

Learners Guide to

Apprenticeships

How can they work for you?



Anderson Stockley
Accredited Training Ltd.

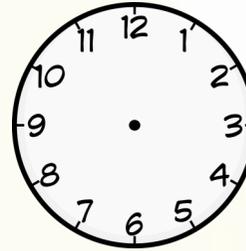


Why use Anderson Stockley Accredited Training Ltd?



ESTABLISHED

ASAT Ltd are a grade 2 Ofsted training provider and have delivered apprenticeship training qualifications since 2000.



FLEXIBLE

ASAT Ltd offer a flexible delivery of training to help support your needs. We offer start dates throughout the year and will plan the schedule of appointments with you to minimise any disruption to your employer.



SUPPORT TEAM

From the first point of contact with ASAT Ltd, our dedicated team will be on hand to provide you with the service and advice you need to help you on your journey.



INDUSTRY EXPERTS

ASAT Ltd have a dedicated team of industry specific educational practitioners. Who will be on hand to help guide and support apprentices to full achievement of their qualification.



ACHIEVEMENT

ASAT Ltd pride themselves on their high timely achievement rates as well as Learner and Employers satisfaction survey results, which are consistently above the national average.



LOCATION

ASAT Ltd bring the training to you, our assessment team will visit the apprentice in their place of work on average every 4-6 weeks. We offer training to businesses across, East of England, East Midlands, South East and others areas, all areas are considered.

What is an Apprenticeship?

Apprenticeships are government funded training programmes that are 100% work based. After the completion of the apprenticeship individuals will achieve a nationally recognised qualification whilst gaining real life experience in a working environment.

How do they work?

At Anderson Stockley we offer a flexible delivery of training which enables individuals to be able to learn at a convenient time to them. Every learner will have access to online resources such as revision tools for the units in their specific qualification and practice exam questions for the learners to work through towards any exams. ASAT Ltd believe the best way to deliver qualifications is through face-to-face learning, including a range of 1-2-1 assessment, revision and observation visits. After the sign-up and induction has taken place ASAT Ltd will plan and agree a schedule of appointments with the learner and employer, on average every 4-6 weeks.

Who are they for?

Apprenticeships are for individuals over the age of 16 that are not in full time education. They can be for new recruits in a business or existing members of staff who are looking for further development.

What levels are Apprenticeships?

Name	Level	Equivalent
Intermediate	2	5 GCSE's at a pass
Advanced	3	2 A level's at a pass
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

Why an Apprenticeship?

An apprenticeship is an alternate route for many instead of going to sixth form, college or even university. Undertaking an apprenticeship qualification has many benefits to you as the learner such as:

- Earn as you learn – While you are in learning as an apprentice not only will you be gaining a nationally recognised qualification, but also earn a real wage. The national minimum wage for apprentices is currently £3.50 per hour, however many employers pay more than this. Depending on the sector, region and apprenticeship level you can be earning on average between £5.00-£7.00 per hour.
- You will have the same benefits as any other employee, such as a contract of employment, holiday entitlement etc.
- You will be trained in skills specific to your job role at your place of work.
- You can gain the same qualification that you would if you went to university with a higher or degree level apprenticeship, without gaining the debt of university fees.

New Apprenticeship Standards

From May 2017 the government have reformed apprenticeships. The new Apprenticeship standards have been designed by groups of employers, large and small, also known as Trailblazers. The standards have been designed to cover the knowledge, skills and behaviours required for the job role.

Below is an outline of the process on how the new apprenticeship standards will work.



Off the Job Training

What is 'Off the Job Training'?

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.¹

Learners must complete 20% of 'off the job training' towards their qualification. This could include; lectures, role-playing, simulation exercises, online learning manufacturer training, practical training such as; mentoring, shadowing, industry visits and attendance at shows/conferences/competitions. This could also include time spent writing assignments/assessments.

This does not include; English, Maths, progress reviews, on programme assessment, or training which takes place outside the apprentice's paid working hours.

ASAT Ltd provide suggested activities that can help learners and employers to accumulate the 20% off the job training.

End Point Assessment (EPA)

What is the End Point Assessment?

The EPA is a holistic and independent assessment of the knowledge, skills and behaviours, which has been learnt throughout the apprenticeship.² Each apprenticeship standard will set out the requirements for the EPA.

When do Apprentices take the EPA?

Apprentices will only be able to undertake the end-point assessment once they have been on programme for the minimum duration of the apprenticeship and have met all the gateway requirements, which are set out in the apprenticeship standard.

What will the EPA consist of?

Each apprenticeship standard will have different requirements to complete the EPA. Examples of these are, portfolio of work, professional discussion, work based presentation, work based observation knowledge test and an interview.

Most EPA centres will provide practice resources, mock tests and more to prepare learners fully for their EPA.

¹ Department for Education, Apprenticeship off-the-job training, June 2017

² Skills Funding Agency, Apprenticeship Funding, March 2017

What can you expect of ASAT Ltd?

- To conduct regular reviews and assessments and to include the employer in this process to ensure that they are aware of the progress of the learner throughout the training programme.
- Support, guidance, training and expertise on all matters associated with Health and Safety including accident prevention and investigation, Equality and Diversity and Safeguarding.
- Provide support, advice and guidance where required/requested to ensure the apprentice meets the requirements as set out in the apprenticeship standard.
- Liaise with the apprentice and practice managers in regards to the dates and times for any scheduled appointments and exams.
- Undertake direct observations of the apprentice in their place of work, in order to provide evidence for their apprenticeship portfolio.
- Provide support with any functional skills tutoring for Maths and English, that the apprentice may require.
- Provide feedback to the employer regarding the readiness of the apprentice to undertake their End Point Assessment.

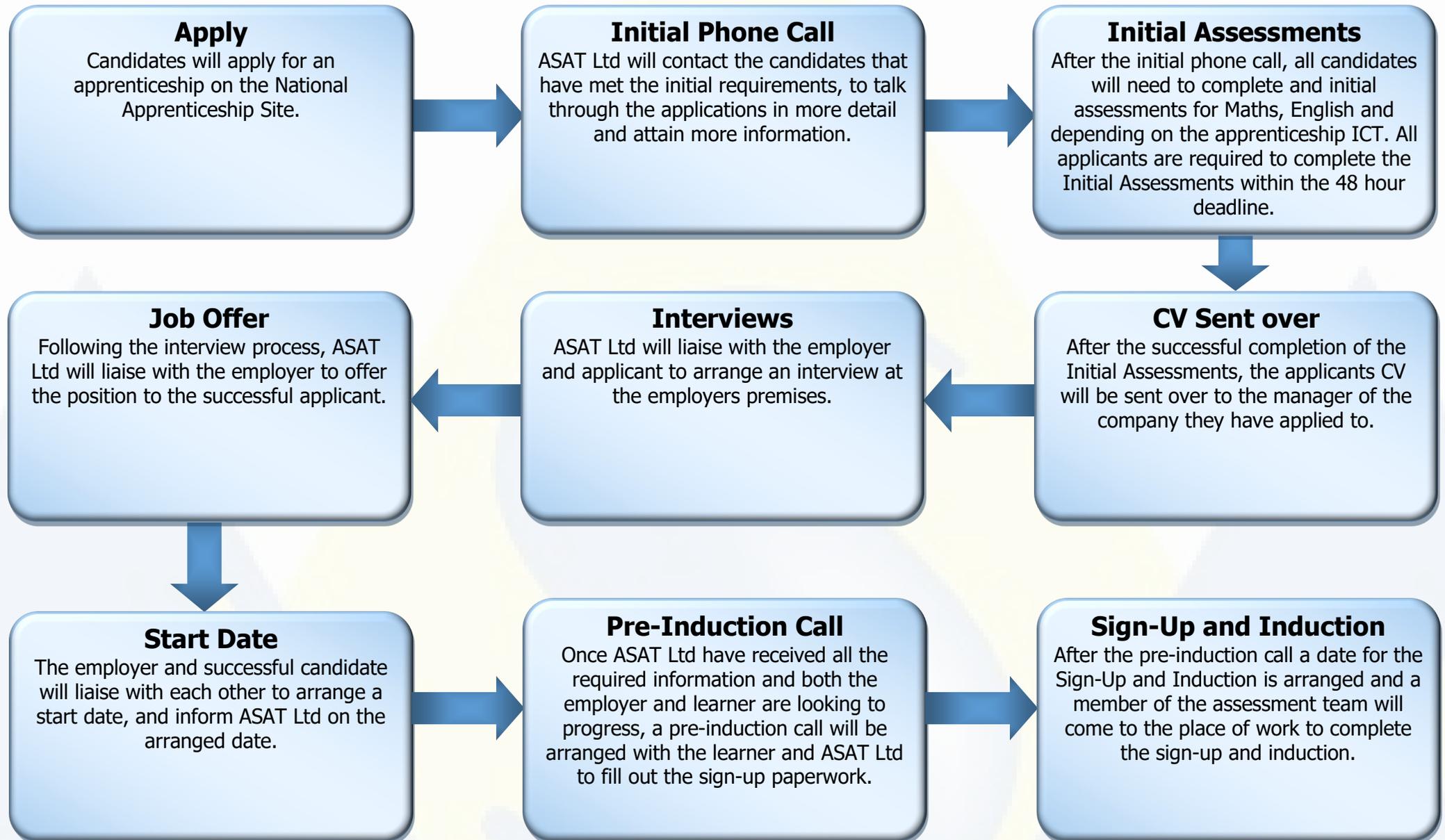
What will we expect from you?

- To take responsibility for your learning and learning materials.
- Inform us as soon as possible if you cannot attend an appointment. e.g. if you are sick.
- Inform us if there are any important changes in your circumstances. e.g. if you move house.
- Complete all work that is set by your assessor on time and to the standard required.
- Supply a sick note if a period of sickness exceeds seven consecutive days.
- To attend all appointments and exams regularly and punctually.
- Behave in accordance with the Health & Safety at Work Act and Health & Safety Procedures.
- To act within own level of competence, as per job description.
- Follow the employers agreed ways of working, policies and procedures.
- Allocate time to study and complete the work required for the qualification.
- Communicate with the training provider assessor, to ensure work plans are discussed and agreed.

What can you expect from your employer?

- To provide a contract of Employment.
- To provide time in your paid working hours for training, assessment and reviews.
- To support the Apprenticeship requirements and process ensuring you complete ALL elements required for the Apprenticeship qualification.
- To pay you, the Apprentice, for the hours you spend working and those you spend studying during working hours.
- To ensure you are earning at least the National Minimum Wage for an Apprentice and you are employed for at least 30 hours per week.
- To support you to ensure you spend at least 20% of your time completing 'off the job training'.
- To provide you with a workplace mentor, who will work with you in surgery, to help guide and support you.
- To ensure you are given time during the working week to complete the 20% off the job training.

Learner Recruitment Journey



'To inspire learning excellence, promote knowledge and education and strengthen our ties with communities and business. To drive progression and stimulate enthusiasm to achieve and succeed.'



Anderson Stockley

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