



Education & Skills
Training & Development



Apprenticeship Prospectus 2023/2024

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Welcome!

We are pleased that you are thinking of studying with Education and Skills Training and Development.

Taking the step to improve your education and knowledge is a big step, and we will help and support you in your learning journey from the very beginning, right through until the end. We will ensure you're successful and fully prepared for your future.

We offer a wide choice of apprenticeships, all of which are tailored to you, making your life as an apprentice rewarding and enjoyable. You will have hands-on support from our specialist tutors to ensure you excel during your studies.

We will work alongside you to help you reach your potential and gain the qualification you want!

Education and Skills are supporting of every student , and we wish you every success and an enjoyable journey.

From all the staff at Education and Skills



Education & Skills
Training & Development

Why choose us?

Use Of OneFile

Building your portfolio of evidence has never been easier. We use OneFile which enables apprentices to upload their work as soon as it is completed, and get feedback quickly. There is no waiting around for the next visit! On OneFile, both the employer and the apprentice have access, making progress easy to track.

Highly Experienced Tutors

Our tutor and assessment team are industry specialists with years of experience in their chosen sector. They will work closely with you to understand how to shape qualifications to fit your workplace.

Flexible Delivery

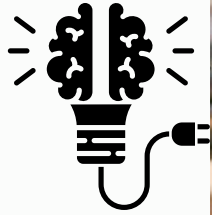
We understand that not all workplaces are the same, and not all learners are the same. We tailor each apprenticeship programme to ensure that it is delivered successfully with minimum disruption to the workplace. We offer face-to-face and online delivery, or a blend of the two! Whichever you feel will suit you best.

Great Success Rates

We pride ourselves on supporting our learners to achieve their full potential. Our team will support you throughout your qualification and ensure that you have all the learning resources required and a dedicated tutor to provide one-to-one support.



What is an apprenticeship?



Hiring an apprentice is a productive and effective way for any organisation to grow talent and develop a motivated, skilled, and qualified workforce. 86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity.

Apprenticeships allow learners to combine work and study by mixing on-the-job delivery with learning. You will be employed while studying for a formal qualification! By the end of the apprenticeship, you will have gained the skills and knowledge needed to either succeed in your chosen career, or progress to the next apprenticeship level. What you will learn, depends on what you are training for. However, apprentices in every role follow an approved study programme, which means you will gain a nationally recognised qualification at the end of your apprenticeship!

About the levy



Use it, don't lose it.

The apprenticeship levy is aimed at funding apprenticeship training.

Employers with an annual wage bill exceeding £3 million are required to pay 0.5% of their total payroll cost into the levy. The funds which are collected, are then used by employers to finance apprenticeship training within their organisations.

DAS (Digital Apprenticeship Service)

Employers can access their levy funds through the Digital Apprenticeship Service (DAS) to cover the costs of approved apprenticeship training and assessment. The goal is to encourage more employers to invest in apprenticeship programmes, thereby boosting skills, development, and addressing workplace needs. If employers do not use their levy funds within a set timeframe, they may lose access to them.

DID YOU KNOW?

Smaller employers who do not meet the £3 million threshold can still benefit from government support for apprenticeships, though they are not obligated to pay into the apprenticeship levy.

Application Process



You can browse all our vacancies on the Digital Apprenticeship Service.

Want to upskill an existing member of staff? Please email our dedicated team at Education and Skills, and a member of our team will be more than happy to help. You can also visit our website where you can fill out an enquiry form so we can get in touch with you!

Initial Enquiry

**Employer Suitability
& Set up of DAS**

**Education and Skills
review all forms for suitability
and proceed with enrolment.**

**A written agreement
signed by the employer**



Apprenticeships



Education & Skills
Funding Agency



FREQUENTLY ASKED QUESTIONS



HOW WILL AN APPRENTICESHIP IMPACT MY BUSINESS?



Improve worker
retention rates



Enhance customer
satisfaction



Generate creativity for
new ideas



Cost effective way to
invest in a workforce.



DO MANY BUSINESSES CHOOSE APPRENTICESHIP ROUTE?

Over 130,000 businesses across the UK currently offer apprenticeship training, with over 20% of employers hiring more apprentices to help them through the economic climate.

IF I DON'T SPEND MY LEVY, WILL I LOSE IT?

Yes, if you do not spend your levy funds within your allocated window, you will lose your contributions. USE IT DON'T LOSE IT!

HOW LONG DOES IT TAKE TO START AN APPRENTICESHIP?

We typically enrol learners within 1-2 weeks of the first contact. Our enrolment process is quick and simple.

DO APPRENTICES NEED A CONTRACT OF EMPLOYMENT?

YES! All apprentices are employed and will have a contract of employment.

Still got
QUESTIONS?



Get in touch with a member of our team today who will be happy to answer any question you may have.



EMPLOYER FEEDBACK

Anstey First School:

Anstey First school were looking for an apprenticeship provider with experience in the early years sector. The School Business Manager said: “We made an initial enquiry with Education and Skills Training & Development and found the entire team to be helpful and quick to reply to our initial questions and queries.”

We created a dedicated training plan for their new apprentice ensuring she would receive all the relevant qualifications to work in the schools’ foundation unit whilst also making it flexible to fit around her current role within the school. This way the course would have maximum benefit to both apprentice and employer. We assigned one of our many amazing tutors.’

It was concluded that the tutor has inspired confidence and is very approachable. The Education and Skills Training & Development team are experts in the apprenticeship field, and it is because of this, that we have decided to sign up another apprentice with them very shortly.

Copmanthorpe Childcare Centre:

Copmanthorpe had two budding apprentices but needed an apprenticeship provider that could offer extensive industry experience. The Nursery Manager explained “We came across Education and Skills Training & Development several times and had heard of their excellent reputation in the training industry. To appoint them to work with us was a very easy decision.”

We created a dedicated learning plan for both new apprentices and assigned one of our highly experienced and supportive tutors. The Nursery Manager concluded: “The tutor has been great with both Emma and Caroline, very supportive and brings industry experience to the table. Emma and Caroline are now partway through their apprenticeship and are both enjoying it.”

James Hart, Education and Skills Training & Development Managing Director -
“As a company we have and continue to really enjoy working with both Anstey First School and Copmanthorpe Childcare Centre and look forward to working with any other apprentices soon.”

Myth buster

Apprenticeships England

This page will bust 5 common apprenticeship myths surrounding apprenticeships in England.



An apprenticeship is not a real job.

This simply isn't true. Apprenticeships are paid jobs with training. You'll be treated just like any other employee, with the same rights and responsibilities, and will undertake work that is important to the business. The main difference will be that you'll receive training and learn about an industry while you are working in it.

An apprenticeship is just for young people.

This is wrong! Apprenticeships are for anyone over the age of 16 and there is no upper age limit.

An apprenticeship is only for new recruits.

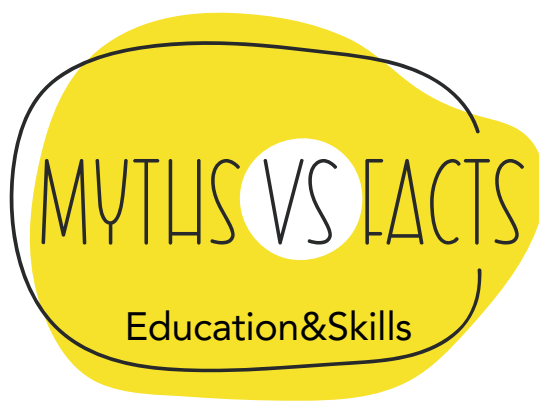
Wrong. Apprenticeships can be used to upskill existing employees too!

Employers don't value apprenticeships.

This is incorrect. Research indicates that apprentices boost productivity by an average of £214 per week. More employers are now using apprenticeships to grow their business.

Apprenticeships are only available in manual industries.

Wrong- Apprenticeships are now available in over 1500 occupations across 170 industries!



A photograph of a woman and a young girl sitting at a table, engaged in a craft activity. The woman, with long brown hair and a green sweater, is smiling and looking down at the girl. The girl, with dark hair in pigtails and a light-colored shirt, is focused on assembling a structure made of colorful sticks and beads. The background is softly blurred, showing an indoor setting with warm lighting. A semi-transparent blue rectangle is overlaid on the right side of the image, containing the title text.

Early Years Apprenticeships



L2 Early Years Practitioner

🕒 13 Months + 3 Months EPA

This qualification aims to provide learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years. The qualification content meets the Department for Education's (DfE) Level 2 full and relevant criteria for a Level 2 Early Years Practitioner in the workforce.

L3 Early Years Educator

18 Months + 3 Month EPA 🕒

The Level 3 Diploma for the Early Years Workforce (Early Years Educator) prepares learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5 to 7 years. Early Years Educators, and other job roles such as nursery nurses and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre-schools, reception classes and as childminders.

L3 Early Years Educator with SEN

🕒 20 Months + 3 Month EPA

Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre-schools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

L5 Early Years Lead Practitioner

24 Months + 3 Months EPA 🕒

The aim of the Level 5 Diploma for the Early Years Senior Practitioner qualification is to support leadership and management skills in early years and the knowledge and skills relating to the early years practice. This occupation is found in a range of settings, the broad purpose of the occupation is to be a proactive and influential practitioner, working directly with children, skilfully leading day-to-day practice at an operational level.

A photograph of a classroom scene. A female teacher with her hair in a bun, wearing a light blue button-down shirt and jeans, stands in front of a whiteboard. She is smiling and holding an open book, gesturing with her right hand. In the foreground, two young girls with long brown hair, wearing red shirts, are seated at a wooden desk, facing away from the camera. The desk has a stack of papers, a pencil holder with various colored pencils, and some other supplies. The classroom wall is decorated with colorful paper butterflies and a clock. A blue semi-transparent rectangle is overlaid on the image, containing the title text.

Teaching Apprenticeships



L3 Teaching Assistant **18 Months + 3 Months EPA**

This qualification provides an in-depth understanding of the knowledge and skills required when working directly with children or young people in primary, secondary or special schools. It covers all aspects of Specialist Support including planning, delivering, and reviewing assessment strategies to support learning alongside the teacher, bilingual and special needs support and personal development and reflective practice.

L3 Teaching Assistant with SEN /HLTA **18 Months + 3 Month EPA**

This qualification will give you an in-depth understanding of the knowledge and skills required when working with children or young people with additional needs. You will support the teachers to help children with special educational needs and disabilities. You will need: Sensitivity and understanding; Patience; To enjoy working with others; Be flexible and open to change; Excellent verbal communication; Knowledge of teaching and the ability to design courses; Active listening skills and the ability to understand peoples' reactions. You could work at a school, at a special needs school or a pupil referral unit.

L5 Learning and Skills Teacher **15 Months + 3 Months EPA**

The NCFE Level 5 Diploma in Education and Training prepares trainee teachers to teach in a range of contexts. There is a significant practice requirement as this qualification will assess, and provide evidence of, competence when undertaking teaching and/or training responsibilities. The Learning and Skills Teacher (LST) is 'dual-professional', having first achieved competence in a vocational or subject specialism and then subsequently trained as a teacher. This means that many teachers in the Education and Training Sector (ETS) begin teaching as a second, or even later, career.

L3 Learning and Skills Assessor **15 Months + 3 Months EPA**

This qualification will give you the understanding, knowledge, and skills to be able to assess vocational learners, usually on a one-to-one basis, in a range of learning environments. The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. In daily work, a learning and skills assessor will interact with learners, quality assurance practitioners, teaching and delivering professionals and other relevant stakeholders where necessary.

A young woman with blonde hair, wearing a light blue collared shirt under a dark blue pinstriped vest and matching pinstriped trousers, stands in a school hallway. She is smiling and looking towards the right. The hallway has rows of grey lockers on the left and a tiled floor. A semi-transparent blue rectangular box is overlaid on the image, containing the title text.

Business Professional Apprenticeships



L3 Business Administrator



18 Months + 3 Months EPA

This qualification develops and accredits a wide range of knowledge and skills needed to work in a business administration role. It covers a range of business and administrative skills such as negotiating in a business environment, managing an office facility, and monitoring information systems. It consists of 5 mandatory units, 60 optional units and 8 optional knowledge units.

L4 School Business Professional

18 Months + 3 Month EPA



This qualification builds core skills in school management through the three mandatory units. In the first unit the role of the school business manager is examined, the second unit builds project management skills, and the third core unit looks at school finances. Learners then work with their employer and training provider to find the best-fit optional units to complete the qualification. School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.



L6 Careers Development Professional

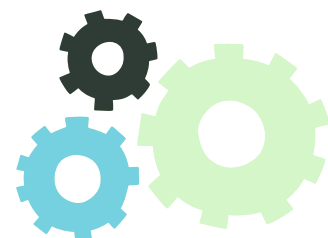


24 Months + 3 Months EPA

The Level 6 Diploma in Career Guidance and Development has been specifically designed for those currently working, or preparing to work in professional roles providing career guidance and development to clients. Career Development Professionals are typically found in educational settings, training organisations, careers and employment services and human resource/learning and development departments in both the public and the private sector. The broad purpose of the occupation is to assist individuals and/or organisations before or during career transitions to develop long and short-term career strategies.

A photograph of three business professionals in an office setting. On the left, a woman with glasses and a white top is smiling. In the center, a man with a beard and a light blue shirt is looking towards the right. On the right, another man in a blue shirt and tie is smiling. They are seated at a table with various office supplies, including a small potted plant, a white mug, and a pen holder. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Management Apprenticeships



L3 Team Leader/Supervisor



18 Months + 3 Months EPA

This qualification has been developed in line with the latest management standards to support candidates undertaking a Team Leader/Supervisor apprenticeship. This qualification maps fully to the 'on programme' elements of the Team Leader/Supervisor Apprenticeship Standard. A team leader/supervisor is a first-line management role, with operational/project responsibilities or responsibilities for managing a team to deliver a clearly defined outcome.

L5 Operations and Departmental Manager

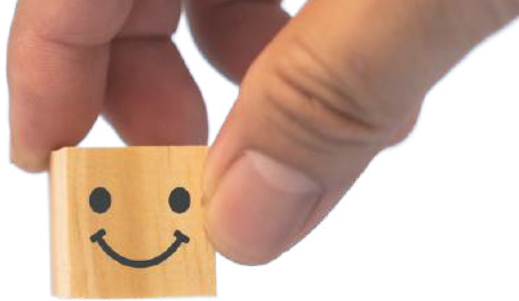
24 Months + 3 Month EPA



An operations/departmental manager is someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of the organisations' strategy. They are accountable to a more senior manager or business owner. Ideal for individuals who manage teams or projects and are responsible for achieving operational or departmental goals and objectives as part of their organisation's strategy.



Customer Service Apprenticeships



L2 Customer Service Practitioner 🕒 **12-15 Months+ 3 Months EPA**

This is a cross-sector qualification aimed at current and prospective customer service workers. This qualification covers the skills and knowledge needed to be a customer service worker, covering competencies applicable to a wide range of contexts. The role of a customer service practitioner is to deliver high-quality products and services to the customers of their organisation. Your core responsibility will be to provide a high quality service to customers which will be delivered from the workplace, digitally, or through going out into the customer's own locality. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance, and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction.

L2 Customer Service Specialist **15-18 Months + 3 Month EPA** 🕒

This qualification gives learners the opportunity to develop the skills and knowledge needed to deliver customer service in a range of industries and contexts. Learners will understand what drives customer behaviour and what creates customer retention. Learners are also given the opportunity to explore excellence within customer service, dealing with more challenging scenarios such as complaints and stakeholder engagement. The main purpose of a customer service specialist is to be a 'professional' for direct customer support within all sectors and organisation types. You are an advocate of Customer Service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries.

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