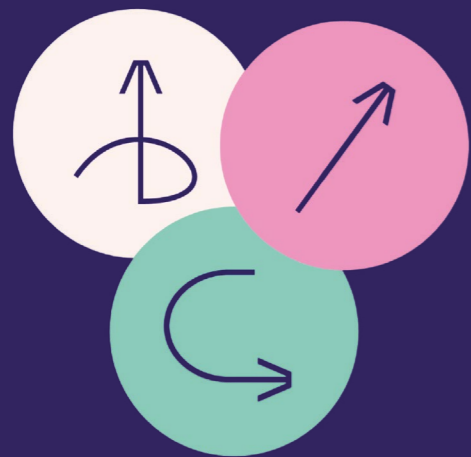


# A learning journey guide to apprenticeships



Home.  
Work.  
Leisure.  
Together.

Your life. Your way.



# 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

Learn at your own pace

Embrace new challenges and change

Earn while you learn

Identify a career pathway suited to you

Enhanced development opportunities

No cost to you as an individual

# Why choose Impact Futures?



Impact Futures offer exciting opportunities for people 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!

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

Loyal.  
Innovative.  
Fun.  
Experts.





# 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 3  
Aspiring Leaders  
In Healthcare

Level 5  
Visionary Leaders  
in Healthcare

Level 5  
Operations Manager  
in Adult Care

Level 3  
Business  
Administrator

Level 5  
Coaching  
Professional

Level 7  
Senior  
Leader

# Your step by step journey

Your apprenticeship journey may look like the following:



### 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.



### 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.



### 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.



### 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.

# 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:

- ✓ The commitment required from all parties
- ✓ What is an apprenticeship?
- ✓ Our approach and delivery

# Meet your Development Coach



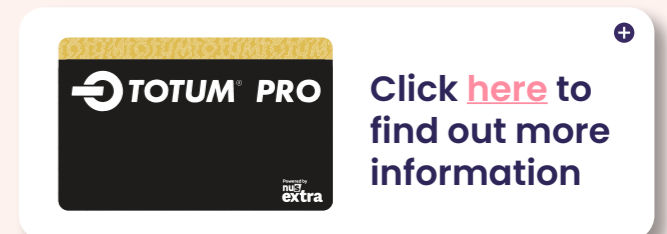
Upon completion of your enrolment documents and assessments, your Education Advisor will then book you onto an induction session where you will gain a further understanding of your apprenticeship and receive your first teaching session. On completion of this induction, we will then match you with one 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 200 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 below 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.





# 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 +

Employer-Led Learning +

Workplace Assessment +

Digital Learning Resources +

One To One Tuition +

## Off-the-job training

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. OTJ training must:

- ✓ Be completed during paid working hours
- ✓ Not include maths or English activities
- ✓ Be recorded on Aptem

Examples include:

Shadowing

Note Writing

Role Play

Mentoring

Research

Teaching Sessions

Online Resources

Attending Events

Online Teaching

Formal Handovers

Learning Modules

Staff Meetings

One to One Tuition

Swapping Department

Workplace Assessment

Digital Learning Resources



# 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 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](mailto:safeguarding@impactfutures.co.uk)



Monitored between:  
8am to 5pm - Monday to Friday

If in doubt, call 999

# Functional Skills qualification



## Maths +

Month 1

Diagnostic +

Month 2

Calculating whole numbers and formula +

Month 3

Fractions and decimals +

Month 4

Percentages and conversions +

Gateway

Test your skills and knowledge +

Month 5

Using measures, shape and space +

Gateway

Test your skills and knowledge +

Month 6

Handling info and data +

Gateway

Test your skills and knowledge +

Month 7

Handling info and data +

Month 8

Handling info and data +

Month 9

Handling info and data +

## English +

Month 1

Diagnostic +

Month 2

Speaking and listening +

Gateway

Assessment preparation +

Month 3

Speaking and listening assessment and writing +

Month 4

Writing, format and structure +

Gateway

Test your skills and knowledge +

Month 5

Understanding and comparing text +

Month 6

Understanding SPAG within text +

Gateway

Test your skills and knowledge +

Month 7

Mock assessments +

Month 8

Addressing skills gaps +

Month 9

External assessment +



# 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?



Level 2  
Adult Care Worker



Level 3  
Lead Adult Care Worker



Level 3  
Aspiring Leaders in Healthcare



Level 5  
Operations Manager in  
Adult Care

### Additional apprenticeships available:

- Level 3 Business Administrator
- Level 5 Visionary Leaders in Healthcare
- Level 5 Operations Manager
- Level 5 Coaching Professional
- Level 7 Senior Leader

These apprenticeships are subject to approval by the Learning & Development team.

# Your career is a journey

# Take the 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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IMPACT FUTURES



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