

IMPACT
FUTURES

autism
together 



Getting
started

On
programme

Achieving
success

What's
next?

Your learning journey

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.

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!

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

What is an apprenticeship?



Knowledge



Skills



Behaviours

Apprenticeships are 12 to 24 month training programmes. They are suitable for all individuals aged 16 and above who want to advance their career in line with their organisational progression routes.

You will develop your occupational knowledge, skills and behaviours, and embed your skills into daily practice.

Functional skills

We will ensure that you have the maths and English skills required to succeed in this apprenticeship. Exemptions apply where you already hold accredited qualifications. We will help you to identify your starting point through our initial assessment process and we will support you through our structured learner journey.

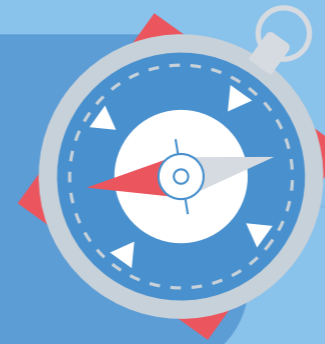
Off-the-job training

A key element of all apprenticeships is committing a **minimum of 6 hours per week** of your working hours to off-the-job training. We will work with you and your employer to plan your development activities outside of your normal day to day working environment which will help support you in achieving your apprenticeship.

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. Your end-point assessment is explained in more detail later in this guide.

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

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.

2

IAG Call

You and your line manager will be asked to attend a virtual call on Microsoft Teams. During this call, we will discuss how our apprenticeship will make an impact on your career, and walk you through the next steps in our enrolment process.

In addition, we'll educate you on what your apprenticeship journey will look like, what to expect while on programme with us, and how we can support your career journey, now and in the future.

3

Details

You will need to complete each of the following prior to your Enrolment Completion Call:

Application Form

Your application form will be sent to you by email via. PICS. This provides us with all of the details that we need to get you started. Look out for this form in your email inbox.



Maths and English Assessments

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 by email through BKSB.



Neurodiversity Assessment

We all think differently, and your learning experience can be personalised to your way of thinking. To enable us to understand your learning style, we ask you to complete the Cognassist Neurodiversity Assessment. Keep your eye out for an email from Cognassist inviting you to complete your assessment.



4

Enrolment Completion Call

Your enrolment completion call is the final stage of your sign up process. During this call, you will complete your first teaching session and will be provided with the key information required to kick-start your apprenticeship journey.

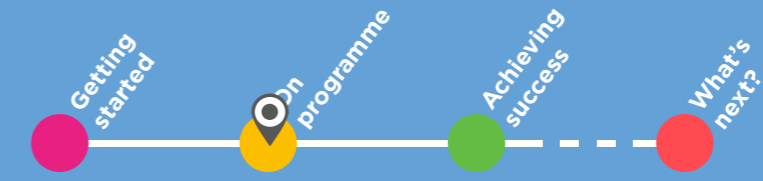


Meet your development coach

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 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 you will 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

A minimum of 6 hours 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.

Must:



Be completed during paid working hours



Not include maths or English activities



Be recorded on Aptem

Examples include:



Mentoring



Shadowing



Note writing



Teaching sessions



Formal handovers



Staff meetings



Research



Online resources



Attending events



Learning modules



Role play



Swapping department

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

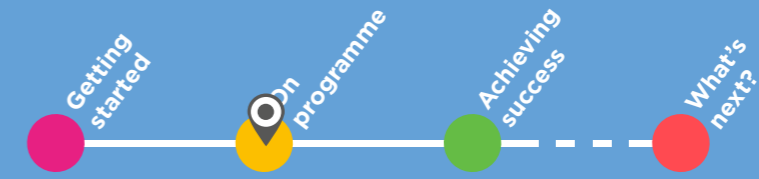
Be actively interested in your development and attend regular review meetings with your Development Coach to support your progression

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 access to your online portfolio on Aptem!

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem. You can also upload work and keep in touch with your 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

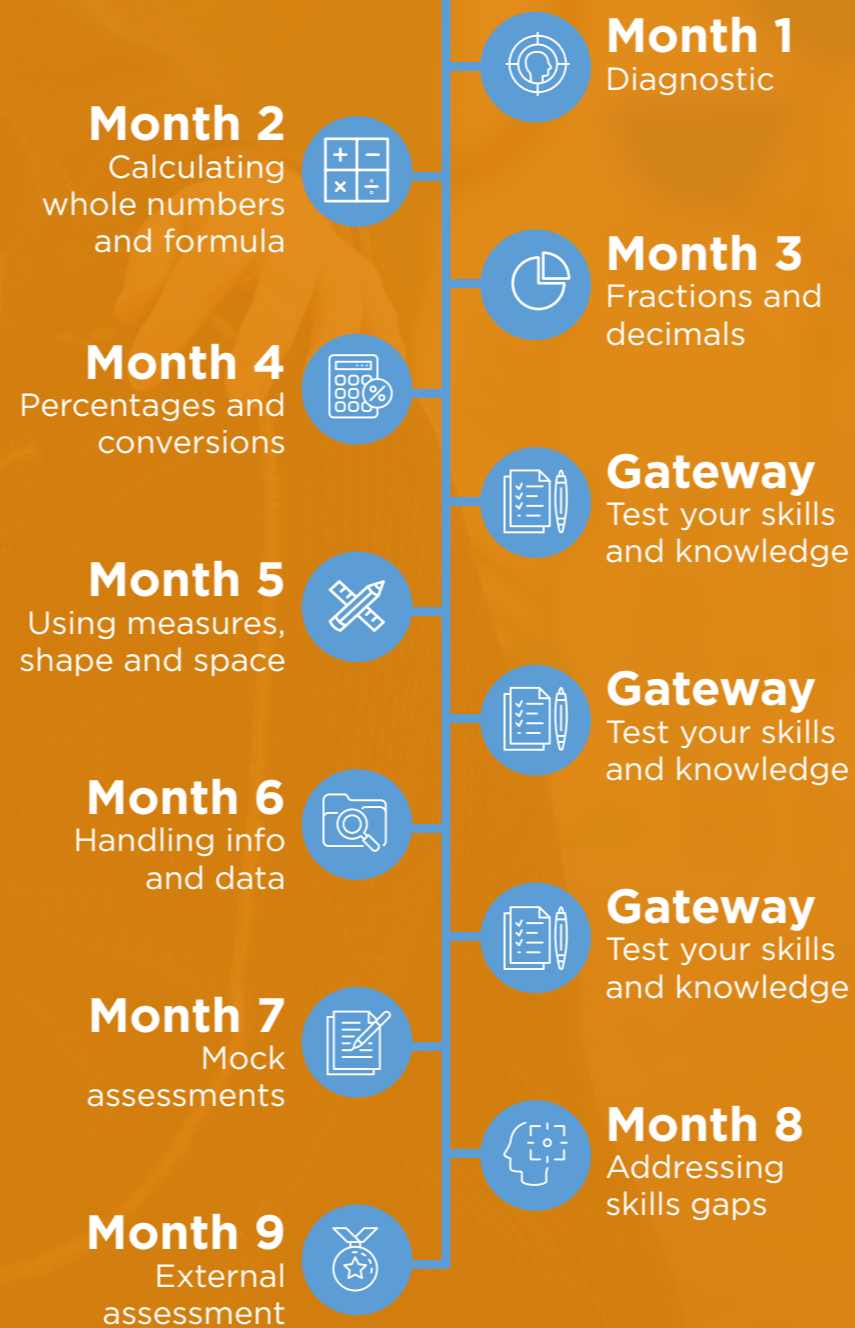


Step two: on programme

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.

Maths

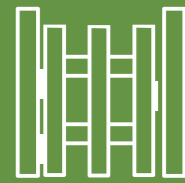


English





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

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA).

The elements of this assessment depend on your apprenticeship programme and can be confirmed by reading the programme overview leaflet. Typical elements include multiple-choice exams, professional discussions, portfolios and interviews.



Celebrating success

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



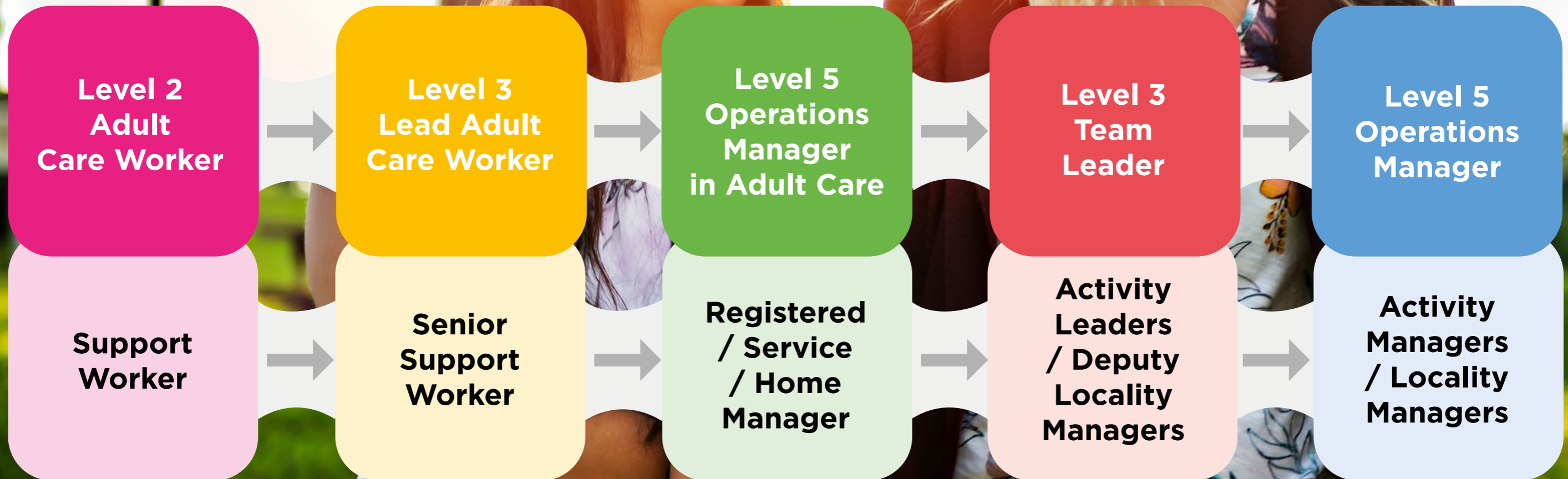
Step four: what's next?

Your career is a journey, not just a programme

We're committed to providing you with skills development opportunities at all stages of your career.

This page shows you some of our apprenticeship programmes.

Take your next step!



Make an impact

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

As a national training provider, we make this impact throughout the UK, with expertise in childcare, healthcare, clinical and business skills apprenticeships.

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