Institute of Employability Professionals

Greater Manchester Learning Provider Network

@IEPInfo

www.myiep.uk

Our Vision

“The IEP is dedicated to supporting the people who support others gain work, progress in work and retain work”

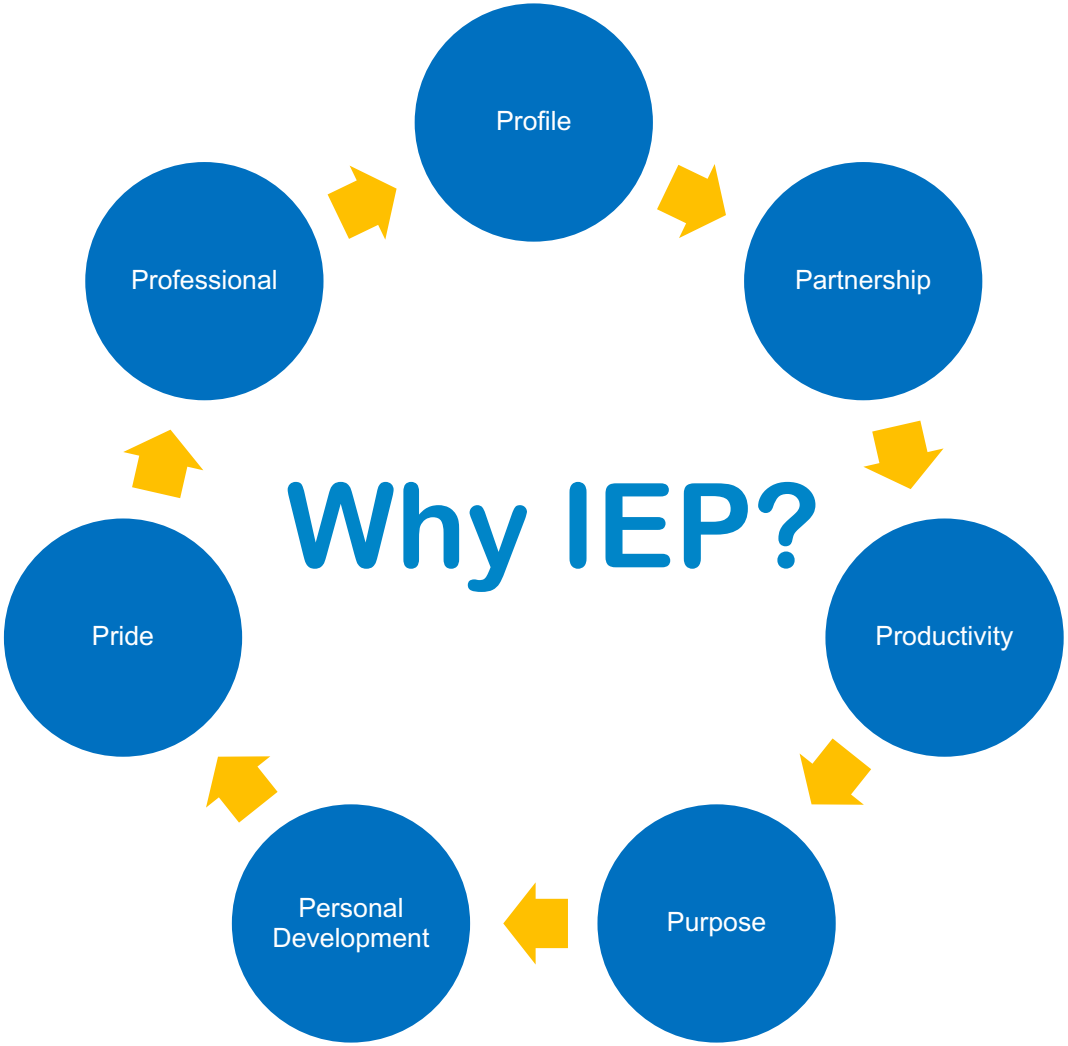
Who do we work with?

- Employability and skills organisations
- Housing associations
- Local authorities
- Children's centres
- FE colleges
- Universities
- Libraries
- Local community organisations
- Specialist disability and health organisations
- Trade bodies and other representative organisations
- Government departments
- Research bodies and 'think tanks'
- Public Employment Services

standguide
TRAINING and RECRUITMENT
vas
supporting community action
aelp
Association of Employment and Learning Providers
Renaisi
SETAS
career connect
ingeus
The Growth Company
SYHA
South Yorkshire Housing Association
Delivering quality local living
JGA
Developing Futures
WISE
Ability
Empowerment through Employment
Talent Match
Leicestershire
LEGACY
ATDP
ANIMAL TECHNICIAN DEVELOPMENT PROGRAMME
Seetec
RBLI
G4S
CogniSoft
Remploy
Putting ability first
jobskilla
skills for work. skills for life.
Employment Plus UK
Peninsula
Training | Development | Consultancy Services
L&W
LEARNING AND WORK INSTITUTE
Rathbone
TRAINING
MAXIMUS
People Services
serco
OWER HAMLETS
WORKPATH
CONNECTING PEOPLE TO POTENTIAL
Adding to Life
pluss
www.bdld.org.uk
ShawTrust
Ability at work
REED
IN PARTNERSHIP
VRA
THE COUNCIL FOR
WORK & HEALTH
careersEngland
CDI
CAREER DEVELOPMENT INSTITUTE
Papworth Trust
KS
KENNEDY · SCOT
INSTITUTE FOR APPRENTICESHIPS
zest
FOR LIFE • FOR CHANGE • FOR WORK
CEIS
AYRSHIRE
RED CAPE
KNIGHTS
RECRUITMENT
Emsi
orbit
building communities
ersa
Employment Related Services Association
GROW
Get ready for work
CLARION
FUTURES
Aim 2Work
Education Development Trust
yarlington
PARKHOUSE BELL
INTERNATIONAL RECRUITMENT & CONSULTING
Steps to Work
CARLEY CONSULT
training
Developing People for Business
PeoplePlus
People Skills Jobs
Give Us A Chance
Working Links
Luton
VOLITION
Greater Manchester
Learning Provider Network
CENTRE FOR AGEING BETTER
APM
Coleg Gŵyr Abertawe
Gower College Swansea
the good employability company
the digital college
online training
Opportunity Sheffield
Sheffield City Council

What do we do?

- Empower individuals
- Champion employability
- Secure employers' recognition
- Create a network of opportunity


Why IEP?
Profile
Partnership
Productivity
Purpose
Personal Development
Pride
Professional

The ‘Future Adviser’

- Highly skilled
- Customer focused
- Resourceful
- Integrated
- Leader
- Trusted
- Connected

Employability Apprenticeship Trailblazer

- Level 4 Employability Practitioner Apprenticeship Standard - **APPROVED**

Corporate Affiliate Partner Benefits

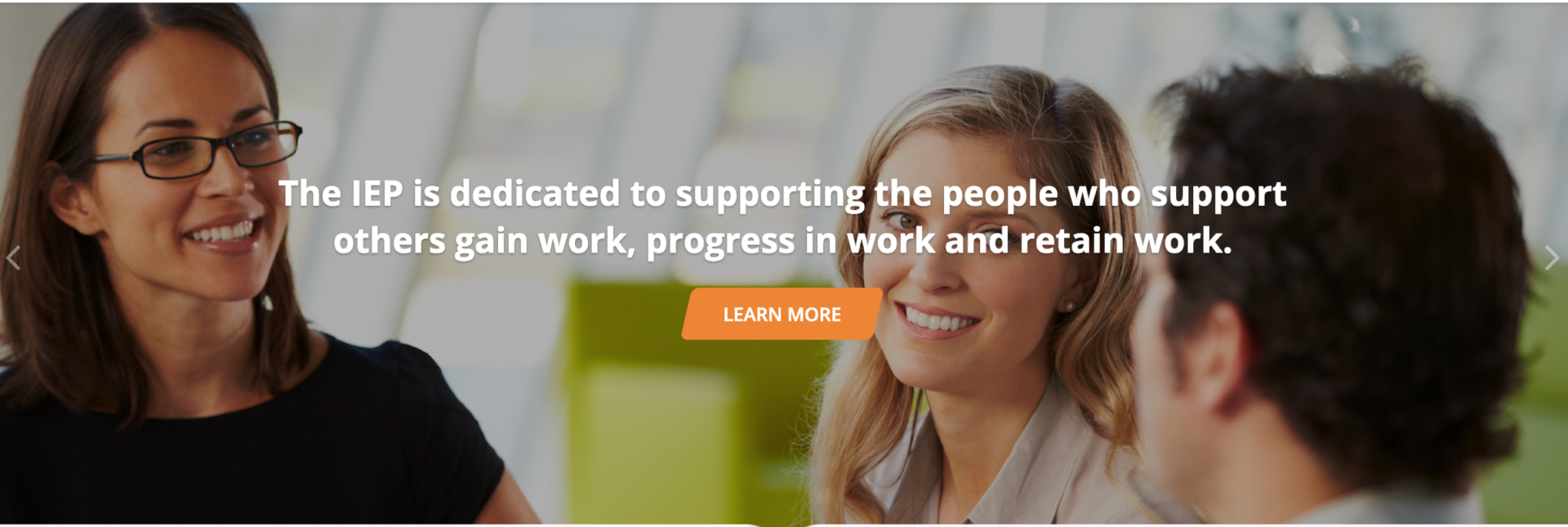
- **Attendance at Corporate Affiliate Meetings**
- **Involvement in sector-wide initiatives such as the Employability Practitioner Apprenticeship Trailblazer**
- **Supply Chain Project and dedicated Building Better Supply Chains Group – discounted IEP membership for Supply Chain employees**
- **CPD Programme including IEP Induction Pack**
- **Membership Discounts**
- **Corporate Discounts**
- **Publicity**
- **Networking Events**
- **Training Support and Development**
- **Capacity building**
- **Support for your Staff**
  - **Employability Professional (EP)**
  - **Access to the IEP Knowledge Bank**

Individual Member Benefits

- Weekly dedicated newsletter Employability Professional (EP)
- The IEP Knowledge Bank
- IEP Jobs Board
- Dedicated IEP SocialLink Networking app
- Voting Rights
- Members 4 Members Mentoring Programme
- Member Website Area
- Professionalism and Credentials
- Negotiated discounts through partners including ERSA, AELP, GUAC, L&WI and Others
- Continued Professional Development (CPD)
  - IEP Induction Pack
  - 10 Things Guides
  - Annual CPD Certificate
- Networking Events
- Learning and Qualifications
  - ERS / ESS Level 3 Qualification
  - Employability Practitioner Apprenticeship Standard (Level 4)
  - Endorsed by IEP

MyIEP.uk

- Sign in for members
- Manage your profile and preferences
- Print your certificates and membership card
- Blogs, sector news, featured members


The IEP is dedicated to supporting the people who support others gain work, progress in work and retain work.
LEARN MORE

Knowledge Bank

- A growing, searchable database of guides, best practice and new ideas from the sector
- 10 Things Guides – specialist content from partners
- Delivers understanding of specific barriers to employment including disadvantaged groups
- Contributes to employer's existing training infrastructure

More in this Section...

Share |

Welcome to the **IEP Knowledge Bank**

IEP are keen to bring you the knowledge and insight you need in order to do your job better and improve the service you provide to your customers.

Working closely with leading sector employers and specialists in the employability sector, we're creating and continually building our series of guides and articles where you will find a host of information to give you tips, techniques and advice to help you in your career.

Remember to come back regularly as the Knowledge Bank is constantly being developed with new articles every month.

To help you navigate through our articles more easily we have organised them into specific categories, just click on the icons below to view a list of articles in each category:

CASE STUDIES

POLICY AND COMMENT

LEARNING AND DEVELOPMENT

MY PROFILE

My Feed
Profile Home
Manage Profile
Create Resumé/CV
Groups
Networks
Files & Links
Bookmarks
Messages
Connections
Membership Info
Refer a Friend

Latest News

MORE

2 hours ago
Issue 138 - 14th January 2019

2 hours ago
Issue 139 - 21st January 2019

My CPD

- Virtual learning platform – no need to invest in HR software
- Track your own CPD and independent learning
- Take control of your own learning
- Free access to Induction Packs
- Support workplace progression
- Invest in improving skills and knowledge
- Bursary offers for conferences and events linked to CPD

Induction Packs

- Confirms the holder has gained the relevant knowledge required to operate in the employability profession
- Modules designed to improve knowledge around all aspects of practice such as Data Protection and Lone Working.
- Effective tool for large and small employers and supply chains

IEP CPD PROGRAMME
Data Protection Awareness

An introduction for Employability Staff

As an adviser supporting people into work you will be asking them for lots of information, some of it quite personal. If that information is stored, whether digitally, as a computer file, or on paper, there are rules about how it must be stored securely and for limited periods of time, only shared as appropriate, and with the permission of the person whose data you are using.

Examples of personal data

- Name
- address
- date of birth
- NI Number
- bank details
- medical information
- ethnicity
- criminal record information
- number of children
- marital status

Failing to Protect Data can cause problems

Potential consequences include:

- Stress
- Identity Theft
- Financial Theft
- Physical Harm (in the case of do
  abuse victims)
- damage to organisational repu

Requests for data from the indiv

Organisations are legally required to individuals a copy of the information hold about them, if they request it.

If an individual thinks their data has misused or that the organisation h hasn't kept it securely, they can co organisation and complain and re data protection.

If they are still unhappy with the they can contact the Information Commissioner's Office (ICO) wh investigate and take action aga organisations.

The Data Protection Act P

The Data Protection Act contr personal information is used businesses or the governme

Everyone responsible for us follow strict rules called 'da principles'. They must mak information is:

- used fairly and lawfull
- used for limited, spec purposes
- used in a way that is and not excessive

IEP CPD PROGRAMME
Lone Workers

Overview

You are a lone worker if you work by yourself, without close or direct supervision. Working on your own at home, in public places and other organisations' venues is becoming more common in the employability sector as people work more flexibly, services co-locate and sessions are based in local community hubs.

If you work alone, your employer must do everything that is reasonably practicable to ensure your safety. Lone workers, like all employees, also have responsibilities to take reasonable care of themselves and other people affected by their work activities.

Employer responsibilities

Your employer:

- must identify the hazards you might face, assess the risks from these hazards and put measures in place to eliminate or control the risks;
- involve you in this risk assessment;
- provide you with information, instruction, training and supervision that allows you to do your job safely;
- review the risk assessment periodically or when there has been a significant change in working practice; and
- ensure that you are competent and mentally and physically able to deal with the requirements of lone working. Your employer must ensure that you know when to seek advice from elsewhere.

Employers must ask themselves:

- Is there a risk of violence?
- Are women at extra risk if they work alone?
- Are young workers at extra risk if they work alone?
- Is the employee medically fit and suitable for working alone?
- Does the lone worker know what to do should a client become ill?
- What training does the lone worker need to ensure competency in safety matters?
- Are the supervision and monitoring arrangements adequate?

You should also ask yourself whether you are confident that your employer has addressed these considerations.

Track Your CPD

Export Entries (Unicode) | Print Transcript | Print Filtered Entries | Email Transcript | + Add Entry

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	02/10/2018	**IEP Induction Certificate** Completed Quiz: IEP Induction Pack: Employer Engagement	0	Never	40
	Approved	02/10/2018	**IEP Annual CPD Certificate** Completed Quiz: IEP Induction Pack: Employer Engagement	0	02/10/2019	40
	Approved	09/01/2017	**IEP Annual CPD Certificate** Completed Quiz: IEP 10 Things: Stammering	0	09/01/2018	70
	Approved	10/10/2016	**IEP Induction Certificate** Completed Quiz: IEP Induction Pack: Safeguarding	0	Never	90
	Approved	10/10/2016	**IEP Annual CPD Certificate** Completed Quiz: IEP Induction Pack: Safeguarding	0	10/10/2017	90
	Approved	05/05/2016	**Self Awarded Credits (Reading and External Courses)** read fellows list article	10	Never	N/A
	Approved	16/03/2016	**IEP Annual CPD Certificate** Attended Event: IEP Networking Event	20	Never	N/A
	Approved	26/02/2016	**Endorsed by IEP Induction Certificate** Completed Quiz: Endorsed by IEP Induction Pack: Lone Working	10	Never	100
	Approved	26/02/2016	**Endorsed by IEP Induction Certificate** Completed Quiz: Endorsed by IEP Induction Pack: Lone Working	0	Never	90

Interactive Jobs Board

- Upload your CV
- Search sector jobs
- New vacancies every week

Employability Professional (EP)

- Weekly e-newsletter
- Ask the Expert
- Employability People
- Sector news and updates
- Events and networking

INCREASED REACH FROM 4,000 TO almost 10,000 EVERY WEEK

Improving Outcomes

- Give this learning to your staff
- Enable them to engage with genuine CPD
- Increase and improve networks
- Be outcome focused at all times – learning, work and career progression

What the IEP means to Seetec, why it is, and has, been so important?

- Seetec are founding Members of the IEP.
- Development of sector specific qualifications.
- Championing and professionalising the sector.
- Development of a sector specific Apprenticeship Standard.
- The IEP provides a service that supports employability practitioners and others on the frontline to be the best they can be.

How Seetec have used Membership and CAP

- Seetec have used Membership to enhance the provision of CPD for staff.
- Through our CAP status, we have guided the direction of the IEP and the development of its services, for benefit of Members and the wider sector.
- The IEP facilitate collaboration to take place, which is why they are so important for the healthy growth and evolution of this sector.

What our Seetec Members get from the IEP?

- Members receive the IEP's weekly newsletter, meaning that that are receiving updates and news from across the sector.
- Members have access to the IEP's Knowledge Bank where they can access useful guides and information to support the development of their practice.

How people have progressed and thus the business developed

- Employees within Seetec have benefited from being involved in IEP projects which has provided them with essential access to learning and networking opportunities.
- Progression within the IEP includes myself; I progressed from AIEP, to MIEP and am now a Board Director of the IEP.

Questions