



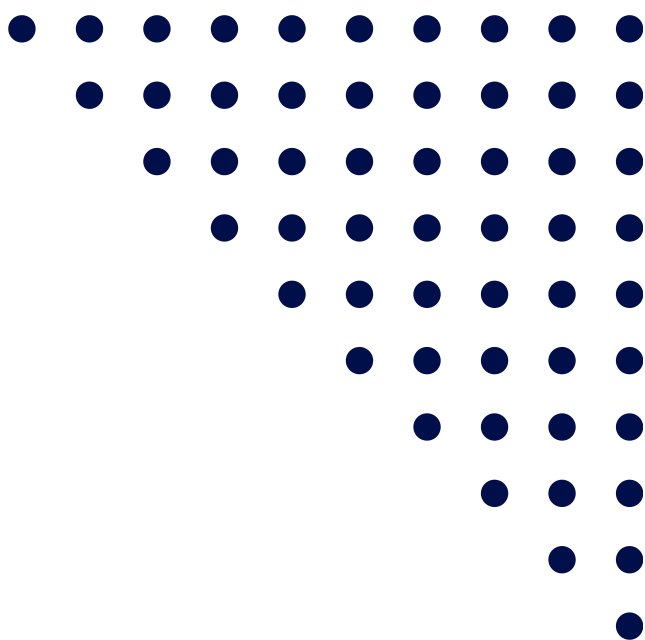
LEARNER GUIDE TO

2024



APPRENTICESHIPS WITH FAREPORT





Welcome to the Fareport Training Learner Prospectus

**Discover how we partner with employers to deliver
impactful apprenticeships to support your development**

The prospectus outlines our offer to learners and their employers and explains the process for embarking on an apprenticeship programme.

It is important to understand from the outset that our apprenticeships are all offered through an employer and require you, the learner to be in a relevant job role, normally full time.



Table Of Contents

1	<u>Welcome to Fareport</u>
2	<u>Table of contents</u>
3	<u>About Fareport Training</u>
4	<u>What is an apprenticeship?</u>
5	<u>How it works / funding</u>
6	<u>What to do if you are not employed</u>
7	<u>Advice and guidance</u>
8	<u>Who we work with</u>
9	<u>What apprenticeships we offer</u>
10	<u>What will you need from me?</u>
11	<u>Functional Skills</u>
12	<u>Off the job training</u>
13	<u>Support</u>
14	<u>Feedback</u>
15	<u>Success stories</u>
16	<u>What now?</u>

About **Fareport** Training

Fareport Training is a dedicated apprenticeship training provider. We have been graded as a 'Good' work-based training provider by Ofsted.

We deliver Apprenticeships and Commercial Training across England to employers who want to upgrade the skills and qualifications of their workforce.

We support candidates who want to progress to employment with training and impartial advice and guidance throughout their Apprenticeship.

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Leaders have created an ambitious curriculum and culture for apprentices, including those with additional learning needs. They make sure that trainers support apprentices to gain substantial new knowledge, skills and behaviours that help them make good progress on their apprenticeship and become effective in their jobs.



Ofsted Report, October 2021

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What is an Apprenticeship?

An apprenticeship is a real job with training. You will be employed and earn a wage while you learn, becoming fully trained in your chosen occupation by the end of the apprenticeship. Apprenticeship programmes last a minimum of 12 months, but some higher-level ones can be up to 24 months.

If you are an existing employee, you will continue to receive your normal pay. Those new to a role are normally paid the appropriate rate for the job, in certain circumstances new recruits may be offered the minimum apprenticeship wage within the first year of their training.

[See: Minimum wage rates](#)

An apprenticeship (made up of knowledge, skills and behaviours) allows you to improve your skills and progress in your career. To take up an apprenticeship opportunity through Fareport Training you will need to be in or about to be recruited to a relevant job role with an employer who is prepared to support your training programme and provide dedicated off the job training time. All apprenticeships include a mix of on and off the job training. The off the job training must be a minimum of 6 hours a week.


How it Works



If you are already employed, apprenticeships can be funded using the Apprenticeship Levy, for large employers, or we support small and medium sized businesses to access government funding and incentives. As a learner you will be paid a wage and not have to contribute anything towards the funding of your apprenticeship.

Delivery is flexible and mostly in the workplace. There are normally no set times for commencing an apprenticeship and your start date will be agreed with you and your employer after a joint discussion about your requirements and the needs of the business. The cost of the apprenticeship is covered by your employer, we can support them with this.

Please speak to your Line Manager or Learning and Development Lead in HR. They will need to contact Fareport Training to discuss our programmes and agree eligibility and funding. They can simply email us at businessdevelopment@fareport.co.uk we will arrange a meeting to discuss taking forward your training programme.



What to do if you are not in a relevant role?

All our apprenticeships are normally accessed directly through an employer or by applying for an advertised apprenticeship vacancy. Unfortunately, we may not always have any vacancies for you through our current employers. Where we do have vacancies, they will be advertised on our web pages.

In fact, many of our new apprentices are normally already directly employed in a relevant role where their employer is able to support them to undertake an apprenticeship.

Advice & Guidance



At Fareport we would also strongly suggest getting some impartial careers advice and guidance about the options available to you. You may of course have already done this at school or college. A good place to start would be the National Careers Service which provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers. [Details can be found at: National Careers Service](#) and also [here](#)

If you have any problems accessing the websites or any other issues with accessibility or technology, then please let us know and we will do our best to help you. Or if you would like to discuss this further with one of our specialist team or have any further questions, please do not hesitate to contact us.

You may also find our blog has some useful topics: [Fareport blog](#)

Are you looking for a new opportunity to start or develop your career?
Are apprenticeships for me?

- ▶ Do I want to be paid whilst training?
- ▶ Do I want to work full time and learn on the job?
- ▶ Am I committed to my own personal development?

Apprenticeship vacancies can be found on the 'find an apprenticeship' website. If you are currently not in a relevant job role you should look for and apply for a new vacancy on here; please keep an eye on this site regularly for suitable opportunities as they come up.

[Try here: find an apprenticeship](#)

Who we Work with



Wiltshire Council



HAMPSHIRE
FIRE AND
RESCUE
SERVICE



Ryman

Robert Dyas

BouX
— AVENUE —



SELFRIDGES & CO

The Midcounties
Co-operative

southern coop



Vets4Pets
Putting your pet first



OLIVER BONAS



MCKESSON

Allianz



esure®

KAPLAN



Balfour Beatty

SIEMENS

TATE & LYLE

EQUIFAX

ESSENTRA

“Employers are positive about the training their staff receive. They talk about Fareport as a ‘trusted provider’. Employers can confidently describe the benefits apprentices bring to the workplace.”



Ofsted Report, October 2021

Our Apprenticeship Courses

Health & Social Care

Adult Care Worker (Level 2)
Lead Adult Care Worker (Level 3)
Healthcare Support Worker (Level 2)
Senior Healthcare Support Worker (Level 3)
Lead Practitioner in Adult Care (Level 4)
Leader in Adult Care (Level 5)



Find out more about these programmes
here: <https://www.fareport.co.uk/courses/>

Commercial

Retail Manager (Level 4)
Retail Team Leader (Level 3)
Retailer (Level 2)
Event Assistant (Level 3)
Customer Service Practitioner (Level 2)
Customer Service Specialist (Level 3)
Business Administrator (Level 3)
Team Leader/Supervisor (Level 3)
Operations/Departmental Manager (Level 5)
Procurement and Supply Assistant (Level 3)
Commercial Procurement & Supply (Level 4)
Learning and Development Practitioner (Level 3)
Learning and Development Consultant/
Business Partner (Level 5)
Buying and Merchandising Assistant (Level 4)
Assistant Buyer and Assistant Merchandiser (Level 6)
HR Support Worker (Level 3)
People Professional (Level 5)
Fundraiser (Level 3)
Learning and Skills Mentor (Level 4)
Associate Project Manager (Level 4)
Learning and Skills Teacher (Level 5)
School Business Manager (Level 4)



What will you need from me?

Maths & English Assessments

As part of the initial assessment process, you must complete online initial assessments for Maths and English to identify the current level you are working at.

Online enquiry/application form

Identification

Evidence of previous learning

You will be required to provide evidence of your qualifications.



Maths OR English not your strong point? Please don't worry as we will support you.

Note:

EEA Nationals in the UK – You will be required to provide evidence of your settlement status before your application can be processed.

Non-EEA or UK Nationals – You will be required to provide evidence that you have ordinarily been resident in the UK for 3 years prior to starting an apprenticeship programme. Such evidence may include current Visa, Biometric Residence Permits etc. Please provide photo evidence via the drop box below.

As a minimum, all learners on apprenticeship programmes must receive the equivalent of 6 hours per week to undertake “off the job” training (where they work 30 hours or more per week). These working hours needs to be logged and spent engaged in your learning.

As part of our on-boarding process, all learners will take part in a 3-way meeting with their trainer and line manager to discuss their initial assessment outcomes, Training Needs Assessment and Standard requirements to plan the programme accordingly. The support of your line manager is of critical importance.

Functional Skills

Functional skills in Maths and English are hugely important to the overall success of the Apprenticeship programme and we are confident that our training style, content and exam preparation will ensure that every learner is given the best opportunity to succeed and achieve the skills they need at any level of work.

We provide online resources from BKSb, the industry leading support platform. It enables self-learning at the learner's own pace with interactive videos, practice sessions and mock practice. All learners are also supported and guided by their trainer.

Typical topics within the functional skills include:

- **Using Grammar**
- **Speaking and Listening**
- **Presenting Information**
- **Understanding written information**
- **Analysing Data**
- **Using Percentages and Ratio**
- **Area and Volume**

If you have exemptions (O Levels, GCSE A-C or Grade 4 and above or Key Skills/ Functional Skills at Level 2) we can check these for you, and you may not need to complete this element.



What counts as Off the job training?



Learning

Attending workshops, interactive online classes, online lectures and webinars, conferences and seminars, working with colleagues to learn new practices, CPD activities and in-house training (as long as it is relevant to the standard) and presentations.



Implementation

Time spent in the workplace putting the theory into practice, improving/changing working practices as a result of new learning.



Observation/ Work Shadowing

Job shadowing colleagues or going to another workplace site to experience new environments and working practices, industry site visits.



Reflection

Time spent in meetings with colleagues where this new knowledge is shared, attending networking and conferencing events, talking to your mentor or line manager about your learning.



Research and Self-Directed Learning

Undertaking research activities (i.e. online or library etc.) required to enable the completion of assignments.



Assignments

Preparing and submitting written assessments, examinations, end point assessments etc.

Support for learners and managers

The three-way partnership between Fareport, line managers and the learner is key to the success of the apprenticeship. You will have full support from Fareport's trainers, management and support services.



Learners

Before launch, learners will be offered advice and guidance on the programme content, learning methods and commitment required.

During programme, learners can get support from their trainer between visits on the phone, MS Teams or through OneFile, depending on their preference. They will also receive regular feedback on their work via the e-portfolio system.

Advice on progression routes.

Signposting of learners to sources of support for personal and wellbeing issues.

Managers

Line managers will be asked to attend manager briefings to cover the key information about the programme and explain how best they can support their learners.

Trainers will work closely with line managers to book reviews, discuss progress and guide them on what to expect at each stage and how they can support their team member.

We will seek regular feedback from learners, line managers and the L&D team to ensure that our communication and support is effective.

Training programme

training options

When we create a delivery model, we can include a range of training options to suit you and your employer. Your trainer will work with you to find the blend of training that works best for you.

Options can include, but are not limited to:



**Online Guided
Study Tasks**



**Self Study
Workbooks**



**Online
Portfolio**



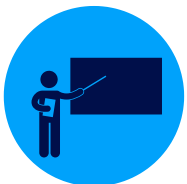
**Exam
Preparation**



1:1 Sessions



Webinars



**Classroom
Training**



**Group
Discussions**

Our Trainers



All our trainers are experienced and qualified above the minimum industry requirements.

As a minimum they complete their A1 assessing award (CAVA) and Award in Education and Training – Level 3 (PTTLS). They also have the required occupational competence for the qualifications they deliver, which is verified by our Quality Director and awarding bodies.

Trainers undertake at least 30 hours of Continuous Professional Development (CPD) each year to keep their knowledge current.

We encourage all our trainers to achieve higher teaching qualifications, which the majority do, including:

- **V1 – Internal Verifier Award**
- **Certificate in Education and Training – Level 4**
- **Diploma in Education and Training – Level 5**

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Trainers are well qualified, experienced and knowledgeable. They use these skills to provide high-quality teaching. Managers use frequent observation of trainers to check on the quality of training, and provide staff with useful feedback that helps them improve their teaching. Staff benefit from effective training that makes sure they have up-to-date knowledge in the sectors they teach.



Ofsted Report, October 2021

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Feedback

**How will feedback be delivered to learners?
After each activity:**

- Verbally
- Written
- OneFile

How will feedback be given to the L&D Team?

- OneFile
- Monthly Reports
- Quarterly Reviews

How will progress be monitored?

- OneFile progress vs. target
- Key milestones
- Red, Amber, Green (RAG) rating on monthly report

What support will be offered to those not on track?

- Understanding Barriers
- Additional Learning Support (ALS)
- Funding claim for additional support
- Additional Resources and Learning Materials

What support will be required from the Managers?

- Time
- Communication
- Support
- Mentor Training
- Manager Brief

Learner Success stories



"I found the apprenticeship well formulated, adaptable to my needs and to the demands of the workplace and I really enjoyed finding new techniques which have helped me in my role."

Carol H – Hampshire County Council

"My Trainer was amazing. She has been very helpful throughout the course and has helped me enormously to develop skills that I lacked, such as confidence & communication."

Jeremie – Selfridges

"My trainer was extremely supportive, adaptive to feedback and extremely passionate about learning and the diploma and she was a real ambassador for apprenticeships and Fareport. She was also motivating and encouraging and achieved the right balance of understanding my circumstances and pushing me further!"

Rachel Carr – Phase Eight

"The apprenticeship programme has been full of ups and downs but it is all worth it. It has given me a wealth of knowledge about the industry that I work in and the processes that we follow on a daily basis."

Emma J – East of England Co-Op

"I found the course thoroughly enjoyable and particularly enjoyed the knowledge assignments and learning about the different theories. I felt the 1 to 1 sessions with my trainer were very beneficial."

Nicholas Hallam - Toolstation

"I really enjoyed the contextualisation sessions which helped put the learning in to practice."

Laura Winfield – Hampshire County Council

I have been able to use all the skills I learnt in my day to day work. I always had continuous support throughout. I am very thankful for having an amazing tutor."

Sophie – Invictus Roofing

"Fareport have provided me brilliant training materials and an experienced, helpful, and very supportive trainer."

Hakima Rahman - Southampton City Council

"I've found the work very interesting and I've been very well supported by my trainer, he's brilliant!"

Georgina G - Dixons Carphone Warehouse

"This course came at a great time and has helped guide my knowledge, resources and decision making; improving my skills and attributes, senior professionalism and validity of my efforts along the way."

Madelyn Hassell – Insync Group

"The most enjoyable part was being set practical tasks that relate to my job - being able to collate my learnings in a centralised place not only proved to be great EPA prep but also allowed me to reflect on what I have learnt so far."

Imogen Banton - Aldi

"Completing this qualification has helped me recognise my existing abilities, and has given me the confidence to go for new opportunities both in and out of work."

Sarah Trimby – The Integrated Care Clinics

Ask your employer to contact us to see how we can work together

Next Steps

Please review the guidance and information in this guide and follow the guidance about how to get started on your apprenticeship.

If you do have any questions, please do not hesitate to contact us.

www.fareport.co.uk

01329 825 805

businessdevelopment@fareport.co.uk

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Please speak to your Line Manager or Learning and Development Lead in HR. They will need to contact Fareport Training to discuss our programmes and agree eligibility and funding. They can simply email us at businessdevelopment@fareport.co.uk we will arrange a meeting to discuss taking forward your training programme.



CONTACT US

