and the needs of the employees participating in the programme.

2. **Process evaluation**
   The processes and procedures will be evaluated for effectiveness, efficiency and quality.

3. **Reaction evaluation**
   The information provided by employees and the NHS during the quality monitoring processes will be analysed and assessed.

4. **Outcomes evaluation**
   The results will be assessed for their relevance, scale, significance and quality.