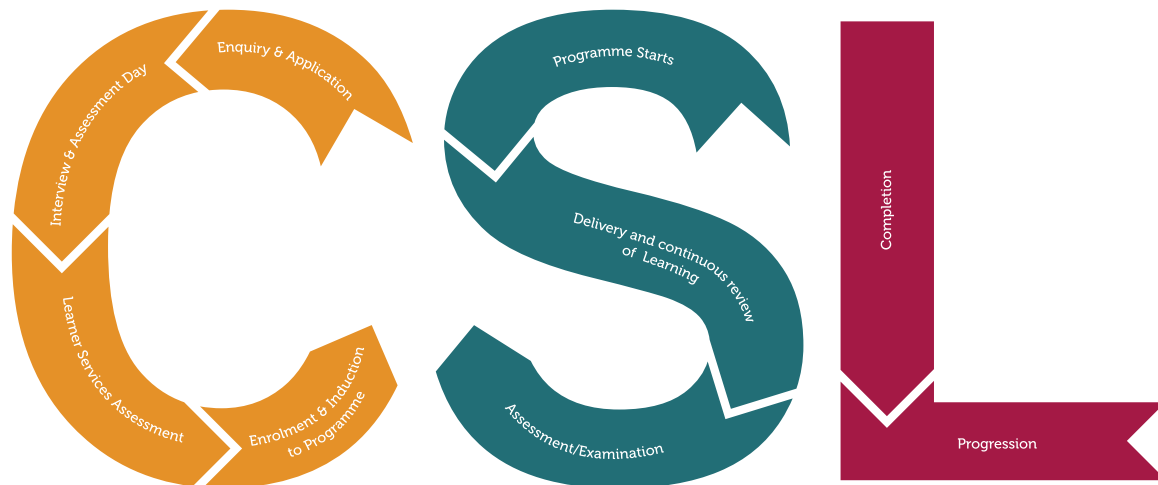


# The Apprentice Journey



## Enquiry & Application

If you have existing employees that you would like to upskill or if you are looking to recruit a new apprentice to your organisation, please contact [training@creativesportleisure.co.uk](mailto:training@creativesportleisure.co.uk) or call our Head Office on 01268 552218 and we can support you to recruit the apprentice that is right for you and begin their journey. We will support both the employer and Apprentices through the whole journey. All applicants will be directed to apply through our online application portal.

### Apprenticeship Service

Prior to recruiting/enrolling your apprentice on a programme, and in order for us to work with you as a training provider, we will need to be linked to your account on the apprenticeship service. If your organisation does not yet have this, below is a guide to the Service and how to utilise this as an employer, also containing a link to create your account:

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

## Delivery and continuous review of learning

The training is specifically tailored to ensure your apprentices develop the skills they will need to thrive in your workplace, giving them a real advantage with career progression and allow the employer to build a future workforce.

Our assessors will utilise a range of delivery methods to suit each apprentice including face to face delivery and blended learning ensuring apprentices are fully prepared for End Point Assessment.

Apprentices will use the Education Office learning App 'Competence' which will enable them to build and record evidence, track progress, book onto technical qualifications and gain valuable feedback all in one place. The App comes equipped with voice recognition technology enhancing the apprentice's experience further.

Apprentices will have reviews every 10 weeks to ensure they remain on track to achieve, setting SMART targets with their assessor and employer in order to excel in all elements of the apprenticeship programme and employment.

CSL's assessors will coordinate the booking onto the mandated qualifications if applicable with the apprentice and employer to ensure they are completed at a suitable stage of the programme.

## Assessment/Examination

All apprentices must take an independent assessment at the end of their training to confirm that they have achieved occupational competence.

It is the employer and assessor's decision to put an apprentice forward for EPA, once they are confident that their apprentice is ready and that they have completed the minimum time period for their apprenticeship. This will differ depending on apprenticeship standard.

The EPA may consist of the following assessment methods:

- Practical Observation
- Question and Answer
- Professional discussion on supported by a portfolio of evidence

## Completion

On completion of the programme and successfully passing the End Point Assessment the apprentice will receive an Apprenticeship Standard certificate, along with the certificates for any additional qualifications completed on programme.

## Progression

Progression routes from the apprenticeship programme may lead to further training, a higher level apprenticeship or career development.

## Interview & Assessment

Following successful application, apprentices will be invited to an interview and assessment via Teams with a CSL assessor to ensure they are suitable for the programme. This will include the completion of initial assessments in both maths and English, a Skills Scan Analysis and an interview. If the apprentice has not achieved a grade 4/C at GCSE or a L2 in Functional Skills maths or English, then functional skills will be included in their programme of learning at the appropriate level (optional if 19+).

## Learner Services Assessment

Before enrolling apprentices, learning needs will be fully assessed to ensure appropriate support is in place to enable them to achieve. The Learner Services Team will provide tailored made support as needed throughout their programme.

## Enrolment, Induction & Programme start

During the enrolment each apprentice will be assigned a CSL assessor who will carry out an enrolment and induction to the programme, this will include an introduction to the online learning app 'Education Competence' and completion of induction activities. A learning plan will also be produced with the employer and apprentice. The apprentice start date will be effective from the date all enrolment documents are signed, and an assessor will be allocated to oversee the delivery of the apprenticeship.

For further information please contact us on 01268 552218 or email [training@creativesportleisure.co.uk](mailto:training@creativesportleisure.co.uk)