

Apprenticeship Standard Journey



Vetting and Enrolment

Before you can start an apprenticeship, we need to ensure that an apprenticeship is right for both you and your employer. We will complete a rigorous vetting process to ensure this is the right journey for all parties. At this stage, all necessary paperwork will be completed, and a start date will be agreed.



Introduction Day

Your first day in learning will be an introduction day, where we will cover everything you need to know about your apprenticeship, including:

- Responsibilities and procedures as an apprentice
- Safeguarding procedures
- Health and safety induction
- Pastoral support
- Functional Skills
- Knowledge, skills and behaviours
- On programme details



On Programme

This is the longest part of the apprenticeship where the skills, knowledge and behaviours are developed to satisfy the apprenticeship. To do this you will:

- Create a portfolio of evidence to showcase the knowledge, skills and behaviours of the apprenticeship standard
- Record 20% Off the Job Training
- Achieve L1 and L2 English/maths in Functional Skills (if required)

We will help you to achieve this through:

- Monthly day release sessions at the Construction Skills Village comprising of:
 - ⇒ Practical and theory sessions
 - ⇒ Personal development sessions
 - ⇒ Embedding of English/maths
- 8 weekly tri-partite progress reviews (Employer, Provider and Apprentice)
- Onsite observations and witness testimonies



Gateway

All parties (Employer, Provider and Apprentice) will decide if you have met the minimum requirements of the apprenticeship:

- Achieved a portfolio of evidence showcasing that you are competent in the knowledge, skills and behaviours
- Achieved L1 and L2 English/maths in Functional Skills (if required)

If all parties agree you have met the requirements an EPA Gateway Declaration Form will be completed, and you will enter EPA.



End Point Assessment (EPA)

This is the final assessment of the apprenticeship overseen by an independent assessor. The EPA demonstrates that you can perform as a competent tradesperson in your chosen trade.

The EPA contains three components – all components must be passed for you to meet the apprenticeship standard. The three components consist of:

- Practical observation of skills
- Multiple-Choice knowledge test
- Professional Discussion



Achievement and Progression

After passing the EPA you are issued with certificates and next steps are discussed, for example, a level 3 apprenticeship, employment or Higher Education.