



**KS5 Technical Qualifications
Employer Involvement Planner and Tracker - EXEMPLAR**
Version 1.3

This planner can be used to capture how your centre intends to meet the employer involvement requirements for this qualification. Following this, it can be used on an ongoing basis throughout the year to track and record evidence of employer involvement activities.

If your centre are delivering a qualification for the first year (i.e. didn't deliver last year) and it is KSS then you must submit your Employer Involvement planner for review to employerinvolvement@cityandguilds.com by **Friday 01 February 2019**.

The completed Planner & Tracker must be submitted to the Moderation Portal, along with a sample of evidence of the activities taking place by **Friday 14 June 2019**.

Centre name	Example Centre
Centre no.	123456
Academic Year (e.g. Sep 2018 / 2019)	2018 - 19

EXEMPLAR ONLY

Planning <i>Submit to employerinvolvement@cityandguilds.com by Friday 01 February 2019</i>								Submission <i>Submit to the Moderation Portal by Friday 14 June 2019</i>			
Qualification Code	Employer name	Employer contact person	Employer Telephone	Employer Email	Planned type of activity (Please select from the drop down list)	When activity will take place (approx. month if unknown at approval stage)	Details of activity and any additional information	Did activity take place? YES/NO	If YES please indicate date of activity	If NO please indicate contingency / replacement	Learner attendance / participation record uploaded? YES/NO
6003-30	Employer 1	Contact Name	01234 567890	email@employer1.co.uk	Work experience activities	Learners will be on a rota basis between November 2018 and May 2019	Employer 1 has met the Team Manager and Business Director regarding the Academy-October 2016. Learners to be informed about the Academy November 2016 through a work placement presentation. Employer to meet with curriculum staff November.				
6003-30	Employer 2	Contact Name	01234 567890	email@employer2.co.uk	Other (Please specify in 'Notes')	From November 2018-May 2019	Potential Employer Academy - Part of service level agreement the Employer 2 will deliver 5 master classes, guarantee the learners an interview, deliver a project, put placements in place for all learners on the academy.				
6003-30	Employer 3	Contact Name	01234 567890	email@employer3.co.uk	Master classes run by employers	March 2018 awaiting confirmation from Employer 3	Employer 3 comes into the college once a year to deliver an inspirational demonstration/presentation of their products and treatments that they offer and also to talk to the learners about the opportunities that are available to them within Employer 3. They will also have the opportunity to attend masterclasses at the Employer 3 Institute in London.				
6003-30	Employer 4	Contact Name	01234 567890	email@employer4.co.uk	Guest lectures from industry practitioners	December 2018	Employer 4 will come into the college to deliver an inspirational presentation about working in the hair and beauty industry. This will include the companies expectations and they will also advise the learners of trade tests and how to apply to work for this prestigious company.				
6003-30	Employer 5	Contact Name	01234 567890	email@employer5.co.uk	Practical activities	January 2019	Employer 5 will visit the college to deliver an inspirational presentation on what it is like to work in a world class spa. Learners will also have the opportunity to complete their work experience there as we are guaranteed a minimum of 2 places for Advanced learners.				
6003-30	Employer 6	Contact Name	01234 567890	email@employer6.co.uk	Practical activities	January 2019	Employer 6 will work with the advanced learners to demonstrate Thai massage technique, she will provide knowledge and skills on Thai massage and will allow the learners to work on one another with these techniques.				
6003-30	Employer 7	Contact Name	01234 567890	email@employer7.co.uk	Practical activities	January 2019	Employer 7 will work with the advanced learners to demonstrate lava shell massage technique, she will provide knowledge and skills on lava shell massage and will allow the learners to work on one another with these techniques.				
6003-30	Employer 8	Contact Name	01234 567890	email@employer8.co.uk	Practical activities	February 2019	Employer 8 will talk to learners about working in the Beauty industry and entrepreneurship.				

Centre Declaration
To be completed by the Centre Contact (the key contact for Employer Involvement at the centre) at submission stage only

By ticking this box I / we confirm that the information in this form is accurate and that I / we have the necessary consents to provide any personal information set out in this form to The City and Guilds of London Institute to use for the purpose of quality assuring the employer involvement requirements for the Technical Qualifications

Title	
First name	
Surname	
Job title	
Email	
Telephone	
Submission date	