

## LSIEE01 - SQA Unit Code HE14 04

Work in partnership with employers for the benefit of learners



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### Overview

This standard is about how those who are engaging with employers can facilitate the development and delivery of opportunities that improve learning and development and/or employment for the learner and the prospective learner enrolled with the lifelong learning organisation.

#### Performance criteria

*You must be able to:*

- P1 identify and select the employer to meet the learning and/or employment needs of learners and prospective learners
- P2 provide clear information to the employer about the services required to enhance opportunities for learners and prospective learners
- P3 provide clear information and advice to the employer about the employer's responsibilities when dealing with particular learners, signposting to appropriate additional resources
- P4 work with the employer to match learner and prospective learner needs with employability and employment opportunities
- P5 enable the employer to understand the needs of the learner and prospective learner, including any intervention or assessment requirements
- P6 support the employer in delivering opportunities that lead to the expected outcome for the learner
- P7 maintain contact with employers throughout the delivery of the opportunities for learners
- P8 obtain feedback from the employer on progress of learners through appropriate mechanisms
- P9 communicate with the employer in a manner which emphasises their role as a partner in the delivery of services
- P10 evaluate the impact the employer has made on learning outcomes
- P11 work with the employer to measure the impact of the engagement on the learner and the lifelong learning organisation
- P12 work with the employer to measure the impact of the engagement with lifelong learning on the employer's business

#### Knowledge and understanding

*You need to know and understand:*

- K1 the range of local, regional and national employment, training and education opportunities and potential funds available, who may be eligible for funding and how to access opportunities and funds
- K2 the importance of identifying for learners and prospective learners opportunities to develop employability or to engage in employment
- K3 sources of information about individual employers, and about employment sectors, locally, regionally and nationally
- K4 the nature of the opportunities that may be available for different learners and for learning
- K5 the importance of the first contact with an employer, and how to prepare for it
- K6 how to gauge the level of interest of each employer approached in developing or delivering opportunities for learners
- K7 employer concerns about offering opportunities to those learners who are unfamiliar with employment and the workplace, and how to overcome these concerns
- K8 who to refer the employer's issues and concerns to within own organisation before, during and after the delivery of opportunities
- K9 the current legislation related to disclosure, safeguarding, health and safety, bilingualism, equality and diversity and employment rights for specific groups of learners in the workplace and the implications for services provided by employers
- K10 the lifelong learning organisation and the employer's for learners in respect of safeguarding and managing risk
- K11 how to specify the requirements of the individual learner, including levels of disclosure and intervention or assessment requirements
- K12 the support and resources which may be needed by the employer and how to access them from within the organisation or from stakeholders
- K13 how to maintain effective and appropriate contact with the learner during the delivery of opportunities by the employer
- K14 the importance of feedback mechanisms and how to obtain regular feedback about the development and progress of the learner
- K15 forms of information and communication channels that can be used to maintain contact before, during and after the delivery of opportunities by the employer
- K16 own role and responsibilities and who to gain assistance and advice from when unsure of process or delivery outcomes
- K17 how to evaluate the impact the employer has made on learning outcomes
- K18 how to feedback to employers the outcomes of their input into learning in a manner that is business-like and constructive

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K19 how to measure the impact of engagement on the lifelong learning organisation and the employer's business

### Additional Information

#### Values

The professional values which define the expectations placed on the staff who engage with employers, underpin this standard. These are based on the value of learning and the right of every individual to have access to learning, including in the workplace. Employer engaging in the learning and development process, and seeking to develop ethical solutions to improve business outcomes, will enhance their reputation as well as their productivity

Please visit the website below to access the NOS suite including the Introduction, which contains the relevant Professional Values, background information and Terminology for this suite of NOS.

<http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/standards-and-qualifications/standards/engaging-employers-national-occupational-standards/>

#### Links to other NOS

In order to define a specific job role, it may be necessary to look at other suites of standards such as:

1. Management and Leadership Standards (2008) (Management Standards Centre)
2. Business Development (SFEDI)
3. Business Enterprise (SFEDI)
4. Business Support (under development by SFEDI)
5. Learning and Development (ECITB)
6. Customer Service (ICS)
7. Business and Administration (CfA)
8. Marketing (MSSSB)

This list is indicative rather than exhaustive

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<b>Developed by</b>	Learning and Skills Improvement Service
<b>Version number</b>	1
<b>Date approved</b>	April 2010
<b>Indicative review date</b>	April 2012
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Lifelong Learning UK
<b>Original URN</b>	EE01
<b>Relevant occupations</b>	Professional Occupations; Education and training; Direct learning support; Teaching Professionals
<b>Suite</b>	Engaging Employers
<b>Key words</b>	deliver opportunities, development, development opportunities, employability, employment needs, engaging employers, learner needs, learner opportunities, learning outcomes, partnership working, prospective learners