Apprenticeship Prospectus 2019/20

www.education-and-skills-td.com
0845 257 9500
What is an apprenticeship?

In 2016/17, 92% of apprentices said their career prospects had improved as a result of completing an apprenticeship - find out everything you need to know about joining them on this popular career path.

How apprenticeships work

Apprenticeships allow learners to combine work and study by mixing on-the-job training with classroom learning. They will be employed to do a real job while studying for a formal qualification. By the end of the apprenticeship, they will have gained the skills and knowledge needed to either succeed in their chosen career or progress onto the next apprenticeship level.

What they will learn depends on the role that they are training for. However, apprentices in every role follow an approved study programme, which means they’ll gain a nationally-recognised qualification at the end of their apprenticeship.

These qualifications can include:

- Functional skills - GCSE level qualifications in English, maths and IT.
- National Vocational Qualifications (NVQs) - from level 2 (comparable to five GCSEs) up to level 5 (similar to a postgraduate degree).
- Technical certificates - such as BTEC, City and Guild Progression Award etc.
- Academic qualifications - including a Higher National Certificate (HNC), Higher National Diploma (HND) foundation degree or the equivalent of a full Bachelors degree.

They’ll also be constantly developing their transferable skills, otherwise known as soft skills, which are highly valued by employers. These include communication, teamwork and problem solving, as well as knowledge of IT and the application of

Apprenticeships can be for new or existing employees
Apprenticeship Myth Buster

**Myth 1: Apprenticeships are just for young people starting out**
No, Apprenticeships are available to people of all ages making them a great option for anyone looking to change career, improve their skills in order to secure a new role or re-enter the labour market after having taken time out for whatever reason.

**Myth 2: Apprenticeships are only for new recruits**
You can undertake an Apprenticeship to build the skills, knowledge and behaviours you need in the workplace. During your Apprenticeship you’ll learn new skills which help you perform your role more effectively.

**Myth 3: Employers don’t value apprenticeships**
Research indicates that apprenticeships boost productivity to businesses by on average £214 per week so more and more employers are now choosing to grow their business through apprenticeships. And with employers saying that former apprentices are 15% more employable than those with other qualifications, apprenticeships genuinely provide a stepping stone to a brighter future.

**Myth 3: Apprenticeships are only available in manual industries**
While this might once have been the case, apprenticeships are now available in over 1,500 occupations across 170 industries, ranging from nuclear to fashion, law, banking and defence. As you’ll see from our prospectus we deliver a range of Apprenticeships designed specifically for the Education and Childcare sectors.

**Myth 4: I can’t spend more on Apprenticeships than I have in my Levy pot**
Once you’ve used your Levy funds you’ll move to a co-financed model, this means you can still access Apprenticeship training but you have to pay 5% of the cost not met by your existing Apprenticeship budget.

**Myth 5: It won’t have any impact on my business**
Investing in employee training should improve worker retention rates, customer satisfaction and creativity for new product ideas. Outstanding & Good Ofsted reports specifically mention the performance and training of Teaching Assistants and Ofsted found that teaching assistants are most effective when they are well-trained & well informed.

**Myth 6: The Levy system is just too complicated**
We can guide you through how to use your Levy account and work with you to inform your staff about the opportunities available to them.

If you don’t use your Levy you’ll lose your Levy!
Childcare Apprenticeships

Children and Young Peoples Workforce Apprenticeship Level 2

This apprenticeship is suitable for people newly employed to work as an Early Years Worker or Assistant is usually working in a Nursery, early learning or childcare setting, under supervision, providing care for young children.

What’s included;

NCFE CACHE Level 2 Certificate for Children & Young People’s Workforce

This qualification is designed to help learners build the knowledge and skills needed when working under supervision with children and young people from birth to 19 years of age. It covers a diverse range of job roles and occupational areas working in children’s settings including early years and social care. This qualification enables credits and learning to be transferred from this qualification to the Level 3 Diploma for the Children and Young People’s Workforce (England) providing a direct progression route.

Functional Skills English, ICT and Maths at Level 1

Early Years Educator Apprenticeship Level 3

The Early Years Educator Apprenticeship is designed for nursery staff with experience in their sector who may have already achieved a Level 2 qualification. This standard develops knowledge and skills relating to the Early Years Educator (i.e. those working with children from birth to 5 years, and gaining knowledge of children aged 5 to 7 years, within a setting which provides care and education for children across this age range.

What’s included;

NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator)

This qualification is structured in the units around the following four themes:

- Theme 1: Health and well-being
- Theme 2: Legislation, frameworks and professional practice
- Theme 3: Play, development and learning for school readiness
- Theme 4: Professional development

Functional Skills English and Maths at Level 2
Teaching Assistant Apprenticeships

Teaching Assistant Apprenticeship Framework Level 2

The Level 2 Apprenticeship for Supporting Teaching and Learning in Schools is designed for learning support staff whose responsibilities at work are closely supervised. They will be working under the direction of the class teacher whose lesson planning and day-to-day direction set the framework within which the individual works.

What’s included;

**NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools**

This qualification will enable learners to develop the knowledge and skills needed when supporting teaching and learning in primary, secondary or special schools. It covers a wide range of areas including children and young people’s development, supporting those with disabilities or special educational needs and communication and professional relationships.

**Functional Skills English at Level 2 and Maths & ICT at Level 1**

Teaching Assistant Apprenticeship Standard Level 3

The Apprenticeship for Supporting Teaching and Learning in Schools is designed for learning support staff with a working role which requires competence in a specialist area and/or across a varied range of responsibilities. They will be working under the direction of a teacher who has overall responsibility for teaching and learning in the classroom. They will contribute to planning, implementing and evaluating learning activities and will work alongside the teacher to support whole class activities, as well as working on their own with individuals, or groups of, pupils.

What’s included;

**NCFE CACHE Level 3 Diploma in Specialist Support for Teaching and Learning in Schools**

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.

**Functional Skills English and Maths at Level 2**
Management Apprenticeships

Apprenticeship Standard for Team Leader/Supervisor Level 3

A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role. What’s included;

ILM Level 3 Diploma for Managers

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.

Benefits for individuals

- Develop a range of essential management skills applied and refined in a real working environment.
- Build the leadership capability to motivate teams and influence with confidence.
- Gain a broad understanding of key management and leadership theory to underpin and support growth and performance.

Functional Skills English and Maths at Level 2

Apprenticeship Standard for Operations/Departmental Manager Level 5

An operations/departmental manager is someone who manages teams and/or projects, and achieving 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. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

What’s included;

ILM Level 5 Diploma for Leaders & Managers

This qualification has been developed in line with the latest management standards to support candidates undertaking an Operations/Departmental Manager apprenticeship.

Benefits for individuals

- Develop your ability to lead, motivate and inspire to drive better results.
- Use core management techniques to provide practical leadership and operational management skills.
- Benchmark your managerial capability against other professionals
- Raise your professional profile within your organisation.

Functional Skills English and Maths at Level 2
Business Apprenticeships

Level 3 Business Administrator

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

What’s included;

NCFE Level 3 Diploma in Business Administration

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, 33 optional units, 27 other optional units and 8 optional knowledge units.

Mandatory units: Principles of business, Principles of business communication and information, Communicate in a business environment, Principles of administration, Manage personal and professional development

Functional Skills English and Maths at Level 2

Level 4 School Business Professional

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.

There is a range of job titles that this occupational profile relates to including a School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar, etc.

What’s included;

ILM Level 4 Diploma in School Business Management

The Level 4 Diploma in School Business Management is designed for School Business Management (SBM) professionals who are moving into a leadership role. Professionals working outside the education sector may also find this qualification a useful starting point for their SBM professional development. The qualification helps to develop your school business team and gain specialist expertise in financial resource management, administration, ICT, HR and Facilities Management.

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 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.

Functional Skills English and Maths at Level 2
Why choose Education & Skills?

Gather your evidence using OneFile

Building your portfolio of evidence has never been easier. We use OneFile which enables Apprentices to upload their work as soon as it’s completed and get feedback quickly. No waiting around for the next monthly visit!

Highly experienced and knowledgeable tutors

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

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 121 support.

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 the minimum of disruption to the workplace.

For more details call 0845 257 9500 or email enquiries@education-and-skills.com