



Learn
PLUS US

**Childcare &
Early Years Education
Apprenticeships**
Course Catalogue

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Welcome to Learn Plus Us

Welcome to the Learn Plus Us course catalogue. We are excited to collaborate with organisations in the hospitality sector to deliver apprenticeships as a key component of skills and career development strategies. Apprenticeships offer unique development opportunities for people of all ages, across various roles, including front desk, event planning, culinary arts, customer service, housekeeping, and management positions.

We hope you find this catalogue to be a useful guide to understanding how apprenticeships work, the range of apprenticeship standards offered, progression routes, and the typical roles associated with each one. You will also find information about Learn Plus Us and guidance on the next steps.

We are passionate about people development and helping individuals realise their full potential. Our team of highly skilled tutors and trainers shares this passion and brings extensive experience in supporting learners with diverse learning styles and needs, ensuring that the content aligns with job roles and organisational policies and processes. We are here to support and guide you at every step of this exciting learning journey. Additionally, we work with line managers to plan the programmes and incorporate department-specific development objectives.

I wish you every success with your apprenticeship programme and look forward to engaging with you throughout your journey.



*Debbie Gardiner MBE,
Managing Director*



Who We Are

LEARN, ACHIEVE, EXCEL WITH LEARN PLUS US

At Learn Plus Us, we empower individuals, employers, and communities to learn, achieve, and excel. Guided by the core values of empowerment, integrity, and empathy from the Angus Knight Group, we are dedicated to supporting personal and professional development.

Our passion for the Housing & Property sector drives us to provide high-quality training and career guidance, helping individuals and businesses thrive. We take pride in being a trusted partner for Housing Associations, Councils, and Property Management organisations. Our team works to create a supportive and inspiring environment, enabling learners to gain confidence, develop life skills, and succeed. Additionally, we provide training across three other key sectors: Early Years and Residential Childcare, and Business Services.

“Staff support learners and apprentices well, including those who need extra help to achieve. Learners and apprentices have frequent opportunities to discuss with their tutors any concerns that may impact on their ability to achieve their apprenticeship. This includes (all of the above) and providing helpful strategies to implement in the workplace for those who may experience anxiety.”

EXTRACT FROM OFSTED REPORT PUBLISHED MAY 2024

OUR PURPOSE

Our **Purpose** is to empower the individuals, employers and communities we work with every day, to learn, achieve and excel.

OUR VALUES

In tandem with the **Values** upheld by the Angus Knight Group, our Values are a set of principles that reinforce our commitment to excellence, integrity and inclusivity. Our Values are a compass that guides us in our daily interactions and decision making processes.



WE ARE
PRINCIPLED



WE KEEP OUR
PROMISES



WE ACHIEVE
TOGETHER



WE RESPECT AND
VALUE ALL PEOPLE

OUR CHILDCARE & EARLY YEARS APPRENTICESHIPS

Our Childcare and Early Years Educations Apprenticeships are designed to help your team members grow professionally, equipping them with the knowledge and skills they need to excel in their roles. Whether they are just starting out on their career journey, or looking to take that next step, our apprenticeships ensure your employees are prepared to contribute effectively to your setting.

Testimonial - Suman K

“I recently had the pleasure of taking a course through Learn Plus, and I must say it was an outstanding experience. The platform offers a wide range of high-quality courses that are both informative and engaging. Each lesson is well-structured, and the content is delivered in an accessible way, making it easy to follow and understand.

My tutor went above and beyond to ensure that I not only grasped the material but also felt encouraged and motivated to continue learning. I highly recommend Learn Plus to anyone looking to expand their knowledge and skills.”



Apprenticeships Explained

An **apprenticeship** is one of many options for individuals and employed staff to gain a recognised suite of professional qualifications. An Apprenticeship combines a full-time job (16 hours or above in certain circumstances) with a structured training programme leading to nationally recognised qualifications and a prestigious English Apprenticeship certificate. The training is either fully or partially funded by the Government through the Education and Skills Funding Agency with a small co-investment from employers.

WHY BECOME AN APPRENTICE?

- Apprenticeships allow people aged 16+ to achieve qualifications whilst working and earning money.
- They typically last between 12 and 24 months and unlike college or university, there generally are not many qualification-based entry requirements.
- Apprentices learn in a supportive and highly skilled working environment. Learning on and off the job means they are surrounded by industry experts. They also have expert apprenticeship Tutors to go to for support and guidance.
- Apprentices often have more career progression opportunities as they already have experience in their sector.
- An Apprenticeship Standard consists of a job-relevant set of knowledge, skills and behaviours. For the level 2 and 3 Apprenticeship in Childcare these are further enhanced through the completion of a Diploma.

HOW CAN APPRENTICESHIPS HELP BUSINESSES?

- No matter what size an organisation is, it can be hard to find employees with the right skills and motivation for the role. Apprentices are often the answer. If a business takes on a person as an apprentice, they will develop the skills that are needed for that particular role. Apprentices make a real contribution to the businesses they work in. They are often highly motivated and therefore likely to stay loyal.
- Apprenticeship funding can be used to upskill existing staff so they can achieve industry recognised qualifications while working and being included in staffing ratios.
- Apprenticeships enhance the skills of employees, thereby contributing to improved performance in the workplace. They can also improve staff retention, turnover and motivation.
- Apprenticeships can generate positive performance outcomes and increase productivity amongst the team.



WRAPAROUND SUPPORT SERVICE

We're committed to ensuring all learners succeed. Our additional support services include:

ESOL (English for Speakers of Other Languages)

Tailored resources for employees whose first language is not English.

Employer Benefit: Enhances communication and reduces misunderstandings, leading to a more cohesive and productive workforce.

Mental Health & Wellbeing resources

Tools and initiatives that promote resilience and a healthy work-life balance.

Employer Benefit: Boosts employee productivity and minimises time off by supporting mental health and promoting work-life balance.

Additional Learning Support

Tailored support for learners with specific needs or disabilities.

Employer Benefit: Encourages an inclusive work environment and enhances job performance for employees with specific needs or disabilities.

English & Maths Development

Focused support to improve core skills, benefiting both learners and workplace performance.

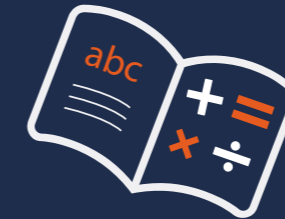
Employer Benefit: Improves core skills, increasing employee productivity, reducing errors, and enabling them to take on more complex tasks.

Enriched & Extended Curriculum

We elevate the learning experience by integrating supplementary activities and training beyond the standard curriculum. These include sector-specific workshops, professional networking events, and targeted skill-building sessions. This approach equips learners with a diverse and comprehensive skill set, enabling them to adapt to and excel in the dynamic demands of your sector.

Employer Benefit: Equips employees with a broader skill set, increases engagement, and helps them adapt to industry changes and challenges.

**ESOL**
for work and for life



TESTIMONIALS

"I was diagnosed with dyscalculia and really struggled to understand how to work out math problems and fractions. However with numerous sessions by various Tutors, who patiently guided me and supported me. I was able to slowly progress to the point where I have been able to pass my math exams."

"It is a totally judgement free environment, and I actually look forward to attending sessions because the conversations are always positive and beneficial to me."

"The lessons were engaging, well-structured, and tailored to my needs."



INFORMATION FOR EMPLOYERS

What to Expect

1

CONTACT

An Initial meeting or conversation with a member of our team to establish the employers' requirements and those of their learner/s.

2

INITIAL ASSESSMENT

This is about measuring learner's skill level, aptitude, commitment, enthusiasm, motivation and additional needs. It takes place when we first meet the learner, but it is also on-going throughout all stages of the Learning Cycle.

3

LEARNER INDUCTION

All new entrants to apprenticeships must have a thorough induction to the programme. Experience tells us that learners have the best chance of success if they have a proper induction at the beginning of learning. An agreement is signed by the employer and an Apprenticeship Agreement is completed for each staff member.

4

INDIVIDUAL TRAINING PLAN

To help the learner and the employer focus clearly on what the learner's training goals are, we will issue a Training Plan. This document sets out all the goals, how they will be achieved, who will support the learner to achieve them and the agreed time scales. This plan is developed by us, the learner and the employer.

5

APPRENTICESHIP COMMENCES

Each learner is allocated a Tutor and the preferred methods of learning are discussed. In some cases a specialist English or Maths tech will also be allocated to support the learner. Additionally if the learner has English as a second language and it is a barrier to successfully progressing through the course, we will allocate one of the ESOL Tutors to provide further support in this area. And finally, if the learner has any other support needs, we will provide them with access to a Learning Support Mentor.

6

TEACHING, TRAINING & ASSESSMENT

We have a well-established curriculum and teaching and training are delivered virtually in groups or on a one-to-one basis. Assessment is delivered through the marking of assignments and on-site observations. The process is a cycle of teaching/training, assessment and back to teaching/training and so on. Learning is measured through assessment and continues through the duration of the course.

7

REVIEWS

Every 12 weeks a review will be carried out. The review will measure how the learner has progressed towards the goals and look at whether they have achieved the short-term targets set at the previous review. At the end of the review we will be clear about where we are at, distance travelled, how well things are going and what needs to be done next to progress.

8

QUALITY ASSURANCE

Quality assurance takes place throughout the programme and is designed to ensure that every Apprentice has the same high-quality learning journey.

9

FINAL STAGE

Final review of the programme to ensure objectives have been met, completion of End-Point-Assessment and future requirements and progression pathways discussed where applicable.

Funding Apprenticeships

Employers in England fall into one of two categories - levy payers and non-levy payers. The category a business falls into depends on their annual employee wages bill, explained below.

If a business has a wage bill of over £3 million per year, then they are a levy-employer. These employers pay 0.5% of their total annual pay bill into the levy monthly.

If a business has a wage bill of less than £3 million per year, then they are a non-levy employer and they will not be required to pay the Apprenticeship levy. If an organisation does not pay the levy, it will be required to co-invest with the government unless the apprentice is 16-18 years old (exclusions apply). The maximum amount an organisation will pay for apprenticeship training is 5% of the total cost. There are exceptions to this, so please speak to a member of our team to find out more.

The apprentice must be paid a lawful wage and they cannot contribute towards the cost of the apprenticeship.

APPRENTICESHIP LEVY TRANSFERS

Apprenticeships can also be funded by levy transfers: if you're a levy-paying employer and have unspent funds that you aren't going to use, you can transfer these funds to another organisation who needs them. Likewise, smaller companies can also appeal to levy-paying employers for funding. Levy transfers are a fantastic community engagement too; speak with us for support with levy transfers.

AS AN APPROVED APPRENTICESHIP TRAINING PROVIDER, WE ARE:

- Available to answer any questions you may have throughout the process
- Here to guide you through the payment arrangements
- Able to provide a tailored, supportive programme for your staff and business
- Skilled at helping you choose the best apprenticeship training for your staff



Off-the-Job Training

WHAT IS OFF-THE-JOB TRAINING?

Off-the-job training is a statutory requirement for an apprenticeship in England. It is training, which is received by each learner, during their normal, paid working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.

It is not on-the-job training which is training received for the sole purpose of enabling the learner to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship standard.

We will provide practical ideas and solutions to each employer to ensure that the off-the-job training can be clearly evidenced and is of value to the employer and the apprentice.

WHAT IS NOT OFF-THE-JOB TRAINING?

English and Maths (up to Level 2) which are funded separately, progress reviews or on-programme assessment needed for an apprenticeship standard, training which takes place outside the apprentice's paid working hours.

We believe the importance for employers to recognise that they can learn from their apprentice too as the information they are gaining from Learn Plus Us is current and in line with requirements.

EXAMPLES OF ACTIVITIES INCLUDED IN OFF-THE-JOB TRAINING



Mentoring



Shadowing



Note writing



Research



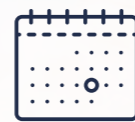
Safeguarding training



Teaching sessions



Online resources



Attending events



Staff meetings



Formal handovers



Learning modules



Role play

Busting the myths



MYTH: Off the job training (OTJ) doesn't benefit the workplace.

OTJ often increases productivity and apprentices feel valued by the investment in their training. Apprenticeships are about developing occupational competency, ultimately, they will be better qualified to do their job as a result of OTJ.



MYTH: My apprentice will spend too much time away from work.

Apprentices must be given up to 6 of their weekly paid hours to off-the-job-training (subject to their working hours). It can be delivered flexibly, as a part of each day, one day a week, or in blocks. As a result, they will be able to do their jobs more effectively and efficiently.



MYTH: My apprentice can do their coursework after work, on weekends, or during their lunch breaks in a different room.

OTJ must be completed during paid working hours not during breaks or time-off. It can be done at the apprentice's usual place of work or at an external location.



MYTH: My apprentice can use off the job training to work on functional skills in Maths or English.

English and Maths (at level 2 or below) does not count towards the minimum off-the-job training requirement.



MYTH: Off the job training includes times when my apprentice covers staffing ratios at another nursery.

OTJ must be completed during paid hours by their primary place of employment. It can include times when the apprentice shadows staff or time spent with their mentor.



MYTH: It won't matter if I don't give them time away consistently throughout their apprenticeship.

Although OTJ can be given in flexibly in blocks (with monthly intervention), apprentices benefit most from regular time out to complete their coursework and learn the skills needed to excel in their workplace.

DELIVERY



WEBINARS

Delivered via the Microsoft Teams platform for a maximum of 2 hours. They may be delivered on an individual basis or with a group of apprentices. The tutor will deliver a session on a particular topic and you will have the opportunity to give input / feedback through discussion using the in-platform chat facility. These webinars count towards your off-the-job training and will also provide you with tasks to complete for your apprenticeship learning.



1:1 SESSIONS

Either face-to-face or remote via Microsoft Teams. This is dedicated time with your tutor to discuss your progress and any areas where you may feel you need extra support or guidance. Your tutor will also provide you with feedback on any work that has been set and guide you towards the next steps in your apprenticeship programme. Your tutor can also signpost you towards additional resources to stretch your knowledge and understanding of relevant topics. Off the job training is reviewed to make sure you are on track to meet the minimum requirement. All other work set will be reviewed and any additional support provided if needed. If any assessments are planned to take place during the 1:1 visit these will be recorded and added to your OneFile portfolio as evidence towards completion of your apprenticeship.



PROGRESS REVIEWS

These can either be face to face or remote and will require the involvement of your line manager. The reviews take place at least every 12 weeks and are intended to provide an update on progress towards completion of your apprenticeship. Your manager will provide input in order to make sure that the apprenticeship is meeting the needs of your employer and that you are gaining the skills, knowledge and behaviours to improve your working practices. Targets will be set for completion of varying tasks including; developing softer skills or enhancing your maths, English or digital skills. Reviews are usually recorded and then stored on OneFile.



ONLINE LEARNING COURSES

These online courses are designed to provide essential information to continue to stretch and challenge you throughout the apprenticeship. These courses can also contribute to your apprenticeship standard in conjunction with work set by your tutor. They will help build your knowledge and can expand your understanding of the industry, as well as contributing to your off-the-job training.

*Please note that any webinars, 1:1 meetings and progress reviews will be recorded, and securely saved and stored to your Laser Learning account, where only you, your manager and Learn Plus Us staff involved in your training have access. These will not be shared outside of Laser Learning without your permission. Group webinars will also be recorded.

ENROLMENT TIMELINE

Learn Plus Us believe in “right learner, right course”. By that we mean it is crucial that all apprentices are accurately matched to an apprenticeship programme that suits their job description, their prior learning and ability to achieve all aspects of the course. Therefore, anyone wishing to enrol on one of our apprenticeship programmes must complete the following steps to confirm eligibility:

Potential apprentices will have a friendly conversation with a member of our Client Engagement Team to explore their eligibility for apprenticeship funding. We'll chat about their current job role, future aspirations, and give them a brief introduction to what apprenticeships are all about. Together with the employer, we'll recommend an apprenticeship programme that's a perfect fit.

Once everyone is on board with the chosen apprenticeship, we'll schedule an hour-long Information, Advice & Guidance (IAG) session with a member of our Learner Engagement Team. Before the session, the potential apprentice will receive an email with a few simple tasks to complete, including a Suitability Questionnaire and initial assessments for Maths and English using our dedicated NCFE Skills Builder platform. The IAG session will then help confirm the apprenticeship's suitability and eligibility, review the completed enrolment tasks, and provide a detailed outline of the apprenticeship, including Functional Skills, Off-The-Job Training, and the End Point Assessment.

After the IAG session, the potential apprentice will receive a follow-up email summarising the information they've received and outlining the next steps to finalise their enrolment. Once everything is in place, we'll arrange a 90-minute First Day of Teaching & Learning (FDTL) session. Before this session, we'll create and share a personalised training plan with the apprentice and their employer. This plan will confirm the start and end dates of the apprenticeship, detail all the learning modules, the expected hours, and the chosen End Point Assessment Organisation (EPAO).

From the planned start date, the learning journey will begin, with the apprentice being supported every step of the way by one of our highly skilled tutors. We're committed to helping them **learn, achieve, and excel** throughout their apprenticeship and beyond.

SYSTEMS

Laser Learning is the e-portfolio for your Apprenticeship. This is where you will store your evidence, log your off-the-job-training, and track your progress towards achievement. Gone are the days of ring binders and plastic wallets, this is your onestop shop for Apprenticeship programmes.



NCFE Skills Builder is a comprehensive initial assessment and diagnostic solution. It enables you to develop your learners' skills with industry-leading assessments and access to the highest quality curriculum, while collecting the data and evidence needed to demonstrate compliance and learner progression.



END POINT ASSESSMENT INFORMATION

WHAT IS GATEWAY?

Gateway is triggered when the apprentice has achieved all knowledge, skills and behaviours set out in the assessment plan, has been on programme for a minimum of 1 year and 1 day and the apprentice, employer and training provider feel the apprentice is ready for their EPA. The gateway period is dependent on the chosen EPAO and the standard being studied, and this allows the apprentice to prepare and agree a date with the EPAO to when the assessments will take place.

Note: Gateway can only be achieved once the following has been met:

English and Maths at Level 1 (or equivalent) for Level 2 apprenticeships, or Level 2 for Level 3 and above apprenticeships must be achieved

Completion of knowledge, skills and behaviours

Minimum Off The Job Training recorded

Gateway declaration signed by apprentice, line manager and apprenticeship tutor

WHAT IS END POINT ASSESSMENT?

End Point Assessment (EPA) is the final stage of an apprenticeship and it is made up of a range of synoptic assessments which are completed at the end of the apprentice's learning, once they have achieved gateway requirements. EPA takes place to ensure the apprentice has the knowledge, skills and behaviours outlined in the apprenticeship standard in order to be occupationally competent.

Assessments have been designed by employers in the sector and will be conducted by an Independent End Point Assessor (IEPA) who works for an End Point Assessment Organisation (EPAO). All assessments must be passed for the apprentice to achieve. Once the apprentice has completed all of their assessments, they will be awarded an overall grade (depending on the apprenticeship programme). This will either be; Fail, Pass, Merit or Distinction.

OUR CHILDCARE & EARLY YEARS APPRENTICESHIPS

EARLY YEARS PRACTITIONER

Level 2 | 15 months

EARLY YEARS EDUCATOR

Level 3 | 19 months

CHILDREN, YOUNG PEOPLE AND FAMILIES PRACTITIONER

Level 4 | 19 months

EARLY YEARS LEAD PRACTITIONER

Level 5 | 19 months

Early Years Practitioner

LEVEL 2

The Level 2 Early Years Practitioner Apprenticeship aims to provide learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years.

The Level 2 Early Years Practitioner Apprenticeship has been designed for individuals who are at the start of the career or who wish to take their first steps into the childcare sector. It is also suitable for those who wish to develop their theoretical understanding of childcare.

This apprenticeship is perfect for those in the role of:

- Assistant childminder
- Early years practitioner
- Nanny and early years worker
- Nursery assistant
- Nursery nurse
- Nursery practitioner

END POINT ASSESSMENT ELEMENTS

Knowledge Test

Professional Discussion Underpinned by the portfolio of evidence.



Apprenticeship Journey

EARLY YEARS PRACTITIONER (LEVEL 2)

These learning topics will be delivered via webinar sessions with your tutor. They will be via the Microsoft Teams platform and will be a maximum of two hours.



Early Years Educator

LEVEL 3

Early Years Educators and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre-schools, reception classes and as childminders.

The Level 3 Early Years Educator prepares learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5 to 7 years.

On completion of this apprenticeship learners will be able to be included in the ratios as Early Years Educators.

END POINT ASSESSMENT ELEMENTS

Knowledge Test

Professional Discussion Underpinned by the portfolio of evidence.



Apprenticeship Journey

EARLY YEARS EDUCATOR (LEVEL 3)

These learning topics will be delivered via webinar sessions with your tutor. They will be via the Microsoft Teams platform and will be a maximum of two hours.



Childcare, Young People and Families Practitioner

LEVEL 4

A Children, Young People and Families Practitioner works to achieve positive and sustainable change in the lives of those they serve. Practitioners work alongside other professionals and organisations to share the responsibility for improving outcomes. Each piece of work with a child, young person or family will be different, and this will require your judgement on a range of evidence-based approaches to inform your practice.

Practitioners in children's residential care.

You could be working in a number of settings e.g. a children's home, a residential school or a secure children's home. The children might be living on their own or in a larger group. You would be taking the lead in developing and delivering the child's placement plan and will work with the child to support their health, education, social and day-to-day needs, playing a significant role in helping them to thrive and fulfil their potential.

END POINT ASSESSMENT ELEMENTS

Observation of practice

Competence interview, based on formal assessment of the portfolio of evidence.



Apprenticeship Journey

CHILDREN, YOUNG PEOPLE AND FAMILIES PRACTITIONER (LEVEL 4)

These learning topics will be delivered via webinar sessions with your tutor. They will be via the Microsoft Teams platform and will be a maximum of two hours.



Early Years Lead Practitioner

LEVEL 5

A supervisor is a vital role in the hospitality industry, having the ability to lead successful shifts by motivating their team to deliver outstanding customer service and meeting business targets.

The majority of supervisors' skills and knowledge are the same but supervisors may specialise in specific functions or work across a variety of functions which reflect the multi-functional nature of the industry.

Apprentices can choose from:

- Bar Supervisor
- Food & Beverage Supervisor
- Front Office Supervisor
- Events Supervisor
- Outlet Supervisor
- Housekeeping Supervisor

END POINT ASSESSMENT ELEMENTS

Observation with questions

Professional discussion underpinned by a portfolio of evidence

Case study with report, presentation and questioning



Apprenticeship Journey

EARLY YEARS LEAD PRACTITIONER (LEVEL 5)

These learning topics will be delivered via webinar sessions with your tutor. They will be via the Microsoft Teams platform and will be a maximum of two hours.



INTERESTED?

If you are interested in starting your apprenticeship journey, please contact us at sales@learnplusus.co.uk.

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Education & Skills
Funding Agency



Apprenticeships



Department
for Education

