

Apprenticeship Policy

Governance &

Leadership - Roles &

Responsibilities



Academy



Version Control

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1. Mission Statement

ANS Academy's mission is to accelerate the education, development and training through apprenticeships, digital excellence, innovation, and creativity and contributing to the wider community. We aspire to provide the skills for learners to progress into promoted roles within the industry. We will carry this out by.



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- Our strong, shared values, policies, and practice
- Our leaders focusing on improving our staff subject knowledge to enhance teaching the apprenticeship curriculum.
- Build strong relationships with local school, colleges, further education colleges and vendors to further the development of the providers practises.
- To ensure the correct staffing and recruitment to ensure the resource meets the needs of the programs we develop and run.

2. Vision

We endeavour to provide every individual with the support they need to progress through a range of skills related to their job. We endeavour to give a fully holistic education to our learners which will include skills related to their job and their own personal development. Skills in finance, health, communication which will support our learners in all walks of life. We will do this by;

- Having strong relationships with employers and building curriculums that meet the needs.
- Having personal development curriculums running throughout our all our programs to support to personal growth of our learners.

3. Responsibilities

Board

The Board is responsible for ensuring that the Academy's effectiveness and quality

3.1 Strategic Oversight

- Set the vision and strategic direction for the apprenticeship programme.
- Ensure alignment with organisational goals and compliance with statutory requirements such as the Education Act, Equality Act, and safeguarding legislation

3.2 Policy & Compliance

Approve and regularly review key policies:

- **Safeguarding Policy** – including clear procedures for reporting concerns.
- **Equality & Diversity Policy** – ensure inclusivity and prevent discrimination.

- ☐ Confirm that policies are communicated effectively and implemented across all apprenticeship settings.

3.3 Quality Assurance

- Monitor the quality of training and assessment delivered by the provider.
- Review learner progress, achievement rates, and feedback to ensure continuous improvement.
- Ensure compliance with Ofsted's Education Inspection Framework (EIF) standards.

3.4 Safeguarding and Welfare

- Hold leaders accountable for creating a safe learning environment.



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- Ensure staff and apprentices understand safeguarding responsibilities and reporting routes.
 - Review safeguarding reports and act on any identified risks

3.5 Equality, Diversity & Inclusion

- Promote equal opportunities and monitor demographic data (e.g., gender, ethnicity, additional needs).
- Ensure reasonable adjustments for apprentices with SEND or other vulnerabilities.

3.6 Resourcing

Ensure that the Leadership team have adequate budget and funding to enable the Academy to be staffed adequately to provide high quality support for all learners.

3.7 Employer Engagement

- Oversee partnerships with employers to ensure apprentices receive high-quality workplace training.
- Confirm that employers understand their responsibilities for mentoring and safeguarding apprentices

3.8 Governance Reporting

- Review annual safeguarding and quality reports.
- Ensure robust processes for complaints, whistleblowing, and learner voice.
- Prepare evidence for Ofsted inspections, including governance minutes and impact statements.

3.9 Continuous Improvement

- Use data (achievement rates, complaints, learner feedback) to inform decisions.
- Support leadership in addressing gaps and implementing improvement plans.

Leadership team

3.10 Drive Mission and Vision

- Leadership must embed ANS Academy's mission and vision into all aspects of apprenticeship delivery.
- Ensure every team member understands these principles and applies them consistently.

3.11 Quality Assurance

- Maintain high-quality standards in day-to-day operations.
- Use robust data reporting and quality processes to monitor performance.
- Implement improvement plans promptly when quality checks identify gaps.



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3.12 Staff and Resource Management

- Ensure the delivery team **is** adequately staffed **to** provide personalised support for learners.
- Allocate resources for curriculum development, safeguarding, and learner wellbeing.

3.13 Compliance and Policy Oversight

- Keep policies (e.g., Equality & Diversity, Safeguarding, Reasonable Adjustments) up to date and aligned with legislation such as the Equality Act 2010.
- Monitor policy implementation and report effectiveness to the Board.
- Ensure clear processes for complaints and discrimination issues.

3.14 Learner Experience and Safeguarding

- Create a safe and inclusive environment where learners feel confident to raise concerns.
- Promote equality, diversity, and respect throughout the curriculum.
- Ensure safeguarding measures are embedded and regularly reviewed.

3.15 Employer Engagement

- Build strong relationships with employers to ensure workplace learning meets industry needs.
- Align apprenticeship programmes with both job-specific skills and personal development goals.

3.16 Continuous Improvement

- Use learner feedback, complaints data, and performance metrics to inform changes.
- Support ongoing staff development and training to maintain high standards.

The Apprenticeship leadership team must drive the mission statement and vision in all aspects of delivery.

- To ensure the team are fully aware of the mission statement and vision.
- Quality is driven in operations day to day with high quality data reporting and use of the quality processes.



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