

Apprentice Guide.



Welcome to your journey.

Regardless of position, almost anyone can get involved. From entry-level talent, to the most senior leaders. You'll have the opportunity to develop a stronger, wider and deeper skill set.

BPP is one of the UK's largest providers of professional apprenticeship training. Delivering the Knowledge, Skills and Behaviours to help you realise your potential.

Our programmes are developed in partnership with employers and respected professionals. From areas including law, management, accountancy, insurance, banking, nursing, healthcare and more.

Our flexible delivery blends digital learning with a face-to-face approach, and in some cases peer-to-peer learning, to help minimise disruption in your working environment.

The aim? To develop you as a fully rounded professional. To allow you to maximise your skill set and progress efficiently. And bring those skills to your role and the wider team.

BPP's apprenticeship programmes will support you to achieve three things:

1. Make a positive investment in your career with a recognised qualification or degree.
2. Develop the Knowledge, Skills, and Behaviours that will enhance your future.
3. Improve your performance and the contribution you make to your team and the wider business.



Learn. Train.
Up-skill. Teach.
Inform. Educate.
Guide. Inspire.

What is an apprenticeship?

If you think that apprenticeships are for manual or vocational roles aimed at entry-level staff, usually just out of school or college – think again.

Apprenticeships are truly dynamic. They allow employees from any background, education level, age and work experience to get involved. This increases your potential regardless of where you are, or how long you have spent at an organisation.

Apprenticeship programmes also add an extra dimension to your abilities. So you apply the knowledge gained in the workplace, while developing the required skills and behaviours to embed learning. This way, you can enhance your contribution to the team and wider business.

What will you develop?

Every apprenticeship programme, regardless of the business area, role or discipline you are in, is centered around these key areas:



Knowledge

The formal tutor led part of your studies, commonly leading to a recognised industry qualification or degree. The focus is also on how you apply this knowledge in the workplace, so you must be in a relevant job.



Skills

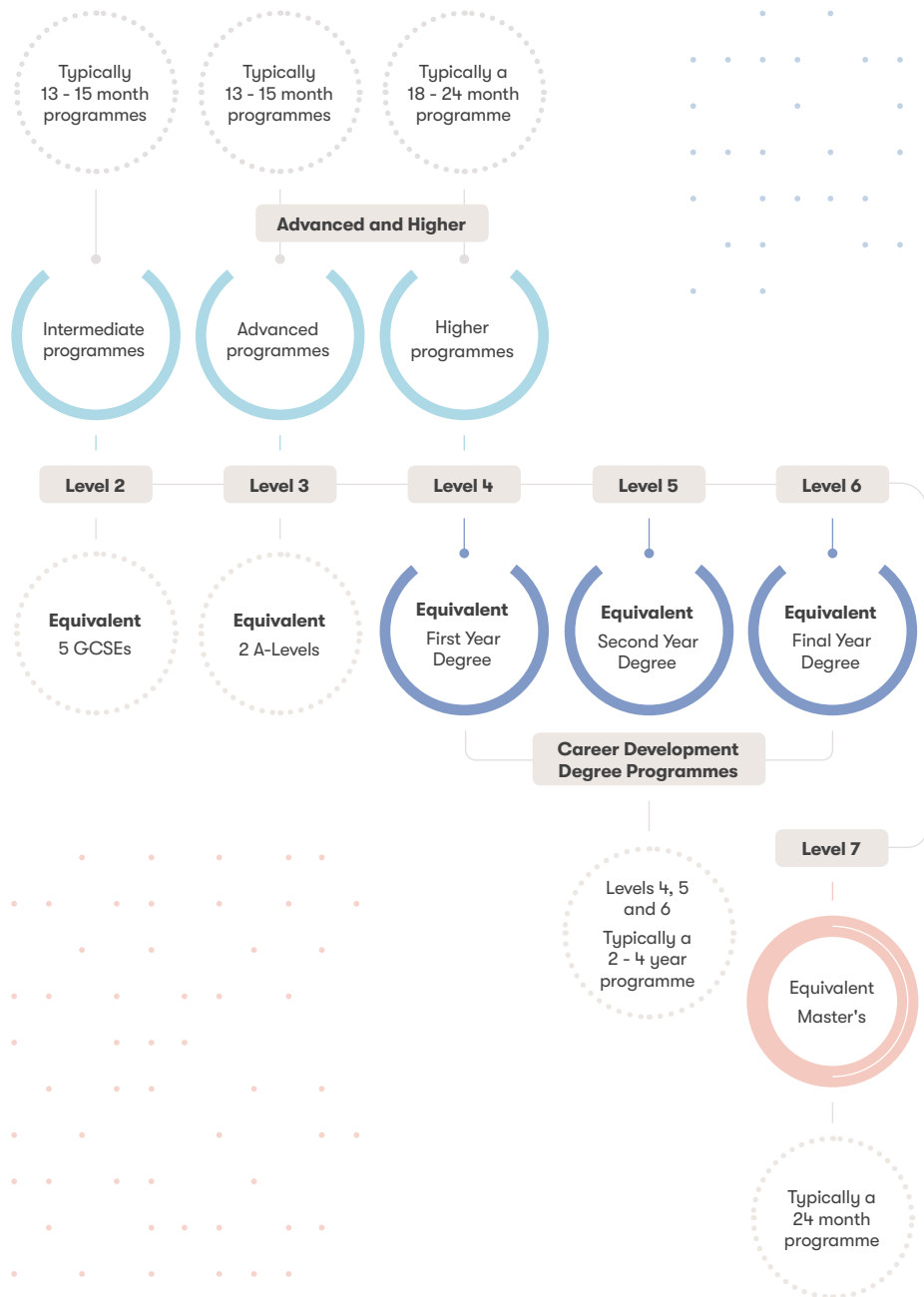
You will understand the required skills of your role as defined by the Apprenticeship Standard. You will have the opportunity to learn, apply, receive feedback, reflect, and improve on each skill throughout the programme.



Behaviours

You are coached to understand the importance of the style in which you perform your role and are guided on how to reflect appropriate behaviours on a day-to-day basis.

Apprenticeship levels



The benefits.

1. By taking part in an apprenticeship programme you will have commitment from your manager, your team and your employer, helping you prepare towards a great future in your organisation
2. Apprenticeships are more than just a qualification. They give you the chance to apply what you have learnt in a working environment, helping you to advance your current role and future career
3. By using BPP's Virtual Learning Environment, you will be able to access course content, additional learning resources and online support
4. You can study for a qualification during working hours, with courses ranging from Level 3 (equivalent to A-Level) through to Level 6 (Degree) and Level 7 (Master's)
5. You will be surrounded by experts. Including dedicated Coaches who will support you through the journey, along with Tutors who will provide their expertise on your chosen course
6. As 20% of your work time is devoted to the apprenticeship you can be confident that your organisation is investing in your development

As a BPP learner there are additional benefits you can take advantage of:

- Free legal advice
- Apprenticeship Oyster card*
- NUS Apprentice Extra card

*If you live in a qualifying London borough you may be eligible.

How you will study.

You will learn through a blend of:

- Online learning resources
- Webinars
- One-to-one coaching
- Face-to-face tutorials
- VLE activities
- Self-study
- Workplace training

We believe in this approach to give you the best possible chance of success. The programme will be split into the following stages:



Application



Induction

Designed to set you up for success from day one. The induction will help you understand your programme and explain what is expected of you. There will be a range of activities, online or face-to-face sessions for you to attend. During your induction, you will have the opportunity to meet other learners who are starting at the same time as you. You will also have your first meeting with your Coach.



On Programme

Following induction you will focus on studying the knowledge modules within your chosen programme. You need to apply this knowledge in the workplace, while developing and demonstrating the skills and behaviours considered essential for success in your role.

To keep you on track we set clear milestones for you to follow. These include completing assignments or tasks set by your Coach or Tutor. Your programme is broken down into individual modules, which you work through in a structured way. Each module has a study section, an assessment point and a completion deadline.



Gateway

Gateway is the point where your Coach and Line Manager decide if you are ready to take the End Point Assessment.



End Point Assessment (EPA)

The End Point Assessment (EPA) is conducted by an external assessment organisation and will be graded either a pass, fail or distinction.



Professional accreditation received



Learning resources.

Tutor-led study sessions

Throughout the programme you will attend online or face-to-face study sessions for your work-based learning (skills and behaviours) and professional qualification or degree. You can access these sessions through one of BPP's study centres, on-site at your organisational premises or via links provided on the VLE. They will be recorded so you can access on-demand. The way your sessions are delivered will depend on your employer's preferences and your chosen programme.

Virtual Learning Environment (VLE)

You will have access to the VLE, where you will find resources and information to help with your learning. Any practical information can be found on the home page and each module or paper will have a structured learning journey. This ensures you are clear on what you need to do on a weekly basis.

Independent study

This is an opportunity for you to conduct your own self-study. It could include accessing on-line recorded sessions, reading and research, written assignments, progress tests and mock exams.

Skills Webinars and Workshops

During the programme you will be invited to skills webinars, to help you apply knowledge from your professional qualification in your current role. You can also choose to attend up to four face-to-face optional workshops (with Line Manager approval) to supplement webinars and support your development. Your Coach will help you choose the courses most suitable for you, based on your personal development plan.

What BPP offers.

Core support for an apprentice comprises of:

- One-to-one support throughout the programme from expert Tutors and supportive Coaches
- General educational help and advice to make sure you get the right support at the right time
- Access to a Virtual Learning Environment with all of your qualification content, learning resources and step-by-step support
- Face-to-face workshops that build relationships with your dynamic community of like-minded talent in the form of other learners, Tutors, Coaches and mentors
- The BPP support team - which is qualified to the level of study and beyond, who are experienced in the workplace and can understand your needs
- Work-based learning feedback
- Assistance with all programme and pastoral queries
- Monthly monitoring and progress reports

Development time at work.

All apprentices are entitled to a minimum of 20% of their working time to be dedicated towards their studies.

Your employer will enter into an agreement with the Education and Skills Funding Agency (ESFA) and BPP that will give you this time as an apprentice.

This development time includes a wide range of activities. It can involve training inside and outside the workplace to advance your learning experience.

You will be asked to show evidence of your 20% development time. BPP, your manager and your HR team will work with you to make sure this happens.

Here are some examples of the activities that would contribute towards your development time:

Training

As long as it is not part of your normal duties.

Providing training

You may be able to share some of your learning with the rest of the team and conduct certain training.

Presentations

There may be opportunities for you to present to the team, other parts of the business or external partners as part of your development.

Work-shadowing

You may find value in spending time with colleagues with different roles in the organisation. Then you can produce work from this area as part of your work development time.

Mentoring and evaluation sessions

Your manager may assign a mentor (perhaps a colleague who has formerly completed an apprenticeship) to work with you and support you throughout the programme.

Work simulations

You may be able to practise your learning in a role-play situation.

Industry visits

There may be opportunities for you to become a point of contact for a partner organisation. This would contribute to your learning.

Independent project work

Your manager may give you a project that would be useful to the team.

Eligibility.

You will need to meet the following criteria to be eligible for a BPP apprenticeship programme:

- The programme must match your current role and needs to lead to significant new knowledge and skills
- You will need to practice your learning. For instance, if the apprenticeship covers people management, you will need to be managing people
- All programmes follow UK funding rules for apprenticeships, so you will need to meet the basic criteria

What are the basic criteria?

- You will need to have the right to work in England. You must spend at least 50% of your working hours in England
- You will be working for the organisation that is offering the programmes, a connected company or a connected charity defined by the HMRC
- You will need to have English and maths to GCSE level and you will need to provide certificates. If you have not reached these levels, or do not have these certificates, BPP can help
- You can undertake a programme at a level which is below, above, or at the same level as a qualification you already have. However, it must help you to learn new skills and must be significantly different to any previous training or development

Functional Skills

Employers will normally ask that you have GCSEs in maths and English at a grade C or above. If you don't have these at the start of the programme, you will need to undertake additional study and assessment during the first six months. This is a requirement of the apprenticeship and you will need to complete it so that you can continue the programme.



For more information,
visit **[bpp.com](https://www.bpp.com)** or call **03300 603 100**

Disclaimer: This information is accurate as at the date of publication, November 2018.
It is subject to change. This document is for guidance only and does not form part of any
contract. For more, visit [bpp.com](https://www.bpp.com). ©BPP Professional Education Limited 2018 04779

