

THE APPRENTICESHIP LEARNER JOURNEY

Starting an apprenticeship is an exciting and challenging undertaking. We have summarised some of the main aspects of your apprenticeship journey below:



Information and Guidance

Our information and guidance session is to help you make an informed choice as to whether an apprenticeship is right for you. This information can be accessed through our virtual live and interactive delivery. Our sessions are available to book, with a selection of dates available each month.



Your apprenticeship application

You will need to complete the online application process for your apprenticeship. The process is comprehensive and needs to be fully completed, in order for your application to progress. Once completed data is processed by our compliance team who will check it is all in order, including eligibility.



Skills Scan and Initial assessments

You are required to complete a skills scan along with the initial assessments prior to induction. You will be required to provide evidence of any previous academic achievements (qualification certificates) that help determine whether you are exempt from the Functional Skills requirement of an apprenticeship. Additionally, learners need to provide evidence of their right to reside in the UK (i.e. birth certificate, passport etc.). Learners will then be invited to an induction; these are also rolling through out the months to enable flexibility.



Induction

You will receive an in-depth induction onto your apprenticeship, which will provide you with all the information that you need in order to commence your programme. The objective of your induction is to:

- Understand the Apprenticeship Standard
- Identify how to manage study time and skills
- How to develop maths, English and prepare you for speaking and listening
- Explain the apprentice role and responsibilities in Safeguarding, Prevent and British Values



Skills and Development Coach

You will be allocated a Skills and Development Coach who will support and guide you for the duration of your apprenticeship. Within 2 - 3 weeks of your induction, your Skills and Development Coach will meet with you and your line manager to plan your 20% off the job activity, programme and individual learning plan



On programme

During the on programme phase of your apprenticeship, you will achieve your 20% off the job training*, study for your qualification (if one is included in your apprenticeship) and achieve your English, maths (and in some cases ICT) Functional Skills qualifications. This will involve regular meetings with your Skills and Development Coach who will plan to stretch and challenge your learning. You will also be learning and developing new skills/competencies and knowledge in the workplace.

Training and development is delivered virtually through live interactive sessions 1-3 times a month. Observations of competence are planned and carried out by the Skills and Development Coach in the workplace.

A sequence of taught sessions specific to your apprenticeship pathway will be provided to you via an electronic booking system. A choice of dates will be offered to you for selection to ensure flexibility.

You will be given submission deadlines for assessments and will be expected to submit work that has been set by your Skills and Development Coach, providing evidence of competence and knowledge via your OneFile E-portfolio.

You will also need to achieve 20% activity on our Skills Forward (Functional Skills) e-learning platform every month for the first six months of your apprenticeship.

Formal Progress Review and 20% off the Job review are scheduled every 10 – 12 weeks with you, your line manager and your allocated Skills and Development Coach.



Assessment gateway

Upon completion you will go through gateway. This is a 3 way meeting with you, your line manager, and Skills and Development Coach, confirming the mandatory aspects of the apprenticeship is completed and you are ready to undertake the end point assessment phase of the apprenticeship with the independent End Point Assessment Organisation.



End Point Assessment (EPA)

The End Point Assessment will occur 8 - 12 weeks following assessment gateway and will incorporate different assessment components such as, interview, observation, presentation, multiple choice questions, scenario based questions. The assessment components will vary, depending on the apprenticeship you are undertaking. The independent assessor will determine your overall grade. Subject to achievement, you will be graded pass, merit or distinction.



Certification

On successful completion of the end point assessment, you will receive certification of your achievement. Certification takes around 12 weeks.