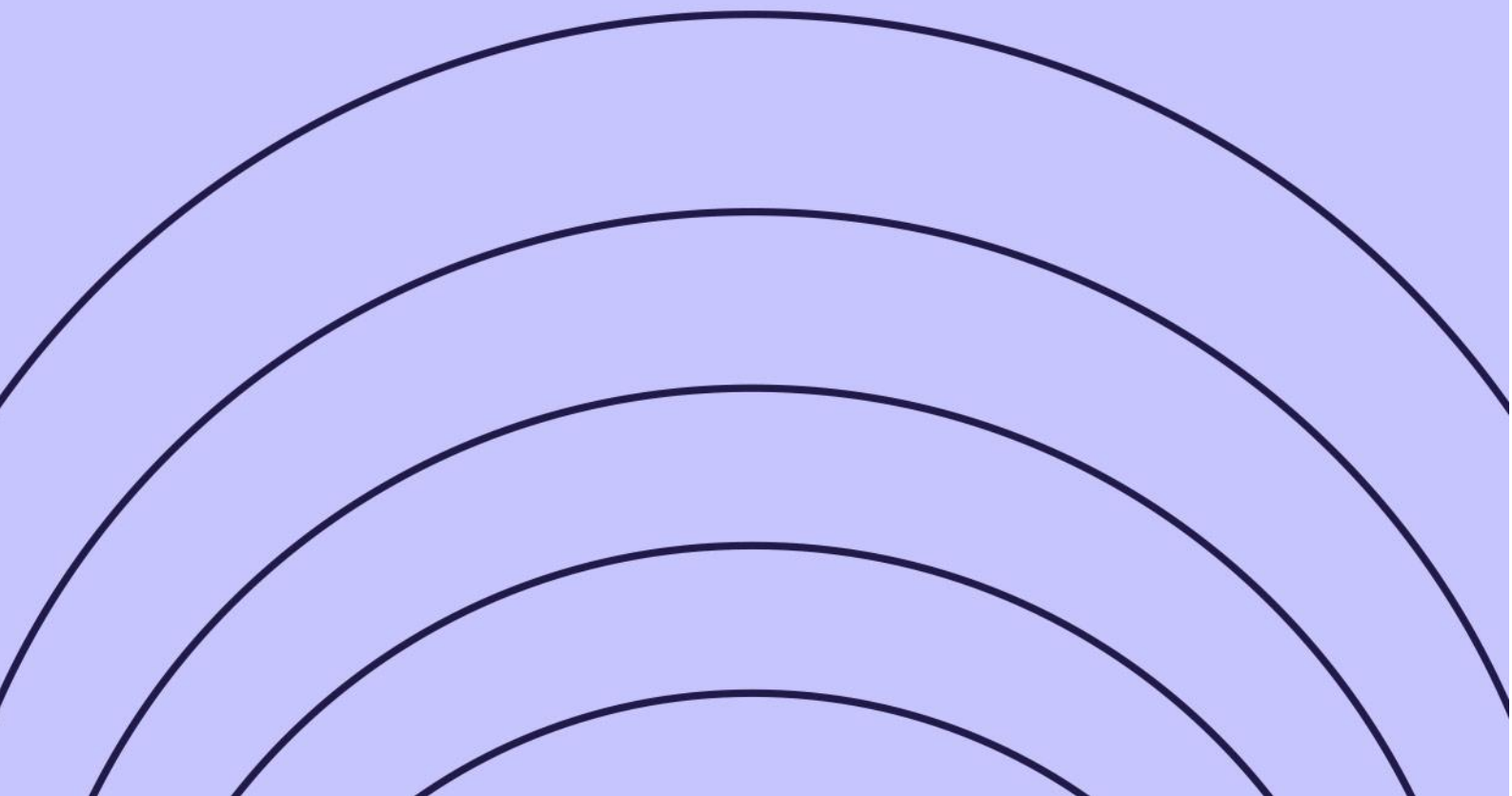




Pearson TQ Apprenticeships Employer Engagement Policy

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Purpose

This Employer Engagement Policy sets out how Pearson TQ¹(PTQ) works collaboratively with employers to design, deliver and continuously improve high-quality apprenticeship programmes in England. The policy reflects our commitment to building strong, transparent and productive partnerships that support employer needs, enhance apprentice outcomes, and meet all relevant statutory, regulatory and funding requirements.

Employer engagement is central to the success of apprenticeships. By working closely with employers, we ensure that training is relevant, responsive to industry demand, and supports the development of occupational competence, productivity and long-term workforce sustainability.

Scope

This policy applies to all employers engaged with PTQ across all apprenticeship standards and funding routes. It covers engagement activity from initial enquiry and onboarding through to programme delivery, completion and post-completion review.

Principles of Employer Engagement

Our approach to employer engagement is guided by the following principles:

- Partnership working based on mutual respect, shared responsibility and clear communication
- Responsiveness to employer needs while maintaining the integrity of apprenticeship standards
- Transparency in roles, responsibilities, costs and expectations
- Commitment to quality, compliance and continuous improvement
- Focus on positive outcomes for apprentices and employers.

¹ 'Pearson TQ' is the operating brand of TQ Education and Training Limited, a wholly owned subsidiary of Pearson Plc.

Employer Partnership and Onboarding

We work with employers from the outset to establish a clear and effective partnership. During the onboarding process, we ensure that employers fully understand the apprenticeship model, including programme structure, duration, funding arrangements, assessment requirements and their responsibilities as an employer.

Employers are supported to identify suitable apprentices, confirm job roles align with the relevant apprenticeship standard, and ensure that apprentices are employed under appropriate terms and conditions. A written agreement is put in place to confirm roles, responsibilities and expectations for all parties.

Co-Design of Apprenticeship Delivery

Employers play an active role in shaping the delivery of apprenticeship programmes. We engage employers in discussions around workforce needs, job roles and occupational competence to ensure that training is relevant and aligned to real workplace practice.

Training plans are developed collaboratively with the employer and apprentice, taking account of business operations, working patterns and individual development needs. This ensures that off-the-job training is meaningful, planned and integrated with on-the-job learning.

Communication and Ongoing Engagement

Effective communication underpins successful employer engagement. We maintain regular contact with employers throughout the apprenticeship to review progress, address concerns and share updates.

Employers are allocated a named contact who acts as the main point of liaison. Progress reviews are conducted at agreed intervals and include the employer, apprentice and PTQ to ensure alignment and shared understanding of progress, performance and next steps.

Supporting Employers in Their Role

We recognise the vital role employers play in supporting apprentices. We provide guidance and support to help employers meet their responsibilities, including:

- Understanding apprenticeship requirements and compliance expectations
- Supporting apprentice learning and wellbeing

- Providing opportunities to develop occupational competence
- Preparing apprentices for end-point assessment
- Where appropriate, we offer resources, briefings and advice to support mentors and line managers in fulfilling their role effectively.

Quality Assurance and Continuous Improvement

Employer feedback is a key component of our quality assurance and improvement processes. We actively seek employer views through surveys, reviews and informal feedback and use this information to enhance programme design and delivery.

We work collaboratively with employers to address any issues identified and to share good practice. Employer input helps ensure that our provision remains current, high quality and aligned with industry needs.

Compliance and Governance

All employer engagement activity is conducted in line with current apprenticeship legislation, funding rules and regulatory requirements in England. We are committed to maintaining accurate records, safeguarding public funds and ensuring that all apprenticeships delivered are eligible, compliant and of high quality.

Employers are expected to cooperate with monitoring, audit and quality assurance activity as required.

Equality, Diversity and Inclusion

We are committed to promoting equality, diversity and inclusion in apprenticeship delivery. We work with employers to ensure fair access to opportunities, inclusive workplace practices and a supportive learning environment for all apprentices.

Review of the Policy and Procedure

The Policy will be reviewed annually by Pearson TQ's Senior Management Team to ensure it is still valid and reflective of current best practice.

Document Version History

Version No	Date Revised	Revision Description	Revised By	Approved By
1.0	29/04/2019	New policy created	Garrie Owens	Martyn Leader
1.1	20/01/2026	Policy updated to reflect current apprenticeship requirements and new Pearson branding.	Neil Saunders	Martyn Leader