

# Job Outcome Procedure for Tutors

## During Enrolment

1. Tutors to explain/inform all learners during the enrolment that if they find a job, they have to report to us.
2. Tutors to make sure they clearly inform learners that if they report to us their job outcome, it will not affect their eligibility for the funded courses (some learners are worried that they will be charged for the course).
3. Tutors to clearly explain to learners how their data will be processed. Learners should know that the Centre will not contact any employer for further details or confirmation. However, Learners should know that Primes may contact them to validate the information we provide on the system. Again this is only for internal quality and control purposes, and has nothing to do with Learners.
4. Tutors to make sure they have the correct and up to date contact details, both emails and phone number, of the Learner.

## In learning

1. Tutors to constantly check with their Learners if they find any job. Tutors to have a quick chat with them how their job searching is going while helping them or signing their attendance sheet.
2. Tutors to ask Learners if they need any assistance with uploading their CV or checking their cover letter (unless they are doing employability); it will not take more than 10-15 minutes to proofread their cover letter, or guide them to NCS department if they need more help.
3. Tutors to show interest and enthusiasm to help and support learners with finding a job. Only in such case, Learners will be more than happy to inform their Tutors about their job outcome, to show them the result.
4. Tutors to work closely with NCS department to find and advertise and post different local job adverts in the Centre Information Board.
5. Tutors to ask learners to join Intech Facebook page where we publish about our learners achievement and job adverts. Some testimonial from those learners who found a job might be helpful.

## Achievement/Post Achievement

1. Tutors to give to Learners the Job Outcome Form and ask them to inform the Centre/Tutor about their job outcome. May be for those who are not good, Tutors to show them the email version and how they should reply if they find a job.
2. Tutors to add the names of good learners to *Possible Job Outcome List* based on your professional judgment about the seriousness and capability of the learner.
3. Tutor to double check Learners' contact details on the system and to make sure they are up to date; some learners change their phone number throughout learning.
4. Tutors to show to Learners how they can update their contact details (only phone number and email please) if they change this. Again mention to them that we need this to contact them about their certificate or get an update about their job outcome.
5. Tutors to call Learners after 4-5 weeks to check how their job searches are going on. Instead of Administrators, it is better for the Tutor to call because s/he knows the learner. Learners should that Tutors will be calling them after 4-5 weeks to check their job searching or if they need any help.

## Few points to remember about eligibility:

- Must be unemployed and in receipt of benefits at the start of their learning aim
- Must be in their learning within minimum learning period (14 days)
- On job 16+ working hours, within 4 consecutive weeks, and stopped receiving JSA (anyway you can get the declaration as soon as they inform you)