

Training provided by



A Learning Journey Guide to

APPRENTICESHIPS



When you *grow*, we *grow*.



Welcome

TO YOUR LEARNING JOURNEY

This guide provides you with all the information that you need to embark on your apprenticeship with Impact Futures.

Our apprenticeship programmes offer fantastic career progression opportunities, starting from level two and progressing through to level five throughout all departments within your organisation.

The benefits of Apprenticeships

- Role and sector relevant training
- Work-based and distance learning
- Improve skills and knowledge in your role
- Earn while you learn
- Learn at your own pace
- Embrace new challenges and change
- Identify a career pathway suited to you
- Enhanced development opportunities
- No cost to you as an individual

We bring learning to LIFE!

- Loyal**
- Innovative**
- Fun**
- Experts**

Impact Futures offer exciting opportunities for new and existing team members to develop essential knowledge, skills and behaviours across a range of Apprenticeship Standards. Our mission is to support our learners, clients and workforce to create a better future through delivery of quality training and apprenticeships by bringing learning to LIFE!

WHY CHOOSE IMPACT FUTURES?

We're incredibly proud of what we do, which is evident in our satisfaction scores and our end-point assessment results.

- 90% Learner retention
- 95% Learner satisfaction
- 99% End-point assessment

WHAT ARE THE COMPONENTS OF AN APPRENTICESHIP?

Apprenticeships are **12 to 24 month** training programmes. They are made up of:

- Knowledge
- Skills
- Behaviours
- Functional skills
- Off-the-job training
- End-point assessment

More information on each of these components can be found within this guide. All of the above components **must be fully completed** in order to successfully achieve your apprenticeship.

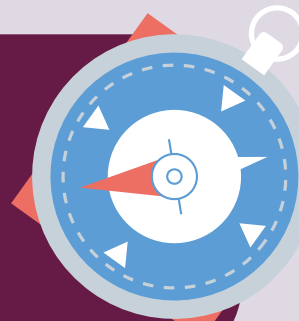
WHO IS ELIGIBLE?

- Apprentices must be aged **16 to 65** (with 3 GCSEs or above) and have been a **UK, EEA, or EU** resident for at least the past **three years** to undertake a training programme.
- They must **not** be qualified above the **same level** as the Apprenticeship they are interested in. In addition, **they must** be able to **commit to the full length** of the programme (not in other education) and be able to meet the programme modules through their job role.
- If you **do not** have a **level 2** or equivalent in Maths and English, **you will be required** to work towards achieving these qualifications as part of your apprenticeship.
- You **must** be working in England for **50% of your working hours**. The minimum requirement for this is **30 hours**.
- If an employee works **fewer than 30 hours** then the time frame of the apprenticeship will increase accordingly. For example: 16 hours contracted per week = 22 months apprenticeship programme.

APPRENTICESHIPS AVAILABLE WITH IMPACT FUTURES

Level 2 Adult Care Worker	Level 3 Lead Adult Care Worker	Level 5 Leader in Adult Care
Level 3 Team Leader/Supervisor	Level 3 Business or Healthcare Administrator	Level 4 Learning and Skills Mentor
Level 5 Operations/Departmental Manager	Level 2 Customer Services Practitioner	Level 3 Customer Services Specialist

Your journey Step by Step



Step one Getting started

Our Education Advisors work closely with you to match your development requirements with one of our apprenticeship programmes.

We will then guide you through the enrolment process to ensure that you have all of the information that you need about your apprenticeship.

[Read more](#)

Step four What's next?

Your career is a path, not a programme. This apprenticeship training programme is just the start of our partnership together. From level 2 to level 6, we've got your career progression covered.

[Read more](#)

Step two On programme

Our Development Coaches will guide you through your individual learner journey, providing teaching and support along the way.

Your progress will be reviewed every 10 to 12 weeks to ensure you keep on track.

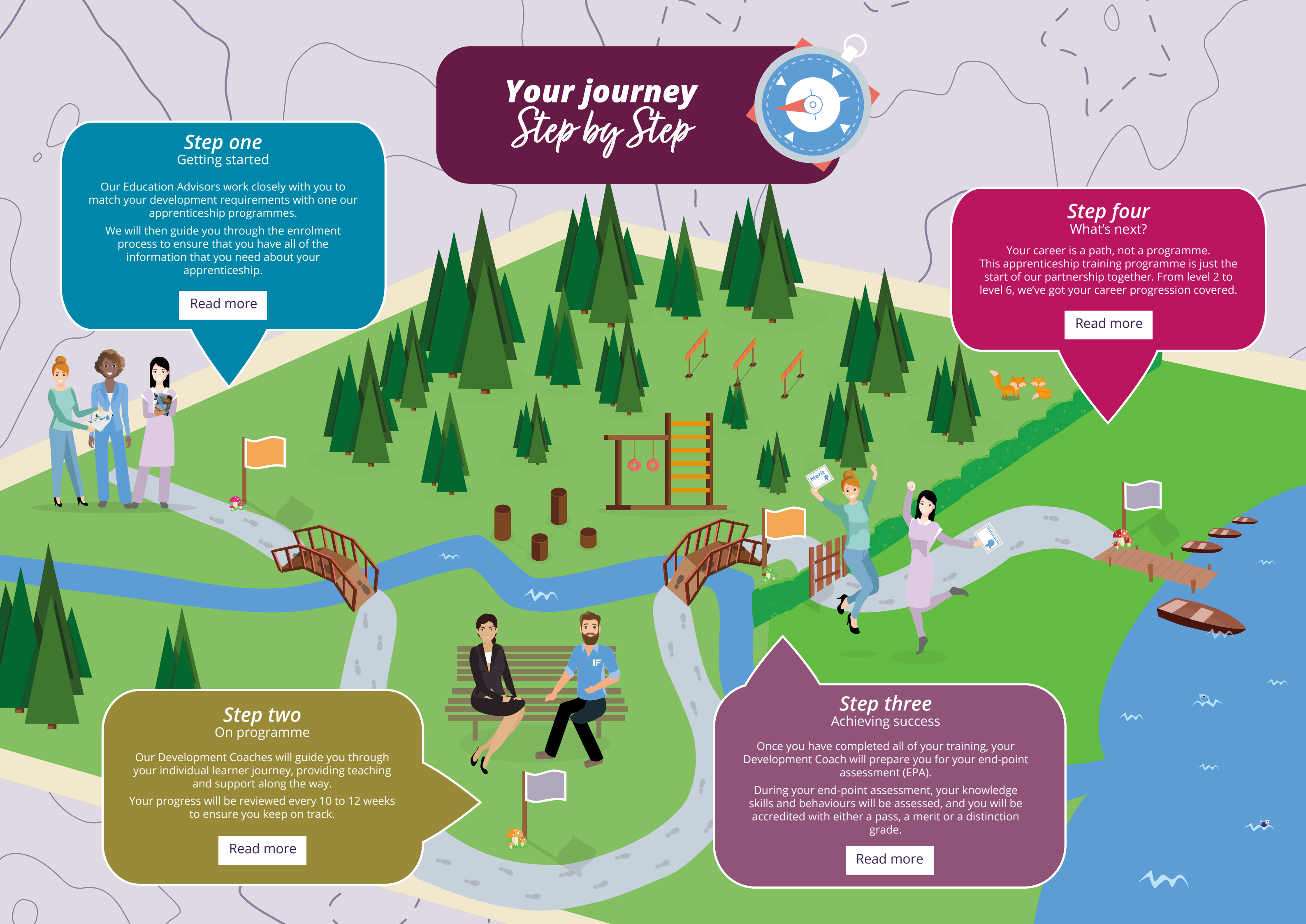
[Read more](#)

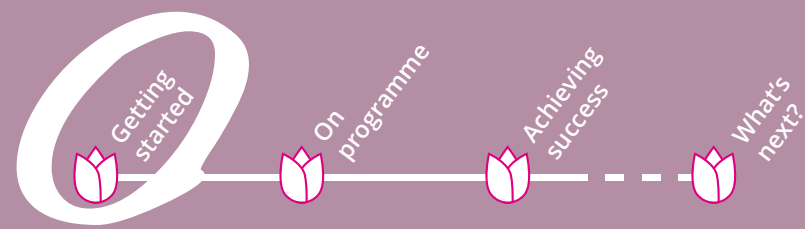
Step three Achieving success

Once you have completed all of your training, your Development Coach will prepare you for your end-point assessment (EPA).

During your end-point assessment, your knowledge, skills and behaviours will be assessed, and you will be accredited with either a pass, a merit or a distinction grade.

[Read more](#)





Step One: Getting Started

1

Complete your documentation

You will receive an email from our Education Advisors outlining what is expected from you during this process.

This includes:

Completing your application form

Your application form provides us with all of the details that we need to get you started. Your application form will be sent to you via. PICSweb and we ask that you complete this within three working days.



Complete your maths and English assessment

Maths and English are a crucial part of your apprenticeship programme and we will work with you throughout your apprenticeship journey to develop your functional skills. To start this process, an initial assessment in both maths and English will be sent through BKSB.



Completing your Cognassist assessment

Your Cognassist assessment provides a whole person approach to screening for neurodiversity, which assists in identifying your strengths and challenges. This helps us to support you as an individual while on your apprenticeship programme.



2

What we need from you

- 📄 A clear photo or copy of your photo identification (valid passport or birth certificate)
- 📄 Clear photos or copies of prior attainment certificates (GCSEs, NVQs, A-Levels)

What you'll receive

A programme overview leaflet and a module breakdown for your apprenticeship training programme.

3

Complete your skill scan

At the beginning of your training, you will be asked to complete a skill scan which will help you and your development coach understand your starting position within your apprenticeship standard. This is then matched to the knowledge skills and behaviours developed through the apprenticeship programme as well as highlighting any growth and development areas.

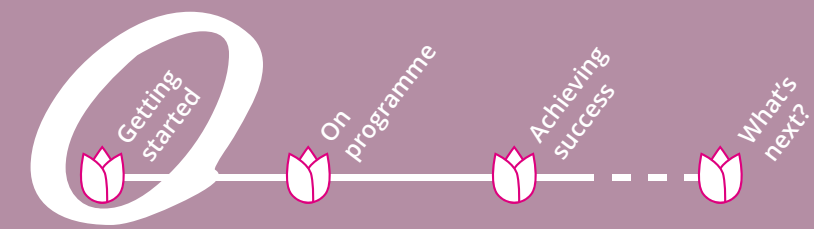
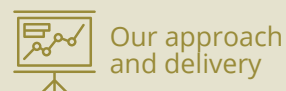
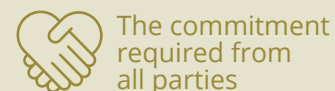
Your development will be revisited throughout your programme with regular skill scans. This will highlight how you are working and ensure that the programme you are preparing for is the right one for you.

4

Attend an Information, Advice & Guidance (IAG) session

Once all processes are complete and we have all of the information we require from you, we will schedule your IAG session. This session will provide you and your line manager with all the relevant information, advice and guidance that you require for your apprenticeship.

This session will include:



Meet your Development Coach

Upon completion of your enrolment documents and assessments, your Education Advisor will then book you onto an induction session where you will gain a further understanding of your apprenticeship and receive your first teaching session. On completion of this induction, we will then match you with one of our experienced Development Coaches, who will continue to guide and support you through your learner journey. Your Development Coach will plan online or face-to-face teaching and assessments with you every four to six weeks, and will assess your knowledge, skills and behaviours in a variety of ways, including observation, professional discussion and assignments. Your progress will be reviewed every 10 to 12 weeks to ensure you keep on track.



Exclusive Discount Card



TOTUM PRO is an exclusive discount card, that grants you access to a different dimension of savings. It's also not just any old student discount, as you don't just get access while you are studying, you get to benefit after you've finished too. TOTUM are dedicated to making your work/life balance that little bit better.



With over two hundred UK discounts and thousands worldwide from both famous brands and local independents, a TOTUM PRO membership opens up a whole world of fantastic savings on everything from dining out and keeping fit to fashion retail and travel abroad.

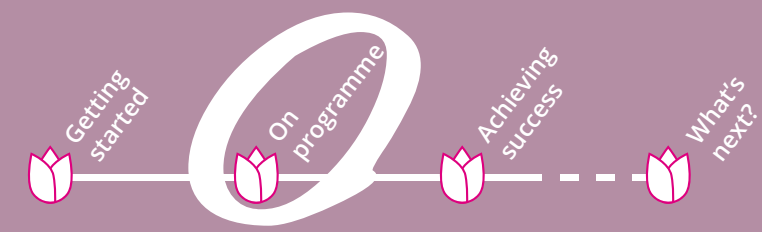
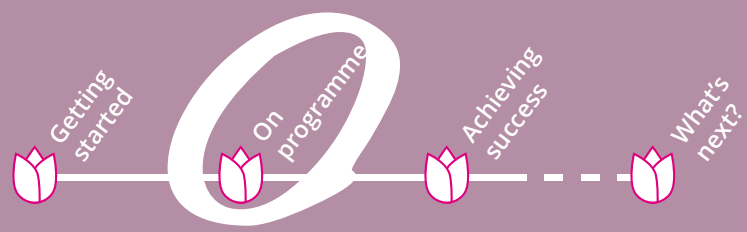


To find out more about TOTUM PRO, and the exclusive discount this membership offers, just click the button to the right, and you will be taken to our training provider, Impact Futures' website where you can find out all the information you need, and ask any questions you may have.

Exclusive discount card available



Find out more



Step Two: On Programme

Congratulations!

You are now on your journey to achieving a **nationally recognised** and highly regarded qualification with Impact Futures.

There is a network of support available to you; and we are committed to providing a learning experience that will challenge and develop you in all the right ways.

HOW WILL YOU LEARN?

We provide you with a structured and modular approach to your learning, which your Development Coach will support with.



Online teaching



Digital learning resources



One to one tuition



Workplace assessment



Employer-led learning

OFF-THE-JOB-TRAINING

Off-the-job training is a **mandatory** requirement for apprenticeship funding. It will ensure that you are supported with **dedicated time** to learn the knowledge, skills and behaviours required to achieve your apprenticeship with the best possible outcome.

20% of your time must be dedicated to off-the-job-training (This is based on working at least 30 hours per week). This equates to an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours).

If you are working less than 30 hours per week, you are considered to be a part time apprentice and the programme must be extended. Then at least 20% of your part time normal working hours, over this extended duration, must be spent on off-the-job training.

Examples include:



Mentoring



Shadowing



Note writing



Teaching sessions



Formal handovers



Staff meetings



Research



Online resources



Attending events



Learning modules



Role play



Swapping department

OTJ training must:



Be completed during paid working hours



Not include maths or English activities



Be recorded on Aptem

Commitment



Commitment by all parties is key to the success of all our apprenticeship training programmes. We've set out each of our responsibilities below.



You will:

Attend planned visits, arrive prepared and be on time

Maintain a good level of communication with your Development Coach throughout the programme

Complete and submit all work timely and to a good standard, dedicating self study time as required to achieve this

Your line manager will:

Support you to attend visits with your Development Coach during working hours

Support you by providing time for you to study and learn

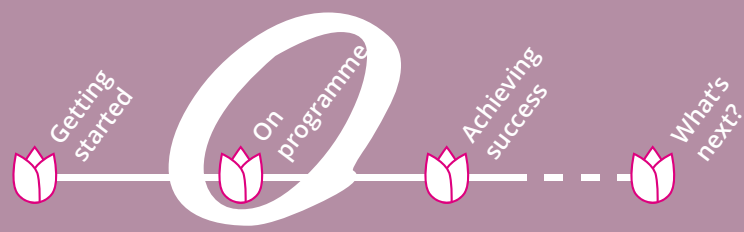
Be actively interested in your development and attend regular review meetings with your Development Coach to support your progression

We will:

Assign you with an experienced Development Coach supported by a quality assurance team

Plan and deliver teaching and assessment sessions every four to six weeks, providing extra support as necessary

Assess and provide feedback on your knowledge, skills and behaviours to prepare you for your end-point assessment



Step Two: On Programme

24/7 ONLINE PORTFOLIO ACCESS

We ensure that your apprentice stays on track to complete their programme on time by managing progress through our state-of-the-art e-portfolio system, Aptem. They can also upload work and keep in touch with their development coach.



Keep on track with your programme



Upload work



Keep in touch with your development coach

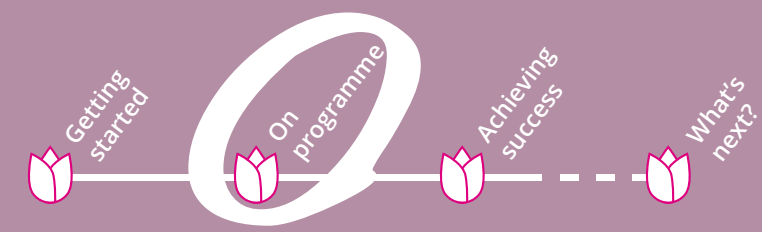
SAFEGUARDING

Safeguarding is a term to denote measures to protect the health, well-being and human rights of individuals, which allow people especially children, young people and vulnerable adults to live free from abuse, harm and neglect. If at any time you feel unsafe, please report your concern to us.

Dedicated safeguarding phone:
07562 508 299

Dedicated safeguarding email:
safeguarding@impactfutures.co.uk

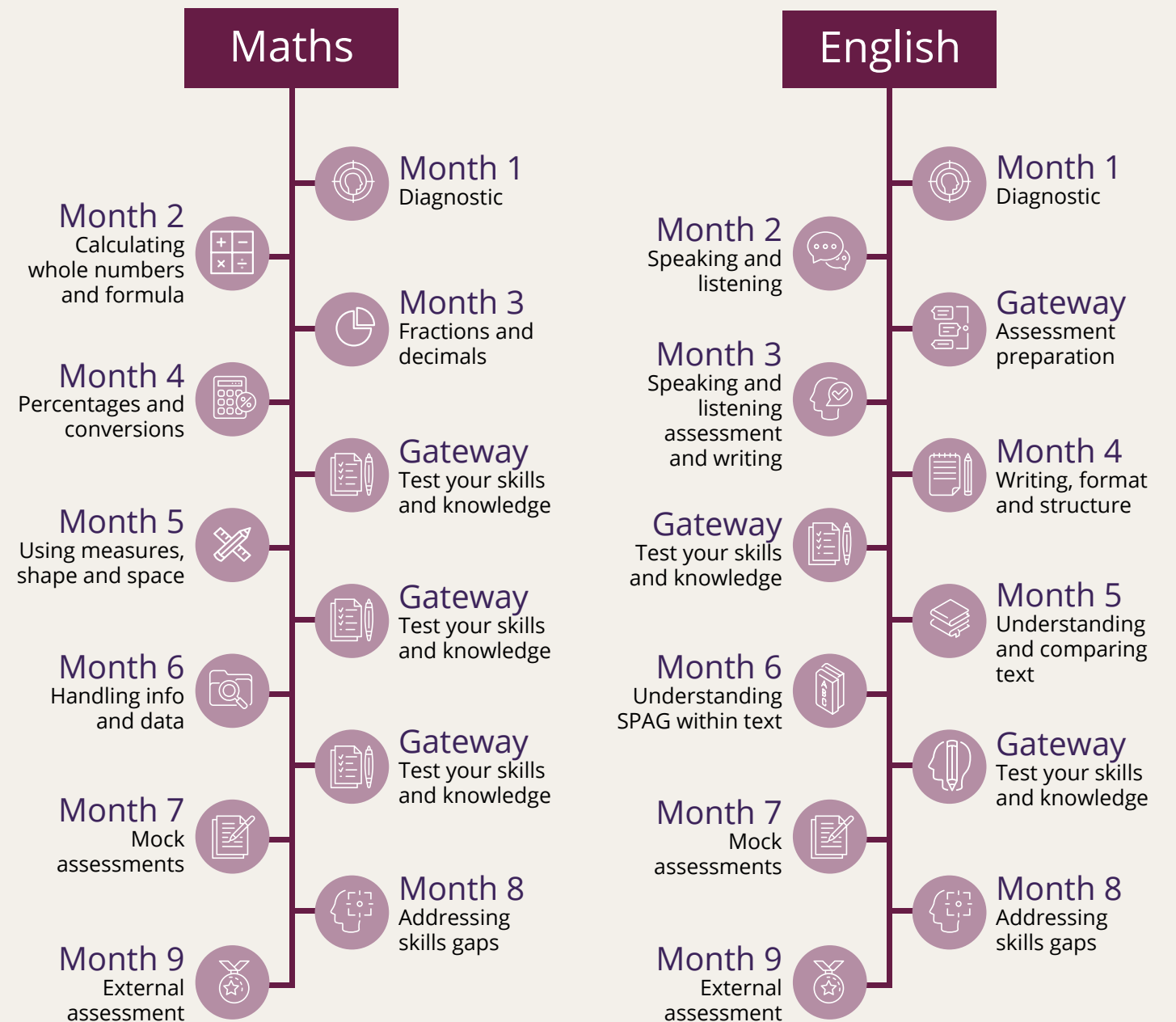
Monitored between 8am to 5pm, Monday to Friday.
If in doubt, call 999



Step Two: On Programme

FUNCTIONAL SKILLS QUALIFICATIONS

As part of your apprenticeship, it is required that you develop your maths and English skills. We will support you through this journey step by step, utilising our innovative and interactive resources to help build your confidence and skills.





Step Three: Achieving Success

GATEWAY

- To prepare for your end-point assessment, all teaching and learning is delivered across the duration of the programme and supported through the completion of mock assessments.
- Once you, your line manager and we, your training provider, are confident that you are ready to complete your end-point assessment, we will initiate a process called Gateway.
- During the Gateway process we will continue to help you to prepare for your final assessments. You will also be put in touch with your End-point assessment organisation who will allocate you an independent Assessor to arrange a suitable date and time for you to take your final assessments.

END-POINT ASSESSMENT

- At the end of your programme, you will be assessed by an independent organisation through an end-point assessment (EPA).
- Each programme has an assessment plan which outlines all of the knowledge, skills and behaviours (KSB's) you will need to demonstrate in your final assessments.
- Your Development Coach will provide training and support throughout your apprenticeship to prepare you for your end-point assessment.
- Your knowledge, skills and behaviours are evaluated in a variety of ways, which can include an examination, observation of practice and professional discussion.

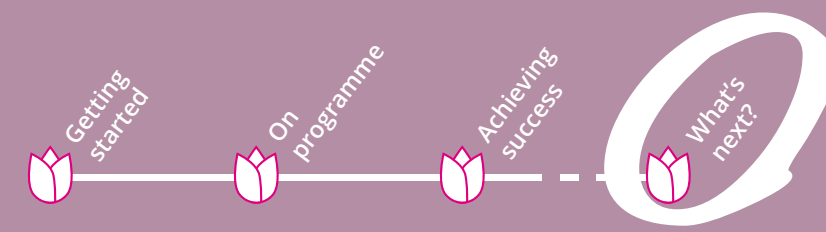
WHAT WILL YOU GAIN?



A nationally recognised qualification

Functional skills to the required level

Potential **career progression** into future roles



Step Four: What's Next?

YOUR CAREER IS A JOURNEY
TAKE THE NEXT STEP



LEVEL 7 SENIOR LEADER

LEVEL 5 LEADER IN ADULT CARE

LEVEL 3 LEAD ADULT CARE WORKER

LEVEL 2 ADULT CARE WORKER

ADDITIONAL APPRENTICESHIPS

- Level 2 Customer Service Practitioner
- Level 3 Customer Service Specialist
- Level 3 Business Administrator
- Level 3 Team Leader or Supervisor
- Level 5 Operations or Departmental Manager

These apprenticeships are subject to approval by your line manager



Application Process

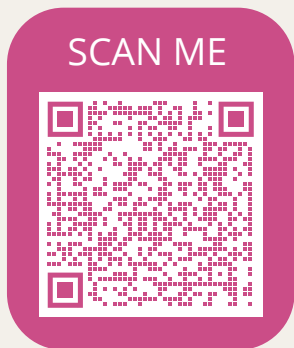


Identify with your manager which apprenticeship you would be interested in completing. Use our Apprenticeships landing page to discover the range of qualifications available to Home Instead staff.



Use the programme overview booklets to ascertain the most appropriate apprenticeship for you. If you are unsure about course suitability, please contact your line manager who will be happy to assist.

Click or scan the QR code below and complete the application form:



By completing this application you are agreeing to enrol, study and complete the apprenticeship you are applying for. Application forms can be completed by individuals or can be completed by line managers on behalf of their employees. All level 4 and level 5 apprenticeships across the Home Instead and Impact Futures portfolio, will require additional authorisation from your line manager before formal enrolment can begin.



Notes

Lined area for taking notes.





Make an impact

For more information, contact

Trish.John@homeinstead.co.uk



 **Home Instead.**
To us, it's personal

