

Manager Guide.



Welcome to a journey of bigger potential.

Apprenticeships give you and your staff the opportunity to develop a stronger, wider and deeper skill set. This guide is for anyone who will manage an apprentice, from entry-level team managers to the most senior leaders.

BPP is one of the UK's largest providers of professional apprenticeship training. Delivering the Knowledge, Skills and Behaviours to help your team go beyond its 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 teaching with a face-to-face approach, and in some cases peer-to-peer learning. This will help minimise disruption in your working environment.

The aim? To develop employees as fully rounded professionals. To allow them to maximise their skill set and progress efficiently, while bringing those skills to their role and your team.



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

Your role and what you need to know.

This guide will provide an overview of your role and responsibilities as a line manager, bringing together an understanding of apprenticeships, the benefits they bring and how you can support team members during their journey.

Why are we talking to you?

Your senior leadership team has committed to offering apprenticeships. To help create high performing teams and build a competitive edge in the marketplace.

They are looking to you to promote these professional programmes within your team. You have a key role in your employees' journey throughout the apprenticeship process. This includes help when choosing a programme that aligns to their current job role, and providing support throughout their time in the programme.

How is it structured?

Programmes usually combine an exciting blend of virtual and face-to-face learning and coaching, depending on the programme and level. It will also include self-study and project work with learners receiving their own study plan or timetable.

How are apprentices supported?

This depends on the programme and level. However, all apprentices have access to the BPP support team who provide regular progress reviews, online information and support from an internal Professional Support team. Each learner will also have access to a Coach who will maintain regular contact to ensure they are progressing through their programme.

What is an apprenticeship?

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

Apprenticeships are suitable for new or existing employees. In addition, they now cover a wide range of roles and disciplines within your organisation.

Some may include a professional qualification or a degree, and will conclude with a final assessment of an individual's application of Knowledge, Skills and Behaviours in their day-to-day role.

What will your employee develop?

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



Knowledge

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



Skills

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

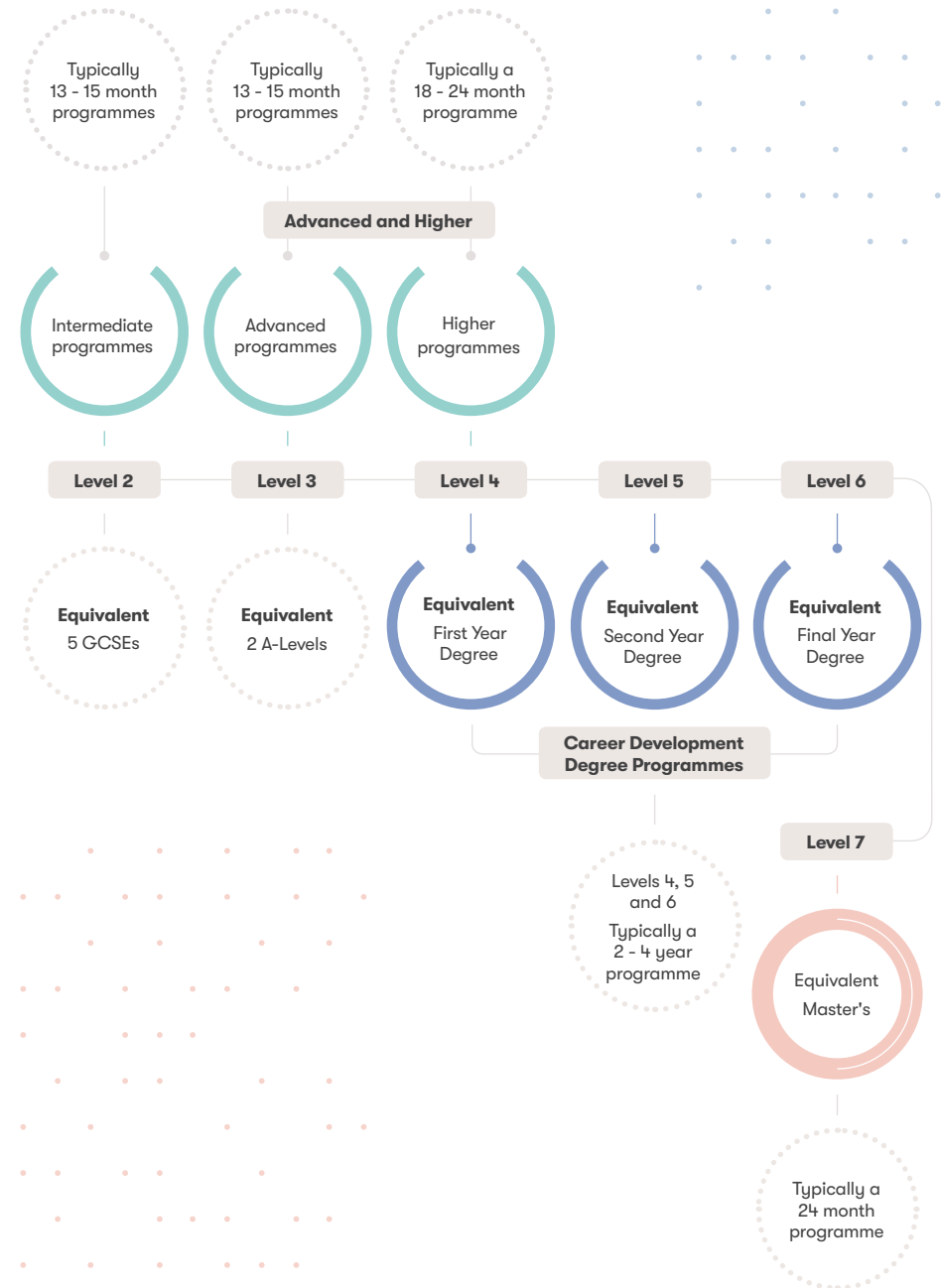


Behaviours

Your employee is coached to understand the importance of the style in which they perform their role and are guided on how to reflect appropriate behaviours on a day-to-day basis.

Apprenticeship programmes add an extra dimension to the abilities of your team. They require the apprentice to apply the knowledge gained in the workplace, while developing the required skills and behaviours to embed learning. This way, they can enhance their contribution to the team and wider business.

Apprenticeship levels



The benefits.

There are several benefits to supporting your employee through a programme. Most importantly is the ability for them to pass on the knowledge and skills gained to others within your team as well as the wider organisation.

Below is an overview of the benefits an apprenticeship programme can provide:

- Tailored to your business needs: programmes can be implemented to align to job families and roles within your team
- Grow for the future: development of a team with a learning mind-set and agile thinking, unlocking potential in a modern workforce

- Close skills gaps: map your team roles to a qualification that suits their development and benefits your team
- See improvements from day one: develop an employee's skills and knowledge that can be applied in their role
- Create loyalty: embedding on-the-job skills and knowledge can cement a learner's commitment to their role – and your team
- Investing in your people: you will have a great role model in your team to help build morale and share knowledge down to your employees

What can an apprenticeship programme with BPP offer to your employee?

- A supportive learning environment
- Opportunities to build a business network
- A professional qualification or degree
- Greater career opportunities

Supporting your employee.

Successful apprenticeships are partnerships between yourself, your employees and your organisation. Supporting an employee in your team should be a great experience for everyone involved.

Forward planning will ensure you and your employee can both get the most from it. Support does not just need effort, it also needs time. Ensure that the learning opportunities you offer are relevant to the chosen programme and also of benefit to the team.

As 20% of your employee's time is devoted to the apprenticeship, you will need to allocate time away from their normal day-to-day activities to complete the programme. They will want to feel confident that you are investing in their development.

A successful apprenticeship will depend not only on your employee's application and dedication, but will need to be fundamentally supported by you as their manager or team leader. Your commitment and enthusiasm will be critical in ensuring the apprenticeship is a success.

What is expected of you?

1. To identify a programme which aligns with your employee's development aspirations. Discuss how they can apply the knowledge and skills taught throughout the programme in their existing role
2. Consider the time your employee will need out of their working day to complete their qualification, as well as consideration on how you will manage resources
3. Help your employee by submitting the relevant paperwork documents as part of the application process, to record the key ways in which their current role lines up with the qualification they wish to complete
4. Once they have started learning, review your employee's performance objectives and ensure they are aligned to the requirements of their programme, as well as linking one of your employee's performance objectives to completing the apprenticeship successfully
5. Keep in frequent contact with your employee and provide support through their studies. Identify activities they can complete on the job and ensure that they are managing their time effectively and meeting deadlines. Collaborate to set collective goals and celebrate any success the learner achieves
6. Attend quarterly review meetings with your employee and their BPP Coach to ensure they remain on target and their progress is being monitored throughout

How your employee will study.

They 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 your employee the best possible chance of success. The programme will be split into the following stages:



Induction

Designed to set an employee up for success from day one. The induction will help them understand the programme and explain what is expected of them. They will receive one-to-one support throughout the journey, along with a detailed study plan or timetable outlining details of the programme.



On Programme

Following the induction, your employee will focus on studying knowledge modules within their chosen programme. Each programme is organised into phases with set milestones to enable you, as their manager, to understand and support their progress at an appropriate pace. Each module will feature a study section, an assessment point and a completion deadline as part of their journey. Throughout the programme your employee will engage in different learning activities and will frequently use an e-portfolio system to record and track their progress.



Gateway

Gateway is the point where you and your employee's Coach will review if they 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.



Learning resources.

Tutor-led study sessions

Throughout the programme your employee will attend online or face-to-face study sessions for their work-based learning (skills and behaviours) and professional qualification or degree. These sessions can be accessed through one of BPP's study centres, on-site at your organisational premises or via links provided on the Virtual Learning Environment (VLE). They will be recorded so learners can access on-demand.

Virtual Learning Environment (VLE)

Your employee will have access to the VLE, where they will find a range of resources. Any practical information can be found on the home page and each module or paper will have a structured learning journey. This ensures they are clear on what they need to do on a weekly basis.

Independent study

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

Skills Webinars and Workshops

During the programme your employee will be invited to skills webinars, to help them apply the knowledge from the professional qualification in their role. They can also choose to attend up to four face-to-face optional workshops (with your approval) to supplement webinars and support their development. Your employee's Coach will help them choose the most suitable courses based on their personal development plan.



Development time at work.

Every apprentice is expected to spend 20% of their working time developing the Knowledge, Skills and Behaviours linked to their programme. This is in line with English Skills Funding Agency guidelines, in order to qualify for funding.

This development time includes a wide range of activities, such as training inside and outside the workplace to advance the learning experience. These hours can be split throughout the year to work around business critical periods.

Training needs to be relevant to the apprenticeship and taken outside of your employee's normal day-to-day activities. This can include formal tutored days or self-study, as well as activities with you or colleagues within the organisation.

Work development time helps to add further value to the apprenticeship and allows the individual to get the best out of the programme.

Understand what can be used as work development time for an employee:

Training

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

Providing training

Share learning with the rest of the team and conduct certain training.

Presentations

The opportunity to present to the team, other parts of the business or external partners, as part of their development.

Work-shadowing

Spending time with other colleagues with different roles in the organisation. They may produce work from this area as part of their work development time.

Mentoring and evaluation sessions

You may assign a mentor to support them throughout the programme.

Work simulations

A role-play situation to practice learning in a safe environment.

Industry visits

The opportunity to become a point of contact for a partner organisation.

Independent project work

You may be able to give your employee a project that would be useful to the team.



Eligibility.

Your team members will need to meet the following criteria to be eligible for a BPP apprenticeship programme.

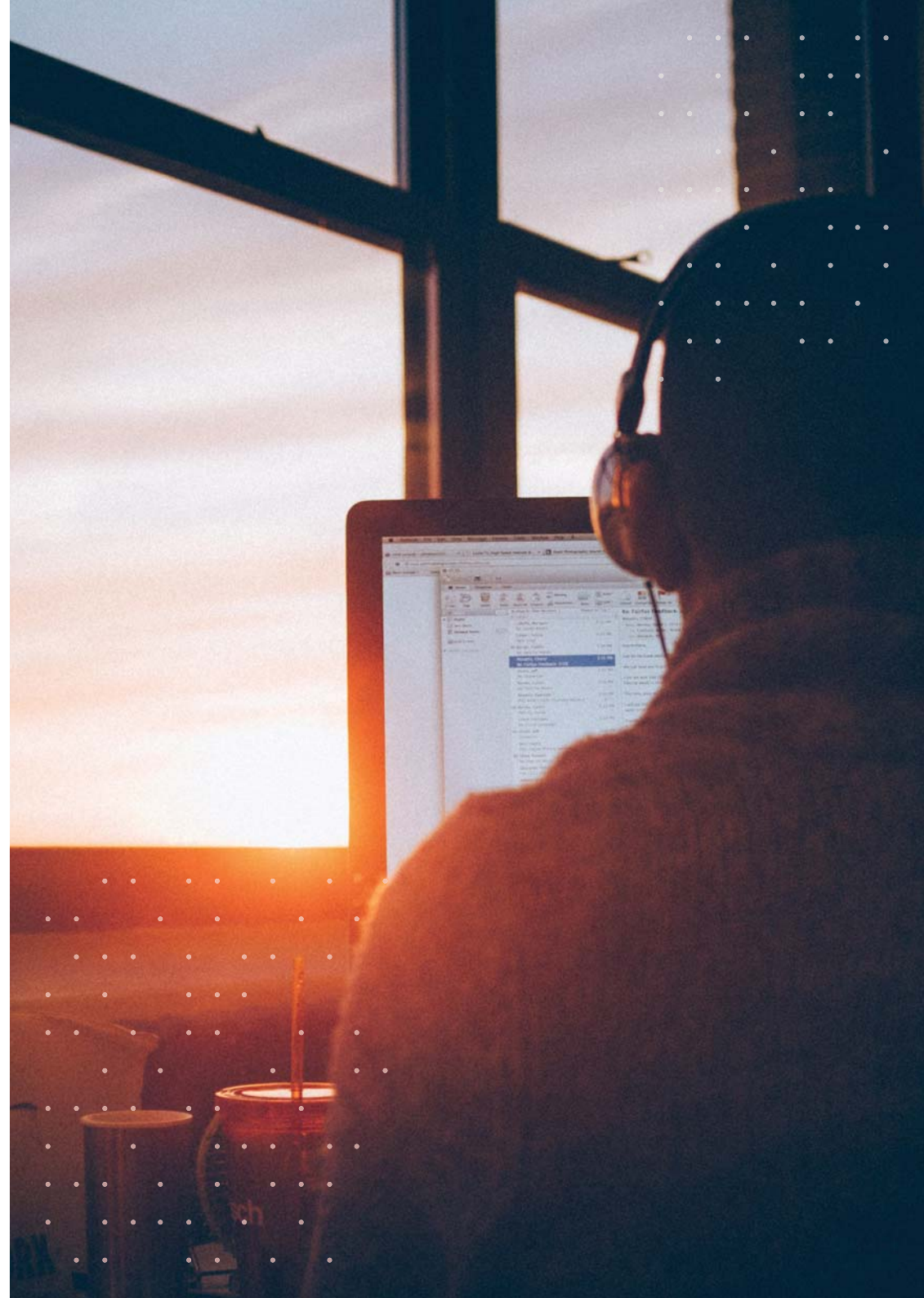
The programme must match the role your employee is currently doing and must lead to significant new knowledge and skills. You will also need to make sure they have the capacity to practice their learning. For instance, if the apprenticeship covers people management, they will need to be managing people.

All programmes follow UK Apprenticeship Standards, so make sure your team member meets the basic criteria. They will need to have the right to work in England and spend at least 50% of their working hours in England. They will need to be working for your organisation, a connected company or a connected charity defined by the HMRC.

You may also need to think about how this fits with your existing people development policies. Staff working in Wales, Northern Ireland and Scotland are subject to different rules.

Key eligibility criteria include:

- Any of your potential apprentices will need to have English and maths to GCSE level and will need to provide certificates. If they have not reached these levels, or do not have these certificates, BPP can help
- Apprenticeships cover a wide range of levels. The assessment process is designed to find the right programme, at the right level, for your employee
- If you believe your team member would benefit from taking part in an apprenticeship programme, encourage them to discuss it with you or with a representative in your HR or L&D team
- An apprentice can undertake a programme at a level which is below, above or at the same level as a qualification they already have. However, it must help them learn new skills and must be significantly different to any previous training or development





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

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