

ONBOARDING FOR APPRENTICES

*Inspiring employers and learners to fulfil their full potential
by delivering career skills fit for the future*



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PLAN FOR LEARNING DURING THIS SESSION

- Welcome & Introduction
- Guidance around your Apprenticeship, including
 - The Apprenticeship Journey
 - Functional Skills / Century
 - Policies and procedures
 - Fundamental British Values, Equality, Diversity and Inclusion, e-safety, Safeguarding, Prevent and Sexual Harassment
 - Continuous Professional Development (CPD) & off-the-job learning log
 - Health and Safety
 - What happens next
- Understanding Responsibilities in the Workplace (where relevant)

WARM UP EXERCISE – WHAT ARE YOUR ASPIRATIONS?



Jamboard
activity

My name is

Why I'm doing my apprenticeship

My aspirations



AIMS & OBJECTIVES

Aim

- To start your Apprenticeship programme and to help you understand the components within it.

Objectives

- To confirm your understanding of your apprenticeship, including off-the-job learning requirement.
- To confirm and explore your understanding of Equality, Diversity and Inclusion in the workplace, Health and Safety, Fundamental British Values, Safeguarding, Prevent and Sexual Harassment and how they apply to you and your Apprenticeship Standard.
- To start your apprenticeship

WEST BERKSHIRE TRAINING CONSORTIUM

- Charitable status company
- Established since 1983
- Main funding provider for the Apprenticeship
- WBTC's responsibility is to manage your programme from start to finish
- Duty of care to you
- Carry out visits to coach and support
- Monitor your progress
- Liaise with employer / college
- Offer information, advice and guidance including progression



APPRENTICESHIP COMPONENTS (STANDARD)

Knowledge

Functional Skills

Maths, English

Skills

Behaviours

Continuous Professional
Development (CPD)

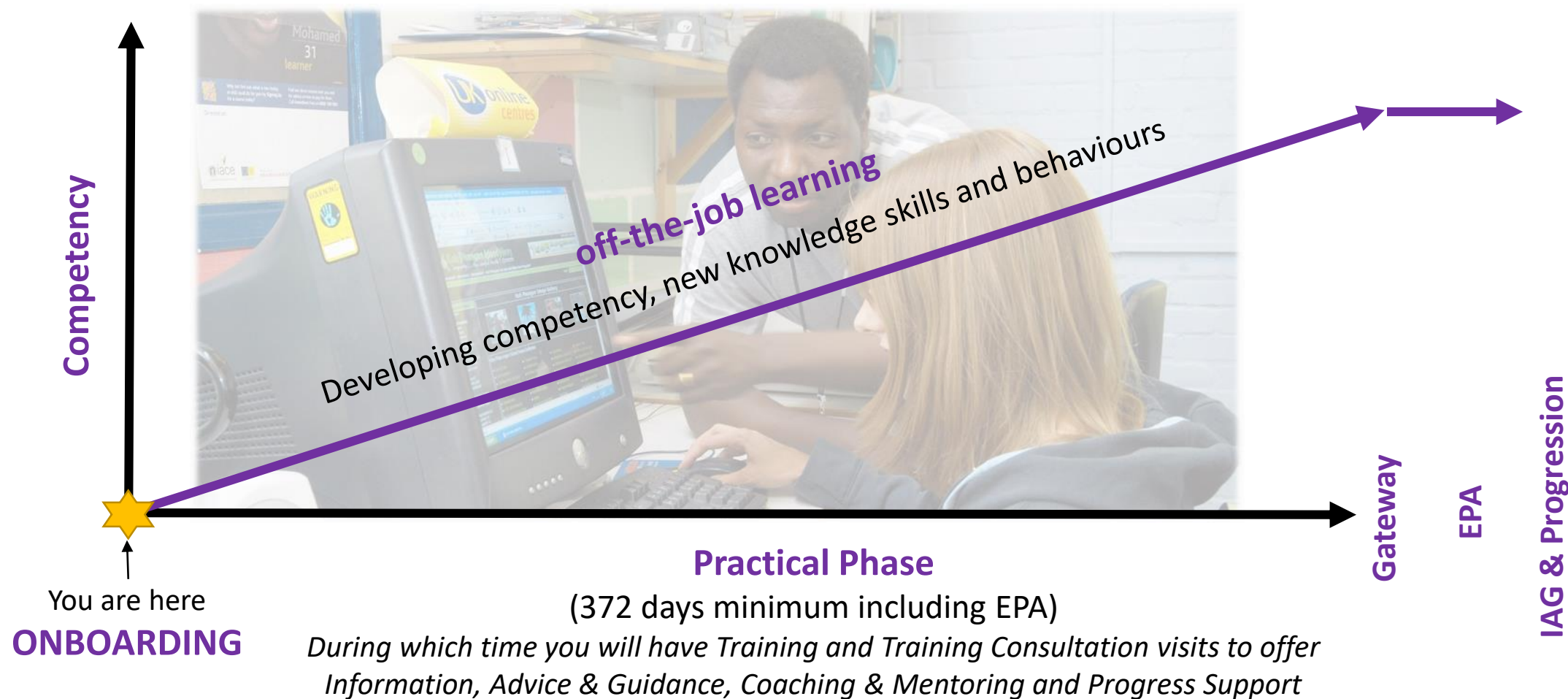
Gateway

End Point Assessment



**Institute for Apprenticeships
& Technical Education**

APPRENTICESHIP JOURNEY



FUNCTIONAL SKILLS

MATHS, ENGLISH, ICT

- All Apprentices are required to complete an Initial Assessment and then a Diagnostic using Century.
- Century is a learning platform which, as a result of your diagnostic, will build a programme of individualised learning to enable all learners, regardless of level, to continue to develop their maths and English skills during their apprenticeship
- Some learners may be required to achieve functional skills, depending on their previous achievements

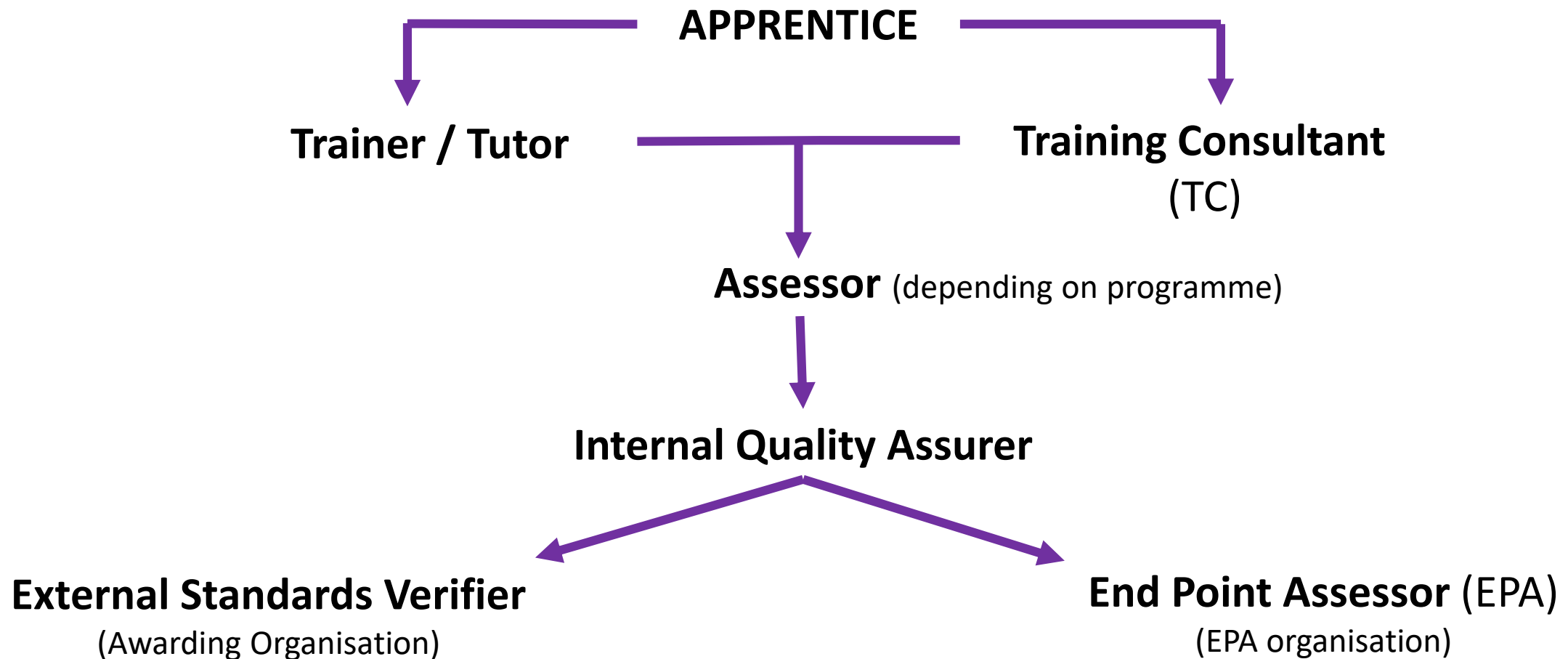
FUNCTIONAL SKILLS



Video

An Introduction to Century

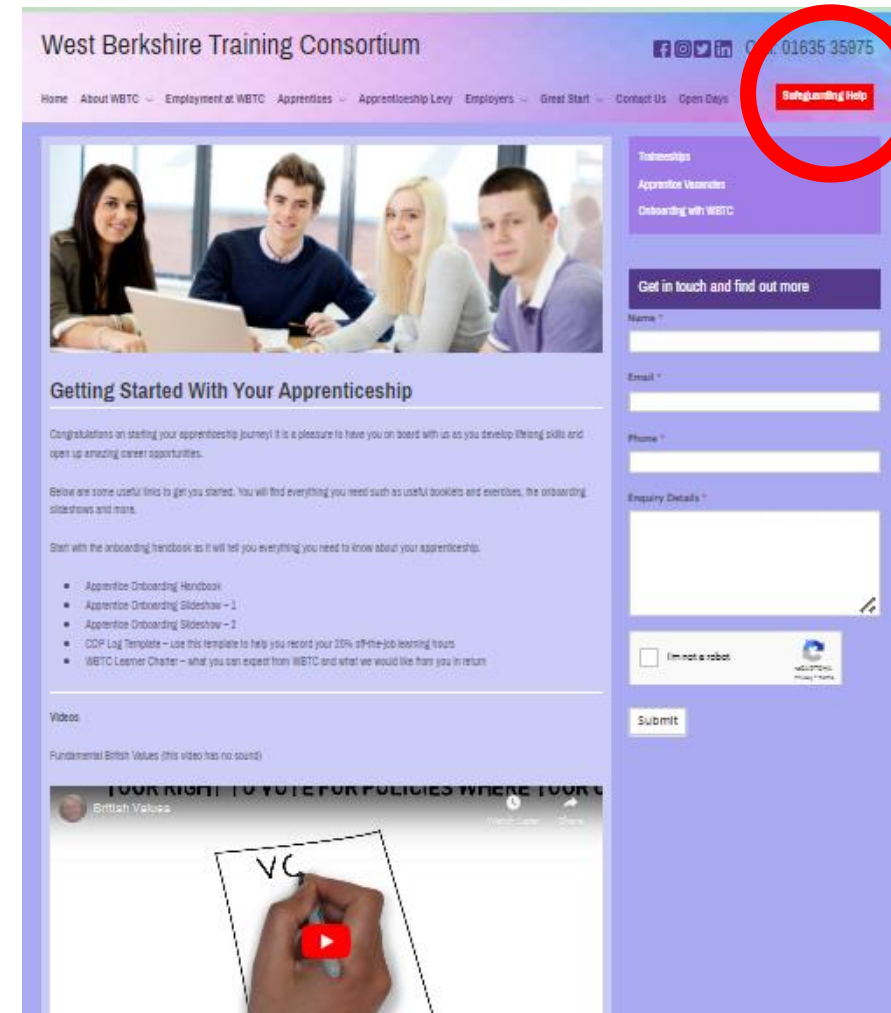
PEOPLE INVOLVED IN YOUR APPRENTICESHIP PROGRAMME



POLICIES & PROCEDURES RELEVANT TO YOUR APPRENTICESHIP

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- Appeals Procedure
- Maladministration Policy including Plagiarism
- E-learning Policy
- Equality, Diversity and Inclusion Policy



PROGRESSION ROUTES



Health & Safety, Equality, Diversity & Inclusion, Fundamental British Values, E-safety, Safeguarding, Prevent and Sexual Harassment

Your Apprenticeship is the whole package – multiple choice quiz



activity

How many protected characteristics are there under the Equality Act? *



Click on the link that will appear in the Chat window shortly ...

HEALTHY RELATIONSHIPS AND CITIZENSHIP

Healthy Relationships (within ED&I)

During your Apprenticeship you will learn how to identify different types of harassment and workplace bullying, understand the effects of harassment and bullying and be able to demonstrate appropriate workplace behaviours.

Citizenship (within FBV)

During your Apprenticeship you will identify your rights and responsibilities as a British Citizen, gaining an understanding about the UK parliamentary system and the role of the Prime Minister in modern Britain.

Health & Safety, Equality, Diversity & Inclusion, Fundamental British Values, E-safety, Safeguarding and Prevent

Covered throughout the duration of the apprenticeship in various ways:

- in training either at WBTC or at the college
- Training and monitoring visits with your Training Consultant
- in the workplace and whilst completing apprenticeship evidence

If you ever have any concerns then either speak to your Line Manager, Training Consultant or one of WBTC's Safeguarding Officers

OUR SAFEGUARDING TEAM



Natalie Elliott

Designated Lead Safeguarding Officer/
Sexual Harassment Officer

Natalie.Elliott@wbtc-uk.com



Martyn Staines

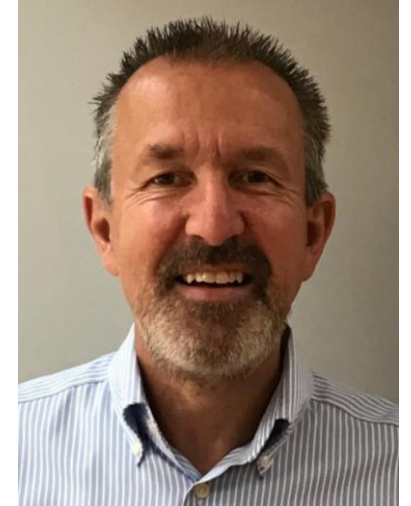
Deputy Designated Lead
Safeguarding Officer

martyn@wbtc-uk.com



Tony Garraway

Deputy Safeguarding Officer
tony@wbtc-uk.com



Neil Muir

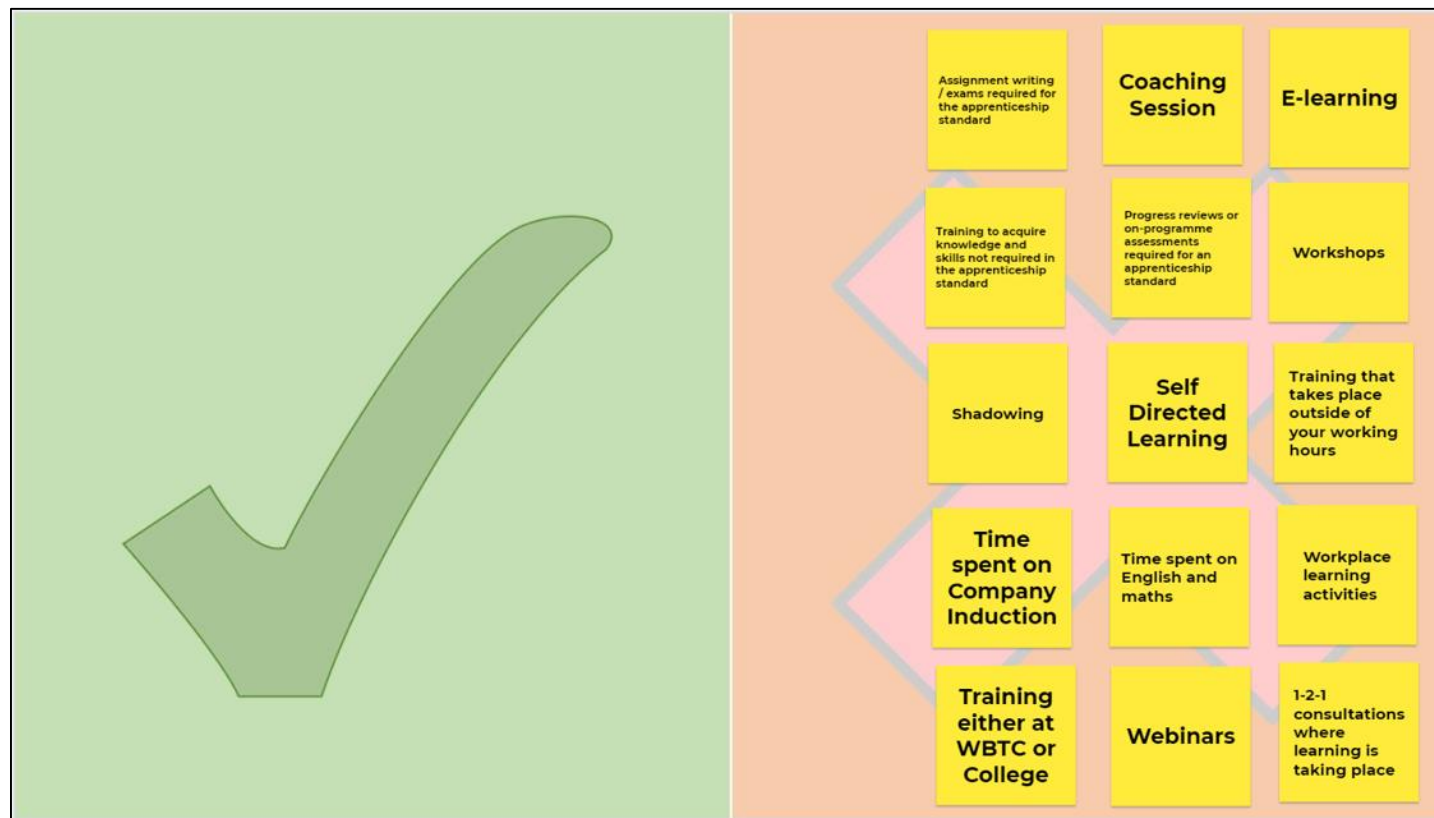
Link Trustee for Safeguarding
Neil@wbtc-uk.com

OFF-THE-JOB LEARNING LOG

- It is a requirement for funding that you spend a minimum of 6 working hours per week in off-the-job learning relevant to your apprenticeship.
- To do this you need to keep a log of your learning, this is **YOUR** responsibility and will be checked by your Training Consultant at least monthly.
- If you do not keep this updated your **apprenticeship is at risk**.

OFF-THE-JOB LEARNING LOG

Which of these cannot be recorded as OFF-THE-JOB Learning?



OFF-THE-JOB LEARNING LOG – WHAT CAN BE USED

Whatever you use, it must be relevant to your apprenticeship and you need to describe this on your log.

- Training either at WBTC or College
- 1-2-1 Consultations where learning is taking place
- Webinars
- Workshops
- Self Directed Learning
- E-learning
- Coaching Session
- Workplace learning activities
- Shadowing
- Assignment writing / exams required for the apprenticeship standard



OFF-THE-JOB LEARNING LOG – WHAT CAN'T BE USED

- Time spent on Company Induction
- Time spent on English and maths
- Training to acquire knowledge and skills not required in the apprenticeship standard
- Progress reviews or on-programme assessments required for an apprenticeship standard
- Training that takes place outside of your working hours



OFF-THE-JOB LEARNING LOG

Date	Start Time	End Time	Workplace Training	Area of the knowledge, skills and/or behaviours covered	Describe the impact this learning will have on your job role	Duration Hours	Cumulative Duration (Hours)
01/05/23	09:00	13:00	New Equipment	Systems and Resources	Learning carried out on the CRM which will enable me to update customer records on the systems	4	4
05/05/23	10:00	16:00	Training	Influencing Skills / Teamwork	I learned about different tools and techniques relevant to problems solving and decision making. It will make me think about how to deal with customers to get a win/win	6	10
12/05/23	10:00	12:00	Team Meeting	Roles and responsibilities Personal organisation Products and services	During the meeting we discussed a new marketing project, this involves the whole team and enabled us to work together and agree roles and responsibilities.	2	12

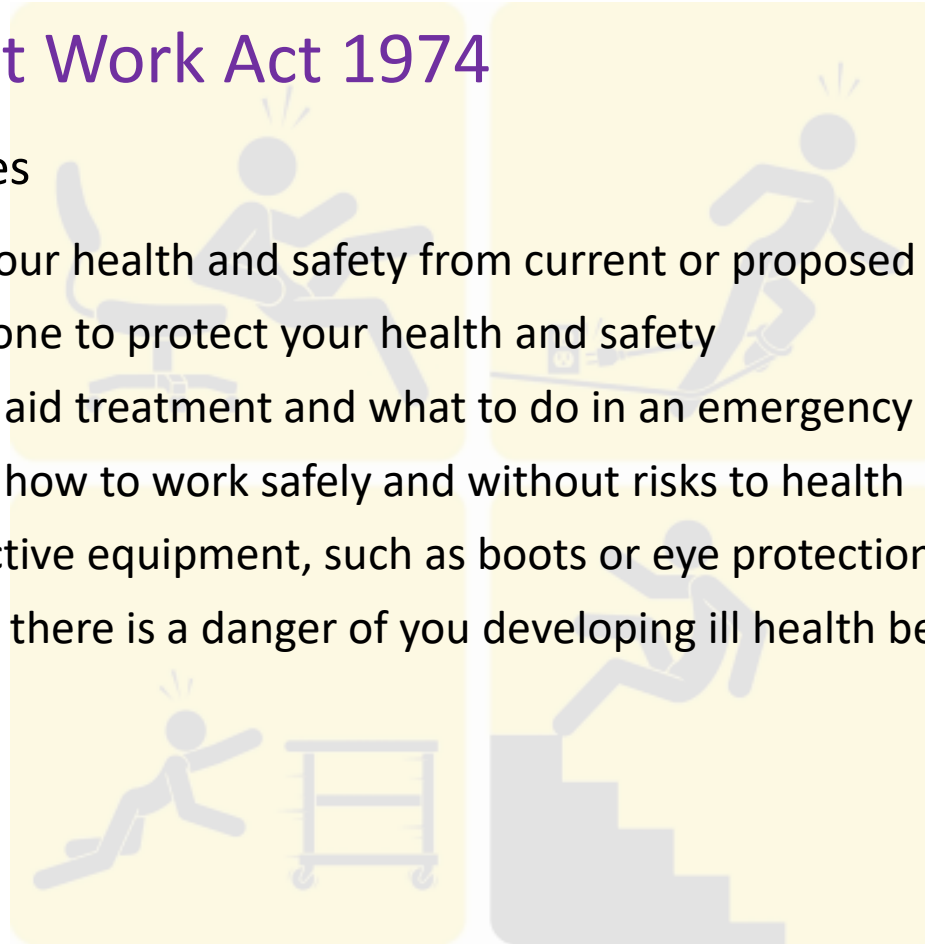
Please note that dates must be working days, and times recorded must be within your normal working hours

START OF APPRENTICESHIP, YOUR FIRST DAY IN LEARNING

Health & Safety at Work Act 1974

Employer Responsibilities

- Tell you about risks to your health and safety from current or proposed working practices and equipment
- Inform you of what is done to protect your health and safety
- Tell you how to get first aid treatment and what to do in an emergency
- Train and inform you of how to work safely and without risks to health
- Provide you with protective equipment, such as boots or eye protection, when necessary
- Provide health checks if there is a danger of you developing ill health because of your work.



START OF APPRENTICESHIP, YOUR FIRST DAY IN LEARNING

Health & Safety at Work Act 1974

Employee Responsibilities

- Taking care of your own health and safety, and that of others
- Not putting anyone at risk through what you do, or neglect to do
- Cooperating with your employer and those your work with, to comply with health and safety laws and regulations
- Participate in training offered by your employer
- Follow safety procedures and instructions
- Handling machinery, equipment and substances in line with training
- Reporting on any medications that make you drowsy, affecting your ability to operate machinery
- Not deliberately interfering or misusing equipment or safety measures
- Not being under the influence of an intoxicant that could affect your ability to work safely
- Report any shortcomings in, or concerns about, health and safety arrangements
- Report any defects in machinery, equipment, or working systems that present danger.

START OF APPRENTICESHIP, YOUR FIRST DAY IN LEARNING

Health & Safety at Work Act 1974

Consequences failing to meet the legislation

- Financial penalties
- Imprisonment
- Industry disqualification
- Damage to reputation
- Endangering lives
- Loss of staff/potential staff
- Downtime/loss of productivity



Click on the link that will appear in the Chat window shortly ...

ENRICHMENT & WORKSHOPS



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WHAT HAPPENS NEXT?

- Your Training Consultant will now be informed that you have attended Onboarding and completed your first day in learning.
- If your training starts before you meet your Training Consultant they will let you know and give you all the necessary information that you need.
- Start completing your off-the-job learning log detailing today's Onboarding session and continue to keep this up to date through your whole Apprenticeship and Unit 23 (if applicable)

Congratulations on commencing your Apprenticeship.

We look forward to helping you take the first steps towards achieving your aspirations

Feedback and Evaluation



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