

Employer Charter

Milton Keynes College is one of the fastest growing further education institutions in the country and plays a core and pivotal role in the learning landscape of our city.

This document has been developed to set out your rights and obligations. It highlights what you can expect from us and we can expect from you as we work together to develop the Milton Keynes workforce of the future.

Aims

To contribute to the successful development of business enterprise within Milton Keynes, Oxfordshire and Buckinghamshire by:

- Identifying the current and future training needs of businesses within the region
- Developing mutually beneficial relationships with local employers across all industry sectors
- Working in partnership with sector skills councils, employers and other training specialists to develop customer focussed and relevant training
- Providing excellent services and flexible, high quality learning opportunities for business
- To actively promote meeting the needs of a diverse and dynamic workforce.

What you can expect from us

- Accurate information regarding course training programmes or qualifications within five days of your initial request
- Clear information about course content, duration, assessment arrangements and costs within five days of your initial request
- Qualified and vocationally competent training staff who will deliver high quality programmes
- Where appropriate, regular feedback on employees' progress during the programme
- That your employees will receive regular feedback on their performance
- The opportunity for both employers and employees to offer feedback via surveys and training evaluation
- Access to appropriate learning support for your employees.
- MK College is committed to equal opportunities and will endeavour to provide education and learning opportunities for all, regardless of race, gender, age, culture, sexual orientation, disability or background.

What we expect from you, the employer

- We ask for a commitment to offer support to employees throughout the duration of their training including their exams and assessments, which may take place on your premises
- To keep us informed of any relevant changes in the circumstances of your employee

- To encourage employees to inform the College of any learning difficulties or disabilities that may impede progress so that we can offer the appropriate support
- To provide us with regular feedback on quality of provision
- To inform us of any changes of company address, telephone number, email address or contact name details so that we can ensure efficient communication
- To let us know immediately if you have any questions, concerns or complaints
- To pay invoices according to the agreed terms and conditions

What we expect from your employees

- A positive commitment to the College training programme and to their individual learning goals
- Punctual and regular attendance
- To behave in a safe and responsible manner while in College activities
- To contact us, letting us know if they are going to be absent
- To complete and submit work on time
- To make contact with the tutor or assessor to notify of any reason to cancel workplace visits or inability to meet assessment target dates
- To raise any concerns that may affect their learning with College staff

Office hours

Our core office business hours are 9.00am – 5.00pm Monday to Thursday and 9.00am to 4.30pm on Fridays. However, our facilities are open outside these hours for training courses and programmes can also be delivered on customers' premises at hours to suit – this can include training to suit the hours of shift workers and weekend workers where appropriate.

The College:

- Offers a wide range of provision and progression from pre-entry to higher education;
- Has over 3,400 full-time students and engages with over 8,000 adults at College, in the workplace and in the community
- Supports over 500 apprentices working with local companies
- Has specialist vocational strength across sectors
- Has experience of providing tailored training programmes to businesses
- Has been awarded 5 Centres of Vocational Excellence
- Offers high quality learner support services
- Has a strong partnership base in the community
- Invests in its learning facilities

In line with statutory requirements, the College positively promotes racial and disability equality in all aspects of its work. The College is proud to be working towards the Investors in Diversity award.

Milton Keynes College Business Centre
 Chaffron Way Campus
 Woughton Campus West
 Leadenhall
 Milton Keynes MK6 5LP
www.mkcollege.ac.uk/business
 email: business@mkcollege.ac.uk
 Tel: 01908 637056

