

College Charter

Employers

If the College provides training for your employees

You will receive:

- an efficient response to your initial enquiry leading to a training solution within seven working days;
- accurate information on course, registration and examination fees;
- regular reports on the progress and attendance of your employees on programmes that exceed ten weeks in length.

During your employees first two weeks of the programme they will receive:

- a comprehensive induction to the College and their course;
- an assessment of any known additional learning needs they may have.

During your employees' training, you can expect:

- they will have access to appropriate learning materials;
- they will complete at least one questionnaire on their learning experience;
- trainers to conduct lessons and practical sessions in a manner appropriate to their learning needs;
- the College to be as flexible as possible in meeting their changing requirements;
- where relevant, the College will ensure that a member of staff will perform assessments in the workplace on a regular basis.

If you receive a student on work placement

You can expect:

- that the student will be ready for the work placement and able to make a positive contribution;
- that the College will ensure a member of staff regularly visits the student.

All employers

You can expect:

- to have any complaints dealt with fairly and efficiently;
- an opportunity to feedback on your experience of working with the College;
- to regularly receive reports on the College's achievements and strategic approach.

If your training needs are unable to be met

You can expect:

- the College to provide the name and contact details of other quality training providers where possible.



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The College is committed to Equal Opportunities

Hugh Baird
COLLEGE 

