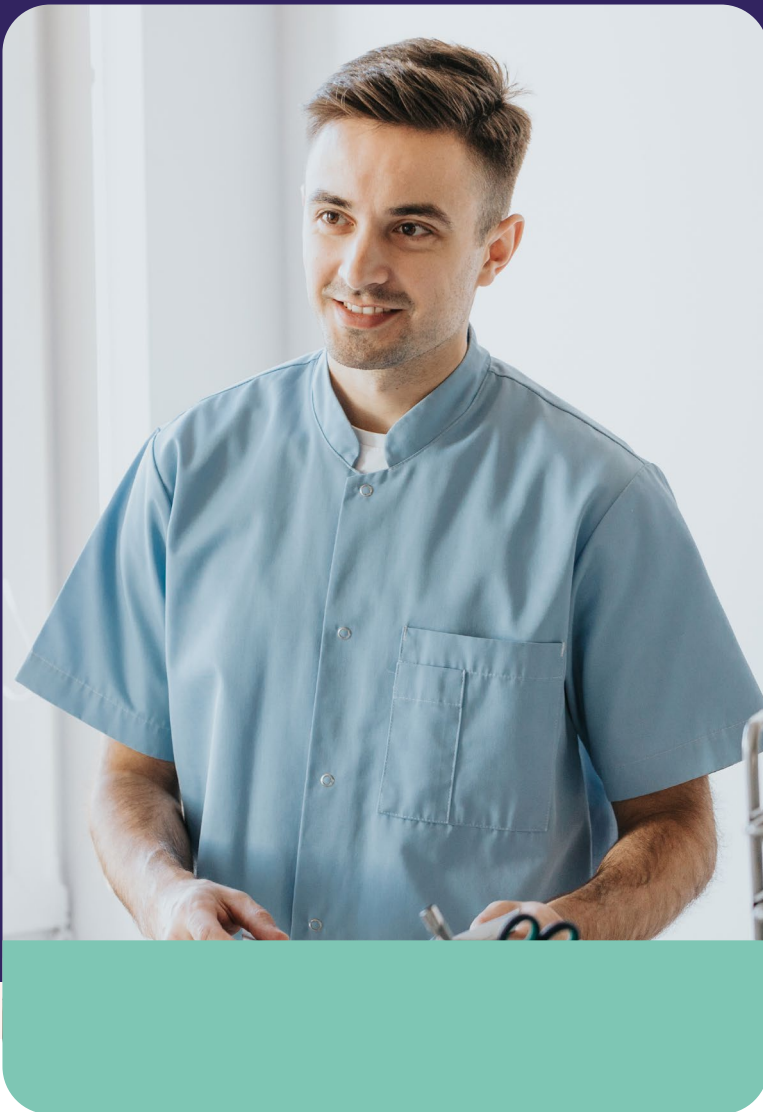
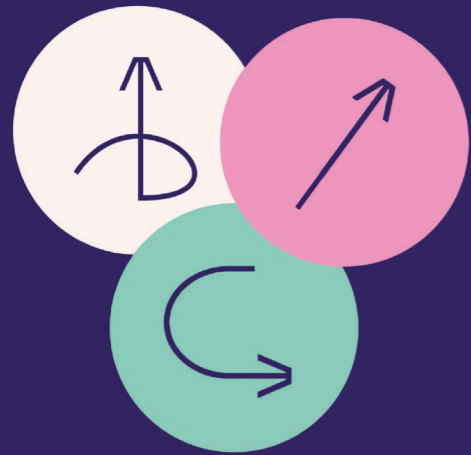


A manager's guide to apprenticeships



Home.
Work.
Leisure.
Together.

Your life. Your way.



Welcome to your manager's guide to apprenticeships

This Manager Guide has been designed to be your 'go to' guide for Apprenticeships at HFT. It includes information about the different elements of an apprenticeship, the courses that are available, and the different roles people have across the business to support. The guide also contains information about how Impact Futures can support you and your colleagues.

The benefits of apprenticeships

Role and sector relevant training

Work-based and distance learning

Improve skills and knowledge in their role

Learn at their own pace

Embrace new challenges and change

Earn while they learn

Identify a career pathway suited to them

Enhanced development opportunities

No cost to them 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 for your apprentice to successfully achieve their 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 they do not have a level 2 or equivalent in Maths and English, they will be required to work towards achieving these qualifications as part of their apprenticeship.
- ✓ They must be working in England for 50% of their 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

Playing your part

Throughout the course of a colleagues apprenticeship, we need line managers to provide:

01.

The Platform +

A safe, productive working environment, for your apprentice to excel, maximise their potential and thrive.

02.

Mentorship +

Constructive advice and feedback to your apprentice, as well as providing them with mentorship in healthcare.

03.

Off-The-Job Training Commitment +

A dedicated 6 hours per week of the apprentice's working hours to off-the-job training, which can be spent completing modules or learning new skills.

04.

Your Autograph +

Managers need to sign off all apprenticeship documentation.

Functional Skills +

We will ensure that your apprentice has the maths and English skills required to succeed in this apprenticeship.

Exemptions apply where they already hold accredited qualifications. We will help them to identify their starting point through our initial assessment process and we will support them through our structured learner journey.



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.



The learner will:

- ✓ Attend planned visits, arrive prepared and be on time
- ✓ Maintain a good level of communication with their 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

You will:

- ✓ Support them to attend visits with their Development Coach during working hours
- ✓ Support them by providing time for them to study and learn
- ✓ Be actively interested in their development and attend regular review meetings with their Development Coach to support their progression

We will:

- ✓ Assign them 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 their knowledge, skills and behaviours to prepare them for their end-point assessment



On programme

As mentioned previously, we require a line manager's dedication and support throughout the course of a colleague's apprenticeship. Now that we have understood the commitment levels all parties, let's look at some of the on-programme components.



How will they learn?

We provide them with a structured and modular approach to their learning, which their 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 the apprentice is supported with dedicated time to learn the knowledge, skills and behaviours required to achieve their 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

Resarch

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

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



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

If in doubt, call 999

Change of circumstance



As a line manager you have a responsibility to communicate any changes within your Apprentices circumstances that might impact their ability to complete the Apprenticeship.

- You must contact the HFT Team if your Apprentice(s);
 - is changing job role within HFT
 - is reducing / increasing their working hours
 - is requesting a temporary break in learning due to exceptional personal circumstance
 - is requesting a complete withdrawal from the qualification
 - is leaving HFT

Equally, if you are no longer going to be the Apprentices line manager then you will need to let us know as the training provider. Where possible, provide contact details of the new line manager or interim manager.

As Learning & Development are a central support function we do not have 'eyes and ears' on our Apprentices at all times therefore we need you to communicate changes in circumstances in a timely manner

GATEWAY

To prepare for your apprentice's end-point assessment, all teaching and learning is delivered across the duration of the programme and supported through the completion of mock assessments.

Once they, you, their line manager, and we, your training provider, are confident that they are ready to complete their end-point assessment, we will initiate a process called Gateway.

During the Gateway process we will continue to help them to prepare for their final assessments. They will also be put in touch with their end-point assessment organisation who will allocate them an independent assessor to arrange a suitable date and time for them to take their final assessments.

END-POINT ASSESSMENT

At the end of the programme, your apprentice 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) they will need to demonstrate in their final assessments.

Their Development Coach will provide training and support throughout the apprenticeship to prepare your apprentice for their end-point assessment.

Their knowledge, skills and behaviours are evaluated in a variety of ways, which can include an examination, observation of practice and professional discussion.

Progression Routes



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.

Application Process

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.



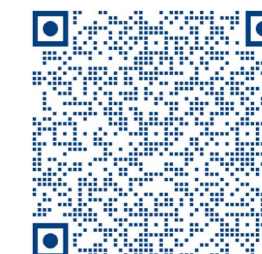
Identify employees within your teams who are interested in gaining a formal qualification to boost their careers. Use our Apprenticeships landing page to discover the range of qualifications available to HFT staff.



Use the programme overview booklets to ascertain the most appropriate apprenticeship for your employee(s). If you are unsure about course suitability, please contact your designated account manager.

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

By completing this application you are agreeing to support the apprentice to enrol, study and complete their apprenticeship. Application forms can be completed by individuals or can be completed by line managers on behalf of their employees.



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.

01753 596 004 | info@impactfutures.co.uk



IMPACT FUTURES



hft.org.uk
impactfutures.co.uk