

APPRENTICESHIPS

FOR

EMPLOYERS



**Rotherham College
North Notts College
Dearne Valley College
and
University Centre Rotherham**

Part of
RNN GROUP

Rotherham College
Website: rotherham.ac.uk
Email: info@rotherham.ac.uk
Phone: 01709 362111

North Notts College
Website: nnc.ac.uk
Email: contact@nnc.ac.uk
Phone: 01909 504500

Dearne Valley College
Website: dearne-coll.ac.uk
Email: learn@dearne-coll.ac.uk
Phone: 01709 513355



RNN GROUP

APPRENTICESHIPS

AN INTRODUCTION FOR EMPLOYERS



Let's Get Started

Your Apprentice will be undertaking a transformational learning experience, developing industry leading skills and knowledge in your field.

It's important to support and encourage your Apprentice and this is a joint effort with RNN group where your Apprentice will have the opportunity to be nominated for our annual Apprentice awards and regular learner spotlights.

To help make sure your Apprentice is receiving the highest quality learning experience you'll be able to be involved in our industry advisory boards where you can help shape the future direction of training in your industry.

We also regularly send our delivery teams back into industry to keep their knowledge and skills current and welcome support from employers to offer these placements.



CEO's

Introduction



**Welcome and
thank you for
taking on an
Apprentice.**

**This is the first step in an incredible
journey of learning and development
for you, your organisation and
your Apprentice.**

Jason Austin
CEO/Principal

**The RNN Group recognises that
putting your organisation's best
interests first is the most important
decision we can make.**

We combine the resources and specialist skills of our Group's three established local Colleges with in-depth knowledge of the region to help ensure we deliver this for you.

Understanding the investment and commitment you are making by taking on an Apprentice, enables us to provide you with exactly what you require and, by listening to you, we can give you exactly what you require by listening to you and then supporting you to deliver exceptional results.

From your first point of contact, we aim to build a long-term relationship by providing the most efficient solution and supporting you with minimal disruption to your business, as well as being open and honest with you and ensuring on-going support and regular communication.

We care about driving innovation and skills in our local communities and supporting local employers in creating a strong economy now and in the future. Through hiring an Apprentice, you are playing your part.

We want to ensure that at the end of the process you feel that this has been worthwhile for you, your business and your Apprentice and that you will do it again. We will be with you every step of the way and supporting you in this journey.



Our Facilities and Systems

Studying an apprenticeship with RNN group gives your Apprentice access to world class learning facilities and a wealth of other benefits.

Being a Google Reference College means we are recognised by Google for our outstanding use of technology to drive positive learning outcomes.

We use the latest online classroom technology so your Apprentice can access their learning anytime. Alongside this, we have our industry leading libraries and technical facilities linked to your industries.

At Dearne Valley College and North Notts College, we have gym facilities for students to use at discounted rates too so students can develop their physical fitness, wellbeing as well as skills in industry.

Your Apprentice can register here for our Google classroom or scan the QR code:
www.rotherham.ac.uk/information/useful-links/google-classroom



Hints and Tips

Apprentice reviews are undertaken every 8-12 weeks.

They must include the Apprentice, the Apprenticeship skills tutor and their boss or mentor who are responsible for their development.

Reviews can be completed either face-to-face or online.

This is to ensure the needs of the business are met.



High Expectations

Supporting your Apprentice is a team effort.

Whilst RNN Group will support with the apprenticeship development employers have a crucial role in developing skills, knowledge and behaviours.

You'll be sharing insights into the specific needs of the industry and tailoring the Apprentice's skills-set to your chosen industry.

This proactive involvement ensures that the Apprentice receives a well-rounded education, combining theoretical knowledge with practical application.

Employers should invest time in regular feedback sessions, identifying areas of improvement and setting clear objectives for professional development. The apprenticeship is a two-way street, requiring open communication channels that facilitate a continuous exchange of ideas and insights.

This approach creates a dynamic learning environment, fostering a sense of ownership and accountability in both parties. In essence, the success of an apprenticeship program hinges on the employer's dedication to mentorship and active collaboration with the training provider.

It is a commitment to the holistic development of apprentices, instilling not only technical prowess but also a deep understanding of the industry and the company's ethos.

By embracing this multifaceted role, employers become architects of a workforce that is not only skilled but also aligned with the organization's vision and values.

We need our employers to reinforce the importance of attending college training and support Apprentices to submit their assignments on time by giving them time during work to complete tasks relating to their apprenticeship.

At RNN Group we expect our employers to invest time in supporting their Apprentice with a dedicated mentor and ensuring Apprentices prioritise attending workshops both online and face to face.

Don't worry, we provide full training to mentors on how best to pass on their knowledge and support their Apprentice.



Assigning A Mentor

There are many ways to support your Apprentice in gaining the skills and behaviours required as a manager.

Here are 5 top tips that you can use to get started:

Goal Setting

There are many frameworks for setting goals but the SMART framework is an excellent way to ensure you are setting work for your Apprentice. Goals should be set collaboratively to ensure ownership and be reviewed when agreed.

They need to be:

Specific: the goal needs to say exactly what needs to be done

Measurable: it needs to have a value to be measured against

Achievable: the time and resources available need to be considered to ensure it is possible to do in the time given

Relevant: the goal needs to be part of the Apprentice's development so you should consider what is being achieved by setting it

Time-bound: You will need to set a date for the goal to be completed and reviewed

Feedback

Giving positive feedback is essential for progress and for building a relationship between you and your Apprentice. Remember the following when giving feedback and setting their next goal:

1. Involve them in your tasks: Shadowing is a good start, let them watch you at first and then they can assist.

2. Set them tasks: Once they have shadowed and assisted you in a task, set them a part of it to do themselves, checking it once it is done.

3. Talk and engage them with the job or role: Discuss parts of the management role with them, such as your management style, as they may question why you manage the way you do.

4. Encouragement: Always encourage them by highlighting the areas where they are doing well, and remember that they are learning a new set of skills.

5. Positive feedback: Use your management skills to ensure that they are receiving positive guidance on how to improve, using the goal setting framework.

You will need to:

- Use these tips to create a supportive relationship
- Be timely; leaving it too long can cause distortion in with your Apprentice. Involve them in your role as often as you can remembering what happened
- Try to give actions to take forward, not criticize elements that did not work
- Use the word 'because'; if someone did a good job tell them why it was good



OneFile

Overview

What is OneFile?

OneFile is a leading e-portfolio platform specifically designed for apprenticeships in the UK. It acts as a digital hub where Apprentices can record their learning, experience, and achievements throughout their program. Employers can use OneFile to monitor Apprentice progress, provide feedback, and collaborate with training providers.

Benefits of OneFile for Employers:

- Improved visibility and control: Track your Apprentice's progress in real-time through detailed records of progress reports, assessments, and evidence of learning.
- Enhanced communication and collaboration: Provide feedback and guidance to apprentices directly through the platform, discuss milestones and goals, and work with training providers seamlessly.
- Simplified administration: Manage paperwork and documentation electronically, reducing the administrative burden and ensuring compliance with apprenticeship standards.
- Streamlined reporting and funding: Easily generate reports on your Apprentice's progress for stakeholders, funding bodies, and accreditation teams.
- Improved Apprentice engagement and retention: Provide a user-friendly platform for Apprentices to track their own progress, set goals, and stay motivated throughout their program.

How Employers Use OneFile During the Apprenticeship:

- Setting up the Apprenticeship: Configure the platform with program details, learning outcomes, assessment criteria, and milestones.
- Monitoring Progress: Access dashboards and reports to see individual and group progress in real-time. Review evidence of learning submitted by Apprentices, including photos, videos, and documents.
- Providing Feedback: Offer feedback and guidance on submitted evidence and performance, promoting ongoing learning and development.
- Collaboration with Training Providers: Communicate with training providers through the platform to discuss assessment, learning resources, and support for Apprentices.
- End-Point Assessment: Utilise OneFile to record evidence and prepare Apprentices for their final assessment.

Checking Apprentice Progress and Calculations:

OneFile uses a combination of tools to measure progress:

- Learning logs: Apprentices record their activities, experiences, and reflections throughout the program.
- Assessments: OneFile automatically stores and tracks results from internal and external assessments.
- Milestones: Key points in the program where progress is formally reviewed.
- Feedback: Employer and training provider feedback on performance and evidence of learning.
- The platform uses an algorithm to calculate an overall progress score based on these factors, providing a clear picture of individual and group progress. Additionally, you can drill down into specific areas to analyse strengths and weaknesses.



End Point Assessment

End Point Assessment (EPA) is the final stage of the apprenticeship programme.

The purpose of EPA is to confirm that the Apprentice has met all of the knowledge, skills and behaviour requirements set out in the apprenticeship standard.

What is an apprenticeship standard?

Each apprenticeship has a standard. This is a short document setting out the main purpose of the apprenticeship, the job roles linked to the standard and the expected knowledge, skills and behaviours that the Apprentice should have achieved. There are more than 600 different apprenticeship standards available.

You can read more here:
instituteforapprenticeships.org/apprenticeship-standards

How does EPA work?

To reach EPA, the Apprentice will have completed a series of activities and tasks with their employer and training provider. They will then jointly agree that the Apprentice is ready to move forward for their End Point Assessment. This stage is called 'the gateway'.



End Point Assessment methods explained

This short film has been created by the Institute for Apprenticeships and Technical Education to explain the different types of assessment methods.

Visit the link below to view:

www.youtube.com/watch?v=57uWc6EDjKw

What are the EPA requirements?

- Presentation of a portfolio
- Professional discussion
- Test
- Practical demonstration

The process of EPA is different for each apprenticeship standard. It could include a range of different activities such as:

The whole process of EPA is coordinated and conducted by a third party organisation that is not connected to the employer or training provider. This organisation is called the End Point Assessment Organisation (EPAO).

Additional support

If your Apprentice requires additional support to complete their EPA, the training provider will be able to make appropriate arrangements for them.

These could include:

- Extra time allowance
- A scribe
- A reader
- A personal support worker to attend
- British Sign Language (BSL) interpreter
- Assistive technology

What happens if they don't pass?

If your Apprentice has not passed any elements of their EPA, then they will usually be able to re-take the parts that they need. This can sometimes limit the overall grade that they can achieve.

What happens on completion of EPA?

When your Apprentice has successfully completed their EPA, they will have achieved their full apprenticeship. They will receive a grade of either pass/merit/distinction (this varies between different apprenticeships).

They will then receive their apprenticeship certificate, issued to you by the Education and Skills Funding Agency on behalf of the Department for Education.

Progress Reviews

Apprentice reviews are undertaken every 8-12 weeks.

They must include the Apprentice, the Apprenticeship skills tutor and their boss or mentor who are responsible for their development.

Reviews can be completed either face-to-face or online to meet the needs of the business.

At a review we will:

- Establish clear links between on- and off-the-job training;
- Set and review targets against the Individual Learning Plan (ILP)
- Plan work set and get feedback on how an Apprentice is performing
- Establish how well the learner is developing their core skills in the workplace
- Highlight any changes needed to meet the needs of the individual against the ILP arising from any new challenges or barriers
- Highlight any further development areas to support the achievement of End Point Assessment (EPA)
- Celebrate success to date

Targets are set and broken down into achievable 'steps' in an action plan that may require either the employer or training provider to action.

SMART targets keep apprentices on track to achieve, with action taken to tackle issues, provide assessment opportunities and review support arrangements.

Reviews are planned well in advance and offer the best chance for learners to reflect on their progress in order to complete their apprenticeship so it's important a mentor can attend these to represent the employers.

All relevant managers/mentors will receive a login to our e-portfolio system in order to view their learners progress and participate in reviews.



Get In Touch

**Our apprenticeship team
are on hand to support you
and your organisation.**

**We will ensure your Apprentices are supported
throughout their apprenticeship journey with us.**

North Notts Office
Carlton Road
Worksop
Nottinghamshire
S81 7HP
01909 504777

South Yorkshire Office
Eastwood Lane
Rotherham
South Yorkshire
S65 1EG
01709 513147

apprenticeshipenquiries@rnngroup.ac.uk

Please note our phone lines are open 8.30am – 5.00pm Monday to Friday.

