



## POSTGRADUATE STUDIES

### Apprenticeship Courses – Frequently Asked Questions

<p><b><i>How do I enrol?</i></b></p>	<p>Visit the Apprenticeships page on the Postgraduate Studies website: <a href="http://postgraduate.focus-school.com/courses/apprenticeship-courses/">http://postgraduate.focus-school.com/courses/apprenticeship-courses/</a> Here you will find documentation relating to the current offering of Babington apprenticeship courses, selected for our Community. You will also find enrolment forms and other documentation as required to get started. Due to changes in government funding from 1<sup>st</sup> May 2017, enrolment onto the programme does require a parental signature if the apprentice is aged 16-18, along with completion of a Learner Commitment Statement and a Skills Gap Analysis form.</p>
<p><b><i>Do I need to do any assessments to be able to enrol onto an apprenticeship?</i></b></p>	<p>If you are exempt from your maths and English (Grades A-C) then you won't need to complete any assessments, other than the Skills Gap Analysis (SGA). The SGA is designed to help you, your employer and your Trainer understand your level of skills and knowledge in your chosen apprenticeship, thus providing an insight into how your Individual Learning Plan should be tailored to suit you. If you don't have Maths and English exemptions you will be required to complete a BKS online assessment so we can see what level you are working at and where you need to be.</p>
<p><b><i>Is it right that employers can claim some money from the Government for employing an Apprentice?</i></b></p>	<p>Yes, the Education Skills Funding Agency (EFSA) will generate a payment totalling £1,000 (paid over 2 instalments) to the employer if the apprentice is defined as a 16-18 year-old. This will be claimed via the 'written agreement' which has to be completed by the employer when the apprentice(s) is/are enrolled.</p>
<p><b><i>Does the course require the student to spend any days out of the office?</i></b></p>	<p>This is dependent upon the programme being enrolled onto. However, if these are required, negotiations will take place with the learner and employer.</p>
<p><b><i>I don't understand all the questions on the application form.</i></b></p>	<p>This is ok, just fill in all that you can and a dedicated Babington Group representative will help you complete the rest once you submit your application.</p>
<p><b><i>I live in Scotland/Wales/Ireland but work for an English company, can I do an apprenticeship?</i></b></p>	<p>Under current Government rules, you may do an apprenticeship if living in any of these regions, providing you are working for a business which is based in England <i>and</i> providing that you spend at least 50% of your working hours working in England, for the duration of the time that you are studying the apprenticeship.</p>
<p><b><i>Is the delivery different depending on your apprenticeship?</i></b></p>	<p>Yes, it depends on the programme you are enrolled onto. However, the course syllabus is the same regardless of whether your programme is delivered face to face, virtually or a combination of both. This is because we must meet the same quality standards and course content for the apprenticeship to be achieved.</p>
<p><b><i>What is the 'Off the Job' Training and what does it mean for me?</i></b></p>	<p>'Off the job' training is where you will be required to capture your learning via a learning log/timesheet. This could be during your 1-2-1 with your manager, time spent with your coach or mentor or working on a programme. The Trainer will guide you through examples and prompt you to ensure you are recording it accordingly.</p>
<p><b><i>Where will be apprenticeship evidence be stored and how will I know my progress and what's left to do, etc?</i></b></p>	<p>You will be given an e-portfolio system called 'OneFile' this allows you to upload your evidence, communicate with your Trainer and see what tasks you have been set. It will also allow you to see what progress you have made against each module. Your portfolio can be made available to your manager if required.</p>



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<p><b><i>Will I have to sit any tests as part of my apprenticeship?</i></b></p>	<p>It depends on the apprenticeship you are enrolling onto. Babington Group will be able to talk you through this when you enrol. Any enquires prior to enrolment should be directed to <a href="mailto:salesadmin@babington.co.uk">salesadmin@babington.co.uk</a></p>
<p><b><i>Are apprenticeships only available to 16-18 year-olds, or can learners of any age enrol onto a programme.</i></b></p>	<p>Yes, anyone can enrol on an Apprenticeship – however from age 19+ there will be charges applicable. Please also bear in mind that a more experienced student may be able to take up a higher level course. Babington Group will be able to advise as to recommended course level, email <a href="mailto:salesadmin@babington.co.uk">salesadmin@babington.co.uk</a> for guidance.</p>
<p><b><i>Is there a deadline for enrolling?</i></b></p>	<p>No – you can enrol any time through the year.</p>
<p><b><i>If I sign up and discover it's not for me, can I pull out?</i></b></p>	<p>No – once enrolled, you are committed to the course for the year of study. By signing the learner commitment statement and employer agreements, you and your employer are committed to seeing it through. However, Babington will be as flexible and accommodating as possible with you, in order for you to achieve.</p>
<p><b><i>What course level would you recommend I start at?</i></b></p>	<p>We are not qualified to advise as to course levels due to any previous learning and experience is individual; however advice can be sought at <a href="mailto:salesadmin@babington.co.uk">salesadmin@babington.co.uk</a>. (For most courses, Level 2 is broadly equivalent to a GCSE and Level 3 to an A Level in the subject – however the exact grading varies from one subject to another.)</p>