

Derwent Training
TRAINING FOR YOU

Employers Guide to Leadership & Management Apprenticeships



WELCOME TO DERWENT TRAINING

TRAINING FOR YOU



The importance of developing leadership and management skills is paramount within businesses, as many employees do not have formal business skills though they have technical expertise in their chosen field. Businesses can train and upskill employees to inject better leadership and management skills and reap the benefits in terms of turnover and growth.

Leadership Apprenticeships assist businesses to address specialised needs such as cash flow and financial management, marketing and winning business, creating and managing business systems, developing strategic ability and transformational skills to ensure resilience in their business, developing 'soft' skills, including interpersonal and general staff management skills.

Collectively developing these areas creates high performing working practices which improve performance as employees have improved knowledge, skills and behaviours which they use to benefit productivity as well as improving their motivation.

Derwent Training are here to provide 'training for you'.

Derwent Training has been offering training and working with employers across North Yorkshire since 1988. There are many reasons to choose Derwent Training. Ofsted rate us as 'Good' and employer satisfaction is rated at 98%. Our apprenticeship achievement is above the national average and the pass rate is 100%. We hold the Matrix Standard for providing excellent information, advice and guidance and were commended for offering a service that makes a real difference ensuring that every employee is on the right apprenticeship for them.

Our working practices are built on an ethos of honesty and integrity, ensuring we provide employers with pertinent advice, never agreeing to deliver training that an employer does not need.

I encourage you to engage with Derwent Training and discuss your potential training needs with members of our Business Support Team.

Claire E Gavaghan MA.Ed MIOl
Chief Executive Officer

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APPRENTICESHIPS

THE BENEFITS

WHY INVEST IN APPRENTICESHIPS

Apprenticeship training is a direct investment in your business.

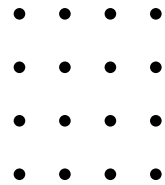
Apprenticeships are suitable for people at any age at any level so you can hire someone new or upskill an existing employee, allowing you to grow talent and develop a motivated skilled and qualified workforce. Apprenticeships help you to:

- Offer on-the-job training in a safe working environment
- Build a culture of learning and development within your business
- Enjoy higher staff retention and morale
- Promote diversity and inclusion in the workplace

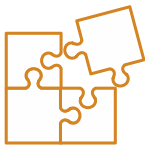
INVESTMENT IN YOUR BUSINESS

*Research by St Martins Group

The estimated yearly gain for employers is between £2,500 and £18,000 per apprentice during their training period



KEY FACTS GOV.UK



86%

of employers said apprenticeships helped them to develop skills relevant to their organisation



92%

of employers believe that apprenticeships lead to a more motivated and satisfied workforce



80%

of employers who have invested in apprentices have seen significant employee retention.

WHY CHOOSE DERWENT TRAINING?



In our most recent Ofsted inspection our provision for apprentices was rated as 'Good'.

Key features include:

- Small class sizes with 1:1 learning opportunities
- Industry-standard training centre
- Outperformed national average by 14% for Timely Achievement of all apprenticeships
- Currently working with 60 employers across 1,200 miles²
- 98% overall employer satisfaction rating (January 2024).

OFF-THE-JOB TRAINING



WHAT IS OFF-THE-JOB TRAINING?

Off-the-job training is defined as training which is received by the apprentice during their normal working hours for the purpose of achieving the skills, knowledge and behaviours needed in the business.

Your employee will be required to complete 6 hours off-the-job training per week as part of the apprenticeship and this will be audited regularly by the Education and Skills Funding Agency (ESFA). How your employee will record their off-the-job learning will be explained during their workshops.

FREQUENTLY ASKED QUESTIONS

Why must off-the-job training be conducted during the apprentices normal working hours?

An apprenticeship is a work-based programme. The training is required to help the apprentice become fully occupationally competent in the workplace. Therefore, it is reasonable that the apprenticeship should be delivered during the apprentices normal working hours. It is not appropriate, and would be unfair, to expect an apprentice to undertake their apprenticeship in their own time, in addition to their job role.

If training must, by exception, take place outside of the apprentices normal working hours i.e. in an evening or on a weekend then it is expected that this be recognised, for example through time in lieu, or by additional payments to the apprentice.

Will my apprentice spend a lot of time away from the workplace?

Apprenticeships are all about up-skilling an individual, and reaching occupational competency takes time. As a small training provider, we appreciate that day release attendance for your employee is not always convenient for your business. On the Team Leader and Supervisor Apprenticeship will be delivered by face-to-face sessions, as well as by video conference sessions.

If your employee hasn't achieved a GCSE Grade C/4 in English and/or Maths they will have to complete a Level 2 Functional Skills qualification in order to achieve the apprenticeship. English and Maths training does not count towards the 6 hour off-the-job learning as apprenticeships are designed on the basis that the apprentice has already achieved the required level of English and Maths. We are able to offer the hybrid model of delivery for those requiring English and Maths support.

What counts as off-the-job training?

- Time spent writing assignments
- Teaching of theory
- Practical training
- Shadowing and mentoring.



Listening to the feedback from so many businesses at the recent Awards Evening, praising the apprentices' professionalism and contribution. It is clear that the Derwent Training team at every stage is focused on providing the highest quality training support and guidance.

We are so lucky to have this provision in our region.

Sue Jefferson
Chair of York and North Yorkshire Business Board

OFF-THE-JOB TRAINING MYTH BUSTERS

MYTH

vs

FACT

"MY
APPRENTICE
WILL SPEND A
LOT OF TIME
AWAY FROM
THE
WORKPLACE"



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.
- Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
- Off-the-job training must be away from the apprentices productive job role and must teach new Skills, Knowledge and Behaviours relevant to the specific apprenticeship. At Derwent Training we offer both a one-day per week and hybrid model.

"I NEED TO
DOCUMENT
ALL OF THE
APPRENTICE'S
OFF-THE-JOB
TRAINING"



- A training plan will be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence portfolio needs to meet the needs of the standard requirements for the Apprenticeship.

"ENGLISH AND
MATHS
COUNT
TOWARDS THE
MINIMUM
REQUIREMENT
FOR OFF-THE-
JOB
TRAINING"



- This is not true: English and Maths at (Level 2 or below) does not count towards the minimum off-the-job training requirement.
- Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level of English and Maths. Training for English and Maths is on top of occupational off-the-job training.

"OFF-THE-
JOB TRAINING
CAN BE DONE
IN THE
APPRENTICE'S
OWN TIME"



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged.

*Excluding overtime.

LEVEL 3 TEAM LEADER



OVERVIEW

The Level 3 Team Leader Apprenticeship Standard is for an employee in a first line management role, with operational and project responsibilities, or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. This Apprenticeship is suitable for anyone working in the private, public or third sector, and in all sizes of organisations. Specific responsibilities may vary, but the skills, knowledge and behaviours needed will be the same whatever the role.

ENTRY REQUIREMENTS

Candidates must have achieved a minimum of 5 GCSE's Grade C/4 or above. If the learner has not achieved a GCSE Grade C/4 or equivalent in English and/or Maths then they must achieve a Level 2 Functional Skills qualification to achieve the overall apprenticeship. This is delivered by Derwent Training. The learner must be in a Team Leader or Supervisor role in order to collate evidence for their portfolio.

APPRENTICESHIP TRAINING PROGRAMME

DETAILS

Duration: 12-18 months

Including End-Point Assessment

Attendance: Blended Delivery (Video Conferencing, Workshops and Tutorials)

Cost: £5,000

LEVEL 3 TEAM LEADER APPRENTICESHIP

Duties

- Able to set, monitor, manage objectives and performance which link to organisational outcomes.
- Manage resources to deliver tasks within budget and targets.
- Contributes to the training and ongoing development needs of the individual or the team.
- Collates and interprets data and shares outputs with stakeholders to support decision-making.
- Contributes to projects, initiatives and their implementation to achieve organisational goals.
- Monitors and applies operational policies, relevant legislation, and regulation, and makes recommendations to ensure individual and team compliance.
- Identifies, assesses and monitors potential risks, and supports the mitigation of risk within the organisation.
- Contributes to change and support others through change.
- Support the development of implementation of sustainable operational plans to achieve organisation goals.
- Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.
- Collaborates and builds relationships with stakeholders to identify and support improvement opportunities.
- Communicates information to drive operational activities and improve organisational performance.
- Manage the team and resources to reduce carbon footprint and reduce business costs.

LEVEL 5 OPERATIONS MANAGER



OVERVIEW

The Level 5 Operations Manager Apprenticeship Standard is designed to provide support to those within leadership roles. This apprenticeship is suitable for anyone working in private, public, and third sectors across all areas of the economy.

Operations managers perform leadership and management duties within teams, and work with senior managers to meet organisational goals. The role involves the setting, managing, and monitoring of core objectives aligned with the organisation's overall strategic goals.

DETAILS

Duration: 24 months

Including End-Point Assessment

**Attendance: Blended Delivery
(Video Conferencing, Workshops
and Tutorials)**

Cost: £9,000

ENTRY REQUIREMENTS

Candidates must have achieved a minimum of 5 GCSE's Grade C/4 or above. If the learner has not achieved a GCSE Grade C/4 or equivalent in English and/or Maths then they must achieve a Level 2 Functional Skills qualification to achieve the overall apprenticeship. This is delivered by Derwent Training. The learner must be in a Operations manager role in order to collate evidence for their portfolio.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 5 OPERATIONS MANAGER APPRENTICESHIP

Duties

- Provide operational leadership and people management.
- Keep up to date with IT and digital interventions such as Artificial Intelligence (AI) and software that can be used in their sector.
- Analyse, interpret and cascade data to enable tracking, trend analysis and metric reporting to enable decision making for managing objectives and targets.
- Manage and influence activities and projects within budget and resources to deliver change and continuous improvement.
- Collaborate with and manage stakeholder relationships.
- Lead the creation and implementation of their resource plans considering future organisation needs and impact on change requirements.
- Interpret and comply with relevant legislation and regulation and the impact on their organisation.
- Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.
- Lead the team and individual training needs and support continuous professional development.
- Communicate complex information to build understanding and drive team and organisational performance.
- Manage activities which drive the organisation's sustainability goals.
- Build and manage internal relationships and collaborate with colleagues to enable cross-team working.
- Lead and respond to risk management, assessing the opportunities which could affect individual and team performance, and finding solutions that meet their needs.
- Develop and implement their operational plan that aligns with the strategic direction of the organisation.

LEVEL 3 TEAM LEADER & LEVEL 5 OPERATIONS MANAGER



ASSESSMENT METHOD AND SUMMARY

Portfolio of Evidence – Knowledge, Skills and Behaviours

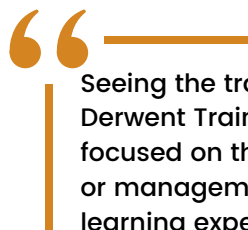
A portfolio of jobs to evidence knowledge, skills and behaviours and will be collated with jobs they are doing in the workplace. This portfolio will be specific to the apprentices role.

End-Point Assessment

The End-Point Assessment is a final assessment for every apprentice to ensure they are competent to undertake the role they have been training in throughout the apprenticeship. This will be carried out independently by the End-Point Assessment Organisation and will include a presentation with question and answers as well as a professional discussion underpinned by a portfolio of evidence.

Progression Opportunities

On completion, apprentices may choose to register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership and Management, to support their professional career development and progression. Some of those completing the Level 3 Team Leader Apprenticeship, may choose to further their educational studies by undertaking the Level 5 Operations Manager Apprenticeship. This would be beneficial to those whose role/position focuses more on operational areas. However, there is no requirement to have completed the Level 3 course in order to enrol on the Level 5 course.



Seeing the transformation to lives that education via Derwent Training makes is inspirational. They are 100% focused on their students whether they are engineering or management trainees, and that brings a great learning experience and developed opportunities for all ages. At the Federation of Small Businesses we find their approach to employers is also efficient and helpful – addressing real skill needs in local businesses.

Carolyn Frank
Development Manager (North Yorkshire)
Federation of Small Businesses

APPRENTICESHIP FUNDING

AND THE APPRENTICESHIP SERVICE



THE APPRENTICESHIP SERVICE

All new apprentices go through the Apprenticeship Service System. Our Business Support Team are available to help employers set up their account. Through your Apprenticeship Service account you will be able to manage a range of services such as managing apprenticeship funding, reserving your funding and advertising any apprenticeship vacancies.

When setting up your account you need to initially register and input your PAYE information. When you are setting up your account, you can give our Business Support Team permission to add details on your behalf.

COSTS

SMALL EMPLOYER	LESS THAN 50 EMPLOYEES	Training is FULLY FUNDED by the Government for 16 -21 year old apprentices	5% CONTRIBUTION by the employer for any apprentice aged 22 and over	£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan
MEDIUM EMPLOYER	MORE THAN 50 EMPLOYEES	95% CONTRIBUTION paid by the Government for <u>all</u> apprentices	5% CONTRIBUTION by the employer for <u>all</u> apprentices	£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan
LEVY PAYER	LEVY PAYER Wage bill of over £3 million	0.5% CONTRIBUTION of your annual wage bill into your Apprenticeship Levy account	10% CONTRIBUTION by the Government each month into your Levy account	£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan

WHAT IS A EHC PLAN?

An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

RESPONSIBILITIES OF THE EMPLOYER



PROGRESS REVIEWS

You will support your employee on their apprenticeship by participating in tripartite reviews. This meeting will be between you, the apprentice and their tutor every 10 weeks to discuss and agree progress. This is a funding requirement set by the Education and Skills Funding Agency and is an auditable document as part of the apprentices training programme.



TRAINING AND STUDY

You must pay your apprentice for the time spent training or studying for their apprenticeship. If your apprentice is also studying for an English and/or Maths qualification that is required as part of their training programme then they are entitled to paid study time during their normal working hours. You, or your apprentice must inform us of any absence on their training day and their off-the-job training hours' should be made up at a different time.



HEALTH AND SAFETY ASSESSMENT

The Education and Skills Funding Agency states that all apprentice employers must have a health and safety assessment on their workplace to ensure that all apprentices are working in safe conditions. The duration of when this is updated will depend on what environment the apprentice is working in. We also require a copy of your Employer Liability Insurance Certificate for our records.



WORKING HOURS

Your apprentice must work for 30 hours or more per week, which must include their off-the-job training. If your apprentice is under-18 then they must work no more than 8 hours per day or any more than 40 hours' per week.



ADDITIONAL COSTS

Employers will be responsible for paying for any End-Point Assessment re-sits. This can vary from £100 - £500 depending on what the apprentice is required to re-sit. The initial cost for one End-Point Assessment is included in the overall Apprenticeship delivery cost, and includes one free re-sit.

CPD TRAINING COURSES

SHORT COURSES TO INVEST IN TRAINING FOR YOUR BUSINESS



Investing in training is an important function for every business. It is a route to increasing productivity. However, the psychological contract between employer and employee is equally as important, and investing in your staff improves staff morale and well-being, resilience and retention. For those companies without a dedicated Learning & Development department, or those with but needing help, we at Derwent Training are ready to assist you upskill your workforce.

The Confederation of British Industry (CBI) has called on employers to:

- Improve awareness and accessibility of training and development opportunities
- Offer careers advice to all employees at regular check points throughout their careers
- Improve the clarity on internal applicants.

Derwent Training hosts courses and qualifications from Highfield, a global training organisation in compliance and work-based learning. Covering a wide range of topics, the training is online and completed in the workplace but equally are ideal for those working from home.

Derwent Training donates 1% of every sale to charity to combat climate change. We have courses available in each of the following categories.



BUSINESS



**FIRE
SAFETY**



**HEALTH &
SAFETY**



**CUSTOMER
CARE**



**WAREHOUSING &
STORAGE**



LICENSING



**FOOD
SAFETY**



**HEALTH &
SOCIAL**

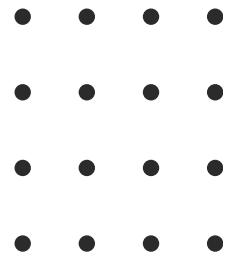


SAFEGUARDING



OTHER

Please feel free to contact us for further details, or request our specialist CPD guide.



TRAINING FOR YOU



Pearson



**To discuss your training needs further, contact our
Business Support Team:**

01653 697698

charlie.curless@derwenttraining.co.uk

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