



**Apprenticeship
Information, Advice and
Guidance Sessions**

**2022
Schedule**

LEARNER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Employer Information for Onboarding New Apprentices

In order to support our employers and learners during the coming months, Dynamic Training has created a fully online service.

We are aware that your staff may have other priorities during this unprecedented time, but we want to ensure that individuals are able to access or continue training should they be able to do so.

Our onboarding process for new apprentices is as follows:

1. The information and guidance (IAG) session dates and timeslots are contained within this booklet.
2. Identify a suitable IAG session date and timeslot and then copy and paste the below template into an email addressed to iag@dynamictraining.org.uk to confirm a place on an Apprenticeship Information session. Once the booking has been received, the learner will be sent their online link to join the session. **We ask that learners are booked onto their sessions no later than 48 hours prior to the session.**
3. These sessions will be accessed online via weblink to Microsoft Teams. The invite with the link to join the relevant session will be forwarded to the email address you have provided on the template. Session duration is around 90 minutes and provides a sound understanding of the content and requirements of an apprenticeship programme, with an opportunity to ask questions.
4. Anyone wishing to proceed will be able to apply via the online application process, using the link issued at the end of the session.
5. On completion of the online application and when all paperwork is fully compliant and signed off by an employer, Dynamic will then invite the learner to the next available online induction.
6. Live induction will be delivered online using Microsoft Teams and lasts 3.5 hrs where learners will complete an individual learning plan and commencement of their apprenticeship programme.

Template (to be copy and pasted into email and completed with relevant information)

Email subject heading: IAG Session Booking

Apprentice Name	
Apprentice Email address	
Organisation/Trust	
Qualification of interest	
IAG Session Date	
IAG Session time slot	

LEARNER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Learner IAG Sessions January 2022

Date	Session A	Session B
04.01.2022	09:30 - 11:00	13:30 - 15:00
12.01.2022	09:30 - 11:00	13:30 - 15:00
20.01.2022	09:30 - 11:00	13:30 - 15:00
26.01.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions February 2022

Date	Session A	Session B
01.02.2022	09:30 - 11:00	13:30 - 15:00
09.02.2022	09:30 - 11:00	13:30 - 15:00
17.02.2022	09:30 - 11:00	13:30 - 15:00
23.02.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions March 2022

Date	Session A	Session B
01.03.2022	09:30 - 11:00	13:30 - 15:00
09.03.2022	09:30 - 11:00	13:30 - 15:00
17.03.2022	09:30 - 11:00	13:30 - 15:00
23.03.2022	09:30 - 11:00	13:30 - 15:00
29.03.2022	09:30 - 11:00	13:30 - 15:00

LEARNER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Learner IAG Sessions April 2022

Date	Session A	Session B
05.04.2022	09:30 - 11:00	13:30 - 15:00
13.04.2022	09:30 - 11:00	13:30 - 15:00
21.04.2022	09:30 - 11:00	13:30 - 15:00
27.04.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions May 2022

Date	Session A	Session B
03.05.2022	09:30 - 11:00	13:30 - 15:00
11.05.2022	09:30 - 11:00	13:30 - 15:00
19.05.2022	09:30 - 11:00	13:30 - 15:00
25.05.2022	09:30 - 11:00	13:30 - 15:00
31.05.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions June 2022

Date	Session A	Session B
07.06.2022	09:30 - 11:00	13:30 - 15:00
15.06.2022	09:30 - 11:00	13:30 - 15:00
23.06.2022	09:30 - 11:00	13:30 - 15:00
29.06.2022	09:30 - 11:00	13:30 - 15:00

LEARNER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Learner IAG Sessions July 2022

Date	Session A	Session B
05.07.2022	09:30 - 11:00	13:30 - 15:00
13.07.2022	09:30 - 11:00	13:30 - 15:00
21.07.2022	09:30 - 11:00	13:30 - 15:00
27.07.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions August 2022

Date	Session A	Session B
02.08.2022	09:30 - 11:00	13:30 - 15:00
10.08.2022	09:30 - 11:00	13:30 - 15:00
18.08.2022	09:30 - 11:00	13:30 - 15:00
24.08.2022	09:30 - 11:00	13:30 - 15:00
30.08.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions September 2022

Date	Session A	Session B
06.09.2022	09:30 - 11:00	13:30 - 15:00
14.09.2022	09:30 - 11:00	13:30 - 15:00
22.09.2022	09:30 - 11:00	13:30 - 15:00
28.09.2022	09:30 - 11:00	13:30 - 15:00

LEARNER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Learner IAG Sessions October 2022

Date	Session A	Session B
04.10.2022	09:30 - 11:00	13:30 - 15:00
12.10.2022	09:30 - 11:00	13:30 - 15:00
20.10.2022	09:30 - 11:00	13:30 - 15:00
26.10.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions November 2022

Date	Session A	Session B
01.11.2022	09:30 - 11:00	13:30 - 15:00
09.11.2022	09:30 - 11:00	13:30 - 15:00
17.11.2022	09:30 - 11:00	13:30 - 15:00
23.11.2022	09:30 - 11:00	13:30 - 15:00
29.11.2022	09:30 - 11:00	13:30 - 15:00

Learner IAG Sessions December 2022

Date	Session A	Session B
06.12.2022	09:30 - 11:00	13:30 - 15:00
14.12.2022	09:30 - 11:00	13:30 - 15:00
22.12.2022	09:30 - 11:00	13:30 - 15:00

MANAGER INFORMATION, ADVICE AND GUIDANCE (IAG) SESSIONS

Manager IAG Sessions 2021 - 2022	
Date	Time
14.12.2021	10.00 - 11.00
12.12.2021	10.00 - 11.00
12.01.2022	10.00 - 11.00
16.02.2022	10:00 - 11.00
09.03.2022	10.00 - 11.00
13.04.2022	10.00 - 11.00
11.05.2022	10.00 - 11.00
08.06.2022	10.00 - 11.00
13.07.2022	10.00 - 11.00
10.08.2022	10.00 - 11.00
14.09.2022	10.00 - 11.00
12.10.2022	10.00 - 11.00
09.11.2022	10.00 - 11.00
14.12.2022	10.00 - 11.00

To book onto an IAG session for managers, please email iag@dynamictraining.org.uk

Email subject heading: Manager IAG Session Booking

Please include the following information

Manager Name
Organisation/Trust
IAG Session Date

We will confirm your attendance by emailing a ZOOM invite to you for the session you have chosen.

dynamictraining.org.uk
hello@dynamictraining.org.uk
0208 607 7850