



## **Support for Fish and Shellfish Apprenticeships, IPQs and SVQs:**

### **Code of Practice for Apprenticeship Providers**

**Background:** Seafish's primary responsibility and duty in this context is to the employers and employees of the UK fish and shellfish industry. We have an obligation to assist employers wishing to train and develop their workforces to provide them with clear, unbiased and accurate information upon which they can make their informed decisions regarding courses, qualifications and providers.

We recognise the valuable role of advisors, training providers and approved centres in delivering training and qualifications and we are keen to work with organisations that are able to provide an appropriate, cost-effective and high quality service to businesses within the fish and shellfish industry.

We also recognise that you are commercial organisations who need to be able to operate in a challenging environment to ensure the long term success of your own business.

In order to ensure that we are able to work together effectively it is important that we agree a few simple parameters that will govern the working relationship between Seafish and your organisation in the context of supporting and promoting the take up of fish and shellfish vocational qualifications and apprenticeships.

These parameters are not binding, but they are essential for an effective and productive working relationship.

### **What will Seafish do?**

We will publish via the Seafood Academy website information to promote the take up of these qualifications and will provide guidance to employers.

We will respond to employers enquires and advise them accordingly.

We will work with you to improve our information and guidance to industry.

We will publicise your activities with employers as agreed in advance with you and the employer in order to bring positive news and good practices to the attention of a wider audience.

We will pass on the contact details of potential clients to you (and other providers) as agreed with the employer.

We will keep confidential that information that you have provided in confidence or which we think is inappropriate to divulge without your express permission.

We will consult with you and other organisations as needed to improve the services available to the fish and shellfish industry in the UK and employers and employees.

We will support your activities in other ways that are appropriate.

We will work in an open, honest and inclusive way.

### **What do we expect from you?**

To work with us to promote training and qualifications in the industry by providing information, good news stories, guidance etc. as appropriate.

To communicate with us, our industry and others as appropriate in an honest and open way.

To clearly inform us of what information you provide is confidential and what is not.

Where you are unable to provide information because of confidentiality agreements with third parties then you should Inform us that such information cannot be made available and encourage the third party to contact us directly OR allow us to contact the third party via yourself.

To provide us with data on the numbers of enquires from employers, registrations of learners and similar data so that we can establish a national view of the success or otherwise of fish and shellfish qualifications and our efforts to promote and support them.

We accept that this information is commercially sensitive and will treat it as such. Any published information will be aggregated in such a way as to protect your commercial interests.

We will seek this information on a regular basis, perhaps every 3 or 6 months.

To give us an opportunity to engage with the employer at all stages in the process from first enquiry to completion of learning/qualifications.

To allow us to work with you in such a way that the seafood employer and learner(s) receives a cost effective, quality service.

### **What we consider poor practice**

Offering an employer an inappropriate qualification or solution that is not in their best interests

Withholding information from employers or Seafish where it is unreasonable to do so.

Misrepresenting the benefits and disadvantages of various qualifications.

Signed on behalf of XXX

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