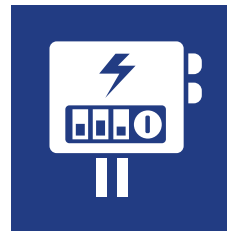




# Apprenticeship Employer Handbook

2022/23



## Directors Welcome

I would like take this opportunity to welcome you to Hybrid Technical Services and look forward to working with you to achieve the ambitious goals set for your workforce and apprentices. To do this, we will require commitment from you and we will do our best to support you through a comprehensive training package to develop your apprentice's knowledge, build on their skills and enhance their workplace behaviours.

Sophie Gilmore

## What is an apprenticeship?

An apprenticeship is a way for young people and adults to earn whilst they learn, its a job with training and qualifications.

An apprentice will work alongside qualified and experienced staff in the workplace which will enable them to develop the knowledge, skills and behaviours required to succeed in their chosen career.

## Apprenticeship Standards

Apprenticeship standards were designed by employer groups along with IFATE, they consist of 'on program learning' on and off the job learning which develop the apprentice's knowledge, skills and behaviours, 'gateway' the period were learning activities are complete and the apprentices prepare for EPA and 'end point assessment' a series of independently assessed tasks are completed and achieved.

## Levels of apprenticeships at Hybrid

- Level 2** - intermediate apprenticeships are generally for junior roles that develop basic skills.
- Level 3** - advanced apprenticeships will support an apprentice to develop specialised or technical knowledge, skills and behaviours.
- Level 4** - higher apprenticeships are suited for those looking for more senior roles in an organisation and those wanting to further build on existing skills.



## Apprenticeships available at Hybrid Technical Services

- **Level 2 Building Services Installer (Heating & Ventilation)**  
[Building services engineering installer / Institute for Apprenticeships and Technical Education](#)
- **Level 3 Gas Engineering Operative - Domestic**  
[Gas engineering operative / Institute for Apprenticeships and Technical Education](#)
- **Level 3 Gas Engineering Operative - Commercial**  
[Gas engineering operative / Institute for Apprenticeships and Technical Education](#)
- **Level 3 Domestic Plumbing and Heating Technician**  
[Plumbing and domestic heating technician / Institute for Apprenticeships and Technical Education](#)
- **Level 3 Electrical Installation and Maintenance Engineer**  
[Installation electrician and maintenance electrician / Institute for Apprenticeships and Technical Education](#)
- **Level 4 Building Services Engineering Technician**  
[Building services engineering technician / Institute for Apprenticeships and Technical Education](#)

## The responsibilities of an employer

- Provide the apprentice with an employment contract that at least covers the duration of the apprenticeship.
- Pay the apprentice at least the National Apprenticeship Minimum Wage.
- Release the apprentice to attend Off the Job training (day or block release).
- Provide a suitable member of staff to act as a workplace mentor.
- Allow the opportunity for monthly workplace visits from the Hybrid training team.
- Apprentices must be paid via PAYE scheme.

## Off the Job Training (OtJ)

All apprentices must at least participate in 6 hours per week of paid OtJ training activities.

OtJ training is delivered at Hybrid Training Centre via a day release model however any OtJ training that the apprentice completes in the workplace will also count towards their overall hours.

### OtJ training could include:

- Theory sessions
- Practical workshop activity
- Online learning
- Manufacturer training
- Shadowing/observing
- Industry specific trips/visits
- Competitions

### OtJ training can not include:

- Enrolment or induction
- English and maths sessions
- Progress reviews or summative assessments
- Training that is completed outside of paid working hours



## Recognition of Prior Learning (RPL) and Price Adjustment

In some cases apprentices may have already completed work experience or qualifications that align to their new apprenticeship standard. A member of the Hybrid Training Team along with the employer will carry out a skills assessment (skill scan) to establish what the apprentice already knows and what they can already do. This may affect the overall price and duration of the planned apprenticeship.

## The Role of a Learning Mentor

A workplace learning mentor will offer the apprentice support and guidance throughout their apprenticeship journey. Some common areas where young people may require support are:

- Strategies to meet targets and deadlines
- Organisation of time
- Prioritisation of work
- Developing professional behaviours

The mentor will also be the key point of contact with the Hybrid Training Team.

To gain further support with becoming a workplace mentor book onto our training session with [debbie@hybridtec.co.uk](mailto:debbie@hybridtec.co.uk)

## Functional Skills

All apprentices are required to engage with English and maths training if they have not at least achieved Grade 4/C GCSE or equivalent.

Apprentices will have the opportunity to engage with online learning platform Future Skills and attend 1:1 or small group sessions with a subject specialist.

English & maths are a requirement of Gateway.



## Safeguarding

Hybrid Technical Services are committed to safeguarding and promoting the welfare of young people and vulnerable adults.

Should you have any concerns regarding the apprentice you should contact the Hybrid Technical Service Safeguarding Team on [safeguarding@hybridtec.co.uk](mailto:safeguarding@hybridtec.co.uk) or 07887 492 832

Some examples of issues that would come under safeguarding:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying including online bullying
- Children missing in education
- Child sexual exploitation
- Domestic violence
- Drugs
- Faith abuse
- FGM
- Forced marriage
- Gangs and youth violence
- Mental health
- Preventing radicalisation
- Relationship abuse
- Sexting
- Trafficking

Safeguarding

## Prevent

Prevent is one element of the governments counter-terrorism strategy. Together we have a responsibility to protect young people from extremism and violent views. We also have a responsibility to promote our fundamental British values, the values of:

- Tolerance
- Individual liberty
- The rule of law
- Democracy
- Mutual respect

## Health and Safety

All employees should take responsibility to ensure health, safety and welfare. Basic health and safety documentation and working arrangements should be in place. This should include Employers Liability Insurance, accident book, first aid facilities, fire precautions and risk assessments.



## Apprenticeships at Hybrid Technical Services

**Enrolment and Induction** - apprentices will complete an enrolment process where their eligibility will be assessed, a skill scan completed by a subject specific trainer and their employer and our commitment statement agreed.

Apprentices will then go on to complete induction where they will cover topics such as Safeguarding, Prevent, FBV, Online Safety, H&S and Equality & Diversity.

**On Program Learning/OtJ Training** - this will be delivered by experienced dual professionals. All Hybrid trainers are qualified and up to date with current industry standards along with professional educators. Classes take place at our Hybrid Training Centre and are timetabled for a minimum of 6 hours per week, on some occasions apprentices may be required to attend an extended day. Classes operate 50 weeks per year.

**Workplace Coach Visits** - specialist workplace coaches will arrange monthly 'site' visits where they will support the apprentice with knowledge, skills and behaviours. This may be in the form of coaching and mentoring sessions, assessment opportunities or to provide feedback and targets.

**Progress Reviews** - all apprentices will engage with monthly progress reviews. The aim of the progress review is to measure progress as 'distance travelled' against the apprenticeship standards knowledge, skills and behaviours. This is an opportunity for the apprentice, employer and training provider to come together and agree specific short and long term goals for the apprentice to achieve. During the progress review the employer will provide information on what the apprentice will be learning On the Job (in work).

**Early Intervention** - apprentices who are at risk of falling behind or not making the progress they are capable of will be placed into early intervention. This is a short term intervention managed by the Head of Student Experience, a detailed report with clear actions will be provided to the employer weekly.

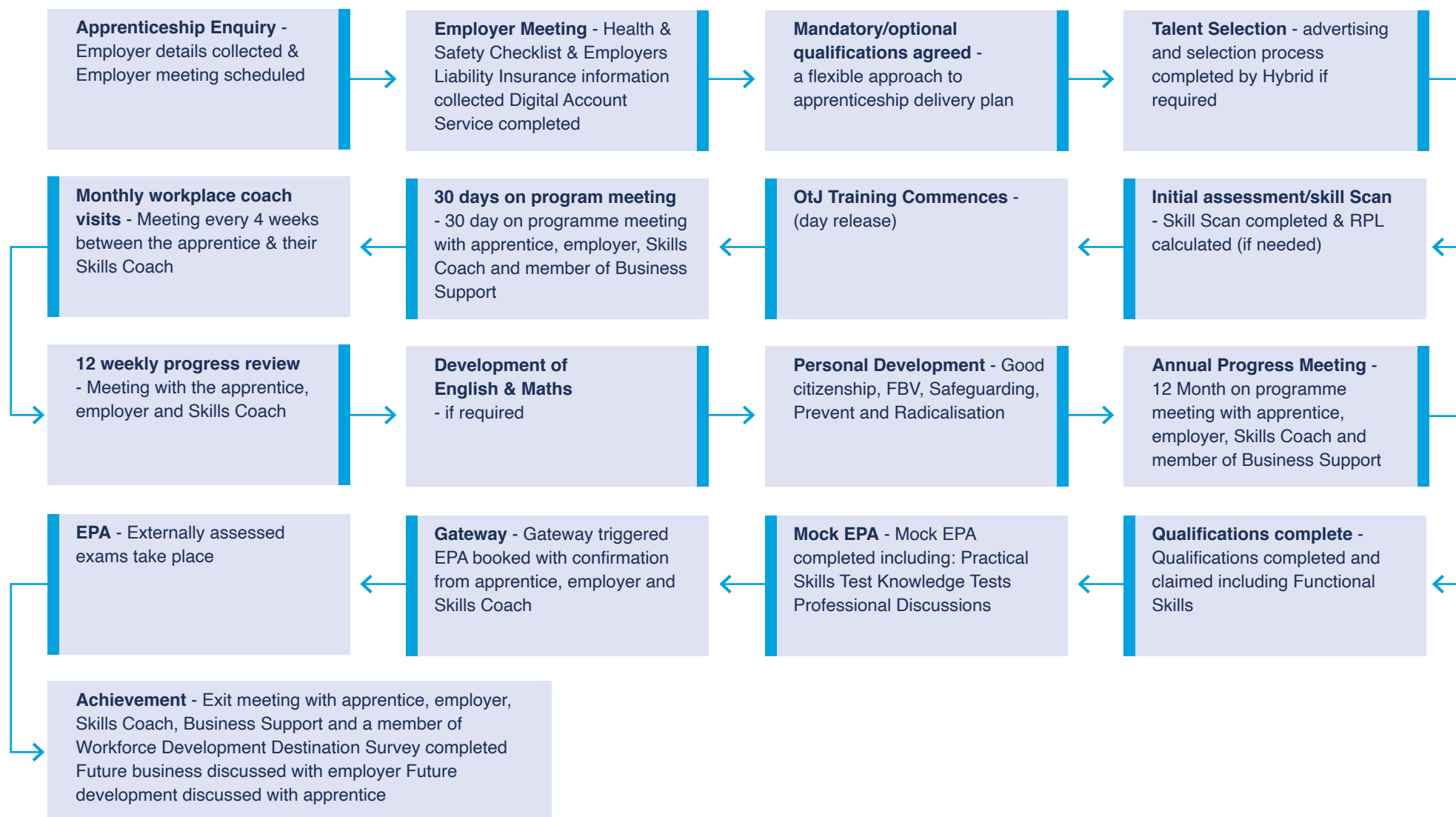
**Gateway** - following the completion of on program learning activities and when all required knowledge, skills and behaviours have been met, apprentices will progress into Gateway. Apprentices will prepare for EPA

**Gateway Meeting to confirm readiness (KSB achievement)** - apprentice, employer and Skills Coach (Your Gateway meeting will take place at the end of your apprenticeship learning phase. During this meeting, attended by your coach, manager and yourself, you will confirm you have achieved the apprenticeship KSB standards through discussion and evidence gathered throughout your apprenticeship. Only when all parties agree you have achieved the KSB Standards, will you pass through End Point Assessment.)

**End Point Assessment** - EPA will differ depending on the apprenticeship standard the apprentice is working towards. This process is carried out by an Ofqual recognised Independent End Point Assessment Organisation, in the lead up to EPA The Hybrid Training Team will support the apprentice to fully prepare. Apprentices are able to achieve grades pass or distinction. EPA assessment plans can be found here [Home / Institute for Apprenticeships and Technical Education](#)



## Apprenticeship Journey





Hybrid Training Centre

Unit 3, Box works, Heysham Road, Aintree, Liverpool, L30 6UR

Telephone 0151 524 2951 / Visit [hybridtec.co.uk](http://hybridtec.co.uk)

**ACS -  
Domestic**

**LPG**

**Water  
Regulations**

**Electrical**

**Renewables**

Additional Courses