

APPRENTICESHIPS

GET A JOB
GET PAID
GET QUALIFIED



APPRENTICESHIPS

AN INTRODUCTION FOR LEARNERS



Good
Provider

Rotherham College
North Notts College
Dearne Valley College
and
University Centre Rotherham

Part of
RNN GROUP

Rotherham College
Website: rotherham.ac.uk
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Let's Get Started

You are about to begin an exciting journey as an Apprentice.

That journey will see you undertaking a transformational learning experience, developing industry leading skills and knowledge in your field.

What our Apprentices Say?

I feel much more confident in my job role and feel I know my position and what I can bring to the team dynamic more now. I am happy with how much I have learnt and developed over the past year both through my time completing my qualification and through first hand experience on the job.

I have further developed my working relationships and feel as though we are working towards a better standard as a team. I feel confident in offering my knowledge to newer staff members when they need assistance and also know who to recommend they go to for further advice and guidance in nursery. Overall, I am very proud of the improvement I see in myself looking back to last year and I am excited to see how much I can continue to learn and improve in the future.

Becki Johnson
Fairmount Nursery



CEO's

Introduction



Congratulations on taking your first steps to becoming a fully fledged Apprentice.

This is the first step in an incredible journey of learning and development for you.

Jason Austin
CEO/Principal

The RNN Group recognises that putting your best interests first is the most important decision we can make.

We combine the resources and specialist skills of our Group's three established local Colleges with in-depth knowledge of the region to help ensure we deliver this for you.

Understanding the investment and commitment you are making by becoming an Apprentice, enables us to provide you with exactly what you require and, by listening to you, supporting you to deliver exceptional results with your input and determination throughout the process.

We care about driving innovation and skills in our local communities and supporting local employers in creating a strong economy now and in the future. Through becoming an Apprentice, you are playing your part.

We want to ensure that you feel at the end of the process that this has been worthwhile for you. We will be with you every step of the way and supporting you in this journey.



Our Facilities and Systems

Studying an Apprenticeship with RNN Group gives you access to world class learning facilities and a wealth of other benefits.

Being a Google Reference College means we are recognised by Google for our outstanding use of technology to drive positive learning outcomes.

We use the latest online classroom technology so you can access your learning anytime, alongside this we have our industry leading libraries and technical facilities linked to your industries.

At DVC and NNC, we have gym facilities for students to use at discounted rates too so students can develop their physical fitness, wellbeing as well as skills in industry.

Register here for our Google classroom or scan the QR code:
www.rotherham.ac.uk/information/useful-links/google-classroom



OneFile

Overview

What is OneFile?

OneFile is a digital eportfolio platform specifically designed for apprentices in the UK. It acts as a digital portfolio and learning journal, allowing apprentices to record their achievements, track their progress, and showcase their skills throughout their program.

Benefits of OneFile for Apprentices:

- Own your learning and development: Take control of your learning journey by recording your experiences, reflections, and achievements.
- Demonstrate your skills and progress: Build a digital portfolio that showcases your skills and competencies to potential employers or training providers.
- Stay organised and motivated: Track your progress towards milestones and goals, setting reminders and deadlines to stay on track.
- Receive feedback and guidance: Get feedback on your work from employers and tutors, using the platform to communicate and collaborate.
- Prepare for exams and assessments: Easily access learning resources and evidence of your work, making revision and preparation for exams and assessments more efficient.
- Improve employability: Stand out from other candidates by presenting a professional and comprehensive portfolio of your skills and experiences.

How Apprentices Use OneFile During Apprenticeship:

- Recording your journey: Track your daily activities, learning experiences, and reflections throughout the program.
- Uploading evidence: Add photos, videos, documents, and other evidence of your learning and achievements.
- Setting goals and milestones: Define learning goals and track your progress towards achieving them.
- Receiving feedback: View and respond to feedback from employers and training providers on your work.
- Preparing for assessments: Organise and access learning resources, evidence, and feedback to prepare for exams and assessments.
- Connecting with others: Share your experiences and collaborate with other apprentices through the platform's community features.

Checking Apprentice Progress and Calculations:

OneFile uses a combination of factors to measure progress:

- Completing activities: Tracking completion of tasks and learning modules assigned by your employer or training provider.
- Uploading evidence: Submitting evidence of your learning, such as completed projects, reports, and presentations.
- Assessments: Completing internal and external assessments and exams successfully.

OneFile uses an algorithm to calculate an overall progress score based on these factors, providing you with a clear understanding of your progress and areas for improvement. You can also access detailed reports and breakdowns of your progress in specific areas.



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TO ACCESS ONEFILE

Hints, Tips and Benefits

Here's our top tips for succeeding as an Apprentice.

To get the most from your apprenticeship, we recommend that you follow our tips. This will help you manage your responsibilities effectively.

Outcomes

Be clear about what you want to gain personally and professionally from your apprenticeship.

Understanding

Make sure your line manager understands the requirements of your apprenticeship.

Assessment

Check that you understand each component of your apprenticeship and how it will be assessed.

Asking for Help

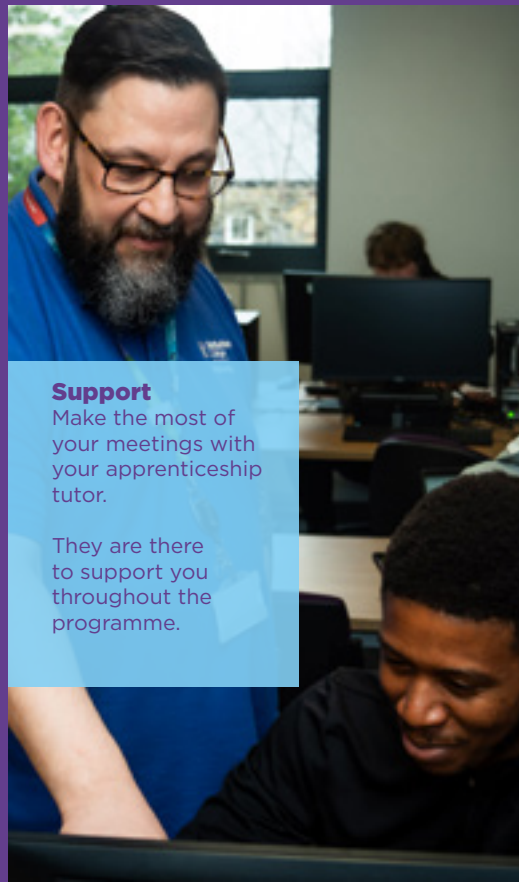
Ask for help when you need it! You can access support from our faculty as well as your line manager.

Workload

Keep on top of your workload from the start. Set weekly goals and note key deadlines and review meetings in your diary.

Focus

Stay focused on how you can apply your learning in the workplace.



Support

Make the most of your meetings with your apprenticeship tutor.

They are there to support you throughout the programme.

What are the key benefits?

- Earn while you learn and get holiday pay
- Gain job-specific skills
- Study towards a recognisable qualification
- The opportunity to progress on to university
- Support and mentoring
- Good career prospects
- Avoid costly university fees and debt (if you decide this is the path for you)

TOTUM



Student Discounts



FREE hotcard & Coffee Club



Free PASS Proof of AGE ID



International Discounts with GIC

TOTUM Membership

As an Apprentice with RNN Group you are eligible for a TOTUM Apprentice membership.

A TOTUM Apprentice membership gives you access to over 600 discounts, deals and offers on big-name brands both online and in store, giving you big savings on eating out, tech, fashion, travel and more!

Visit [totum.com](https://www.totum.com) for more information and to sign up or visit the App Store/Google Play to download the app.

app.totum.com/register/join/apprentice



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TO JOIN TOTUM

Our High Expectations

As an Apprentice with RNN Group you can expect our full commitment to help you achieve the best results.

We'll work with you and your employer to make sure you get the right support to help you develop the knowledge, skills and behaviors needed for your chosen apprenticeship standard.

To give you the best chance of success we have set out our expectations of you whilst you're on your apprenticeship, we know an apprenticeship is a big undertaking and we'll be with you every step of the way to help you succeed.

Attendance

Apprentices are expected to attend all classes as part of their standard, including functional skills as per initial timetable.

Attendance at workshops and lessons is the biggest factor in achieving your underpinning knowledge and we expect Apprentices to prioritise attendance at these sessions.

If you ever feel like attendance is becoming challenging please speak to your apprenticeship skills tutor who can help manage this with you.

Behaviour and Professionalism

Apprentices are expected to conduct themselves in a professional manner in the workplace, on campus and online.

This includes dressing appropriately, communicating effectively and showing respect to colleagues. You're going to have meetings in the workplace with your apprenticeship skills tutor and it's important you prepare for these meetings by completing all tasks set.

Don't forget your representing your employer when you're on college premises and we expect apprentices to treat college the same as they would whilst at work.

Work Ethic

Apprentices are expected to demonstrate a strong work ethic. This includes being punctual, reliable and showing a willingness to take on tasks and responsibilities.

We know you'll be busy with your job but it's important you get time away from your role to complete assignments and other tasks.

If you ever feel like this is becoming an issue it's important you speak to your employer and apprenticeship skills tutor to protect this time.

Commitment to Learning

Apprentices need to be committed to their own learning journey.

They will need to do this by actively participating in regular 3 way reviews, documenting off the job learning, seeking feedback from peers, meeting deadlines and taking steps to continuously improve their skills and knowledge.

Intervention policy

When apprentices fall below the standards we expect around attendance and behaviour we have an intervention policy which will help get things back on track.

We'll speak to you and your employer to make sure the right support is in place and you'll need to sign up to an improvement plan to make the appropriate changes.



Plagiarism and AI

Artificial Intelligence (AI) guidance for Apprentices.

Artificial Intelligence (AI) is already widely used in many industries and is likely to feature more and more in both work and real-life as the technology improves.

Generative AI tools such as Google Bard, ChatGPT and Claude offer some great opportunities to increase efficiency, support learning and develop ideas. Your tutors/assessors are currently looking at ways in which AI can be used to enhance teaching, learning and assessment, including identifying opportunities to improve your digital skills and your use of technology (including AI).

It is important to recognise that while AI tools can assist with tasks such as time-keeping, spelling /grammar and planning, they should not be used to complete your apprenticeship work (OneFile evidence or exams). The purpose of completing OneFile and exams is to track your progress and evidence your learning journey.

When producing evidence it is important that you link this to your apprenticeship and give examples that are specific to your role. It is about how you apply the knowledge and skills and not just explaining what they are.

All work submitted, along with your knowledge tests, will be used by the apprenticeship team to adapt learning and prepare you for your endpoint assessment. Therefore it is important that all work produced is your own and not copied from someone else or produced by AI.

Warning

Submitting work that is copied or produced by AI is unethical and breaches the RNN Groups plagiarism policy. Please note that the RNN Group uses a range of tools to identify AI use and plagiarism including Turnitin and Brisk. This could lead to disciplinary action.

If you are unsure whether you can use AI for a task, please check with your tutor/assessor BEFORE using it.



End Point Assessment

**End Point Assessment (EPA)
is the final stage of the
apprenticeship programme.**

The purpose of EPA is to confirm that the apprentice has met all of the knowledge, skills and behaviour requirements set out in the apprenticeship standard.

What is an apprenticeship standard?

Each apprenticeship has a standard. This is a short document setting out the main purpose of the apprenticeship, the job roles linked to the standard and the expected knowledge, skills and behaviours that the apprentice should have achieved. There are more than 600 different apprenticeship standards available.

You can read more here:
[instituteforapprenticeships.org/
apprenticeship-standards](https://instituteforapprenticeships.org/apprenticeship-standards)

How does EPA work?

To reach EPA, you will have completed a series of activities and tasks with your employer and training provider. They will then jointly agree that you are ready to move forward for your End Point Assessment.

This stage is called 'the gateway'.

End Point Assessment methods explained

This short film has been created by the Institute for Apprenticeships and Technical Education to explain the different types of assessment methods.

Click here to view:
[www.youtube.com/
watch?v=57uWc6EDjKw](https://www.youtube.com/watch?v=57uWc6EDjKw)

What are the EPA requirements?

- Presentation of a portfolio
- Professional discussion
- Test
- Practical demonstration

The process of EPA is different for each apprenticeship standard. It could include a range of different activities such as:

The whole process of EPA is coordinated and conducted by a third party organisation that is not connected to the employer or training provider. This organisation is called the End Point Assessment Organisation (EPAO).

Additional support

If you require additional support to complete your EPA, your training provider will be able to make appropriate arrangements for you.

These could include:

- Extra time allowance
- A scribe
- A reader
- A personal support worker to attend
- British Sign Language (BSL) interpreter
- Assistive technology

What happens if you don't pass?

If you have not passed any elements of your EPA, then you will usually be able to re-take the parts that you need. This can sometimes limit the overall grade that you can achieve.

What happens on completion of EPA?

When you have successfully completed your EPA, you will have achieved your full apprenticeship. You will receive a grade of either pass/merit/distinction (this varies between different apprenticeships).

You will then receive your apprenticeship certificate, issued to you by the Education and Skills Funding Agency on behalf of the Department for Education.



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FOR MORE INFORMATION

Off-The-Job Training

Apprentices need to demonstrate six hours of Off-The-Job Training each week.

Off-the-job training (OTJT) is undertaken outside the normal day to day working environment. It is designed to provide you time to develop the skills, knowledge and behaviours to become effective in your role.

A large amount of employer training counts toward OTJT and our team will create a manageable plan for you that may include some of the below:

- A company induction
- Completing technical training at one of our Colleges
- Shadowing existing employees
- Online training
- Self-study and research
- Mentoring and job rotations
- Attending conferences, seminars and competitions
- Simulation exercises

We use our e-portfolio system onefile to log this information and its each apprentices responsibility to log this information, don't worry you'll be shown how to do this and your apprentice skills tutor will be available to support as well.

Functional Skills

Functional skills for Apprentices

The Achievement of Level 2 Functional Skills is a Government requirement for anyone undertaking an apprenticeship at Level 3 or above who does not have GCSE English and Maths at Grade C/4 or above (or equivalent) on entry to their apprenticeship programme. Level 2 apprenticeships require a level 1 functional skill, GCSE grade G or 1. We'll need to see evidence of these qualifications when you enrol.

How long you have to complete your functional skills qualifications?

You need to complete your functional skills qualifications before you go forward to gateway. We will aim to get your functional skills completed at least 6 months before your end point assessment.

Additional time to complete your functional skills qualifications

Time spent on achieving the required levels of English and Maths is in addition to the ESFA minimum requirement of six hours per week of off-the-job training. Any work you undertake towards functional English and or maths cannot be counted as off-the job hours.

Who provides the training and where it takes place

The results from your diagnostic form the basis of an individualised learning plan. This delivery will be offered either online once a week or in a face to face session at the college site. Once you have completed your online learning plan, you sit the level 2 functional skills mock examinations in English and/or Maths before being entered for the final exam(s).

If you have additional learning needs

For Apprentices with formally recognised special educational needs, learning difficulties or disabilities, the ESFA accepts achievement of entry Level 3 functional skills in English and/or Maths in place of Level 2 functional skills.

If you have an Access Statement or Educational Health and Care Plan, you should provide this to the college via your tutor so that specific additional support can be arranged.

Our

Top Tips

Here's our top ten tips to being the perfect Apprentice.

Tip 1

Always be reliable and punctual.

Tip 2

Be enthusiastic about the tasks you have been set. Be willing to learn and take on new challenges. A positive approach to every task will get you noticed and remembered.

Tip 3

Get to know the people you are working with. Learning people's names and what they do will make you feel like part of the team and make connections for the future.

Tip 4

Don't be afraid to ask any questions. As an Apprentice, you really need to understand what you are learning. Just remember no question is a stupid question. People will be happy to give you advice and guidance.

Tip 5

Take ownership of your apprenticeship. Find out as much as you can about it so you have a clear understanding of what it is you're doing and the requirements of the qualifications you are studying.

Tip 6

Organise your time. Complete and hand in work before the submission dates. This will show your assessor that you are an organised and punctual individual.

Tip 7

Pay attention to workplace mentors - they have lots of experience in the area you're studying and so have plenty of knowledge.

Tip 8

Be an independent learner and proactive. It is good to be enthusiastic about learning new skills.

Tip 9

Keep a logbook of jobs you complete in the workplace. This means if you get stuck on anything you can query your assessors. Also, it's good to have a record for when it comes to endpoint assessments or future interviews.

Tip 10

Try and invest in your apprenticeship by getting the appropriate resources, for example, a laptop, if you can afford it or speak to College about financing one. This means you can do work from home and stay on top of your workload.

Good Luck!

AND REMEMBER - it is YOUR apprenticeship and YOUR future so own it, enjoy it, work hard and get the most out of it!



Useful Contacts

**Our apprenticeship team
are on hand to support you.**

**We will ensure you are supported throughout your
apprenticeship journey with us. Here are some
useful contacts and information to support you.**

Student Portal

Our student portal gives you access to information about your college, the latest news on campus and access to a range of helpful information including safeguarding.

Visit our student portal at studentportal.rnngroup.ac.uk or scan the QR code on this page.

Safeguarding

To access our safeguarding and prevent information, please visit studentportal.rnngroup.ac.uk/safeguarding

Alternatively, you can use the contact details below:
safeguarding@rnngroup.ac.uk
01709 722722

North Notts Office
Carlton Road
Worksop
Nottinghamshire
S81 7HP
01909 504777

South Yorkshire Office
Eastwood Lane
Rotherham
South Yorkshire
S65 1EG
01709 513147

apprenticeshipenquiries@rnngroup.ac.uk

Please note our phone lines are open 8.30am - 5.00pm Monday to Friday.



Your College Contact is:

Your Employer Contact is:



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