



BEING AN APPRENTICE

WHAT IS THE APPRENTICE PROGRAMME?

Apprenticeships combine on the job training with study. As an apprentice you'll work alongside experienced staff and gain job-specific skills whilst earning a wage. You are also entitled to holiday pay. Through a combination of classroom training, on and off-the-job training and self-study you will work towards your Apprenticeship which is the equivalent of 5 GCSE passes; you may then have the opportunity to progress from Level 2 (equivalent to 5 GCSE's) up to Level 5 (equivalent to a degree) and beyond.

The Apprenticeship Qualification consists of:

■ STANDARDS, – KNOWLEDGE, SKILLS AND BEHAVIOURS

This is your practical "on the job" qualification. This will provide you with the skills, knowledge and competencies needed to positively contribute towards making the business more efficient and productive. Your Trainer/Assessor will support you throughout every aspect of the course, meeting with you regularly to review your progress and set tasks/activities to be achieved between meetings.

■ TECHNICAL QUALIFICATION IN YOUR INDUSTRY

This qualification is the theory side of your job. It will assess your knowledge of the job you are doing, identifying areas in need of improvement and also establish exactly what you are aiming to achieve from your apprenticeship.

■ FUNCTIONAL SKILLS IN MATHS, ENGLISH AND ICT

Not every apprentice necessarily needs to complete this part of the apprenticeship. If you have achieved A – C Grade in Maths, English or ICT at GCSE, you may be exempt. For those that have not, this is an alternative to GCSE qualifications. All apprenticeships require English and Maths, some also require ICT. All consist of some classroom sessions followed by an exam.

Completing an apprenticeship will also build some of the 'softer skills' such as communication, team working, interpersonal skills and also reflection on personal learning.

At the end of the programme you will have a globally recognised qualification as well as invaluable workplace experience that will build your CV and form a strong foundation for your future career.



WHAT DO Gi GROUP EXPECT?

- To commit to the whole programme
- Attend all organised classroom sessions
- Attend scheduled exams for Functional Skills, English Reading & Writing, Maths and Technical Certification
- Complete any self-study work required
- Keep in regular contact with your Trainer/Assessor
- Attend all off-the-job or development time activities

What can you expect from your Apprenticeship?

- We will provide Functional Skills/Technical Certificate classroom training
- Your competency to be assessed in the workplace against recognised standards
- You will receive constant guidance from your mentor on site and have regular review meetings to map your progress
- A well-structured, engaging programme of learning
- Continued guidance and review of your learning from your dedicated Trainer/Assessor
- Pastoral and learning support
- Development opportunities and over and above your job role and qualification

Please bear in mind that whilst you are on the Apprenticeship Programme with Gi Group you will not be entitled to any further funded qualifications.

During the programme you may be asked to fill in various internal and external surveys. This is to ensure that you are getting the most from your Programme, and to help us make your experience as valuable as possible.

USEFUL INFORMATION

As an apprentice, you will be eligible for an NUS Card which will entitle you to a wide range of discounts i.e. council tax, travel, high street stores. The link below provides further information:

www.apprenticeextra.co.uk

If you have any queries or concerns you can contact the ESL Support Team on:

Email: apprentice@gigroup.com

Telephone: **01246 267928**

We are pleased you have taken this important step to advance your career. We wish you every success with your apprenticeship programme.



DIGNITY AT WORK

Equality and diversity is important to all who work at Gi Group.

Gi Group respects the dignity of each member of staff and fully supports their rights not to be victimised. It is therefore against our Dignity at Work Policy to harass or bully anyone. This includes any harassment on the grounds of gender, race, sexual orientation, disability, religion or age.

Harassment is unwanted and an unacceptable behaviour towards another person. It includes any action which may create a stressful or hostile environment for the person who is being harassed. Such action is a form of discrimination and likely to be against the law.

The fact that someone does not appear to object to the behaviour does not mean they are happy about it and does not make the behaviour acceptable.

Some common examples of harassment are:

- Unwanted sexual advances
- Written or visual material which ridicules a person's gender, race or religion
- Comments, nicknames or ridicule based on someone's disability
- Bullying and/or threatening behaviour including mental intimidation

All cases will be taken seriously and investigated as promptly as possible. Serious cases could lead to dismissal of the person who has been behaving in an unacceptable way.

We ask you to help us prevent harassment by putting the Policy into practice. We believe this will help to create a pleasant environment in which we can all work effectively.



**PLEASE
THINK
ABOUT IT
AND TAKE IT
SERIOUSLY –
WE DO.**

WHAT IS OFSTED?

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, they carry out hundreds of inspections and regulatory visits throughout England and publish the results online. They help work-based learning providers (like Gi Group) to improve, monitor their progress and share with them any best practices they find. Their goal is to achieve excellence in education and skills for learners of all ages. They report directly to Parliament and they are independent and impartial.

WHAT IS THE EDUCATION AND SKILLS FUNDING AGENCY?

They are responsible for giving colleges, training organisations and employers the right funding to help adults, young people, the unemployed and people with low skill levels to get the skills they need for employment. This includes:

- Supporting traineeships for young people not in education, employment and training (NEET)
- Running the National Apprenticeship Service which supports, funds and co-ordinates the delivery of apprenticeships and traineeships throughout England and provides a dedicated, responsive service for both employers and learners
- Running the **National Careers Service**, which gives impartial, professional advice on careers, skills and training
- Being a co-financing organisation for the **European Social Fund** (ESF) in England, which is investing in jobs and skills
- Helping offenders get into education or training using the Offenders' Learning and Skills Service



apprentice@gigroup.com
uk.gigroup.com

