

Lifetime Training:

Progression Induction Workbook

2013



Department
for Education



Department
for Business
Innovation & Skills

Minister for Skills and
Enterprise

1 Victoria Street
London
SW1H 0ET
T +44 (0) 20 7215 5000
E enquiries@bis.gov.uk
www.gov.uk/bis
www.education.gov.uk

6 November 2013

Dear Apprentice

Many congratulations on starting your Apprenticeship. This will be a fantastic opportunity to improve your long term career prospects, whether you are starting out in your first job, or progressing at work.

You are the latest in a long and successful tradition of apprentices in this country, developing cutting edge skills that help you get ahead in the workplace. You will also be part of a large and growing community, with more than 200,000 workplaces now offering Apprenticeships. So Apprenticeships offer more opportunities than ever to help you progress to the top of your profession.

An Apprenticeship gives you the chance to gain new skills and knowledge, which employers really value. By completing an Apprenticeship, you will be more likely to be employed in the future and can look forward to earning significantly more over the course of your career. People who achieve an Intermediate Apprenticeship earn on average between £48,000 and £74,000 more over their lifetime than those with lower level qualifications. This rises to between £77,000 and £117,000 for Advanced Apprenticeships.

Your employer will support your training and pay you at least the hourly National Minimum Wage rate for your age. Currently this is £2.68 if you are 16-18 years old. If you are aged 19 or over, it is £2.68 for your first year of training, rising to £5.03 if you are aged 19-20 and £6.31 if you are aged 21 or over. If you want any advice on your pay, you can contact the Pay and Work Rights Helpline on 0800 917 2368 or visit www.gov.uk/national-minimum-wage.

Apprenticeships give you the opportunity to learn and earn at the same time. During your Apprenticeship, we will invest in your training to help you gain high quality recognised qualifications. These will help you to succeed in your current job and will also give you the confidence to achieve more in your career as you progress.

I am very pleased that you have taken this important step to advance your career. I wish you every success with your Apprenticeship.

*Yours
Matthew*

MATTHEW HANCOCK MP

Progression Learners

Congratulations for already completing an apprenticeship with Lifetime. We are proud to have you as one of our success stories!

Now you are looking to progress onto another apprenticeship, which is great news. We understand that you have been through the sign up process before and, by now, know what Lifetime is all about and the journey you are about to take. This version of the Induction Workbook has been modified to reflect this.

Personal Development Plan

Where am I now and how can Lifetime help me get to where I want to be?

Working on your Personal Development Plan will encourage you to focus on your skills as a learner and to take responsibility for your own skill development. It is primarily about assessing your own skills, setting goals for improvement, recording your achievements and reflecting on your experiences. The information you collect here should help you identify your strengths, and areas for development, and help you work through these during the time on your programme.

It has been recognised that learners need structured opportunities to think about, and plan towards, their future. The exact content really depends on you...

Please complete the following questions and discuss your answers with your tutor or trainer:

What are your short-term career goals (within the next 6 months)?

What are your medium-term career goals (within the next 6-12 months)?

What are your long-term career goals (in 1+ year)?

What current skills do you have – and what skills do you think you will need in the next few years – based on your career goals?

What are your strengths and weaknesses?

What areas do you need to improve on? How do you plan to achieve this?

What learning opportunities are currently available to you?

What is your preferred method of learning (taught courses, reading articles or books, practical coaching sessions)? How do you keep up to date with the industry?

What training have you recently completed?

When was your last one to one or appraisal, what feedback did you get, and how have you (or will you) use this feedback to improve?

Who do you discuss your future and learning plans with, and get feedback from on your performance?

What SMART objectives were you set as part of your appraisal?

S
M
A
R
T

Induction Workbook Progression Quiz

Place a tick in the box by the correct answer.

1) What is an apprenticeship?

- a) A stand-alone NVQ
- b) A Government funded training programme
- c) A classroom-based taught course

2) What is a technical certificate?

- a) A competency based qualification
- b) An assessment your level of Maths and English
- c) A qualification that assesses your skills, knowledge and understanding

3) What is the E-Learning Zone?

- a) A web-based resource library available to all learners
- b) A Lifetime handbook
- c) A Lifetime venue where classroom activities take place

4) Who are the four key people involved in the assessment process?

- a) Learner, Regional Trainer, Quality Improvement Trainer and External Quality Assurer
- b) Employer, Learner, Tutor and External Quality Assurer
- c) Learner, Regional Trainer, Employer and Ofsted Inspector

5) Who is responsible for following up a learner dispute or appeal?

- a) Regional Trainer
- b) External Quality Assurer
- c) Quality Improvement Trainer

6) How can you access your E-portfolio when not with your regional trainer?

- a) On the E-Learning Zone
- b) On the Learner Portal
- c) You can't

7) Which of these do I not need to bring with me on my sign up visit?

- a) My National Insurance Number
- b) My bank details
- c) Proof of residency

8) Who is responsible for Health & Safety in the workplace?

- a) The Employer
- b) The Employee
- c) Both Employer and Employee

9) If you have a concern over your own personal welfare and well-being, which Lifetime policy would you be supported by?

- a) The Health & Safety Policy
- b) The Safeguarding Policy
- c) The Working Time Directive

10) Who signs my training action plans and reviews?

- a) Learner, Employer and Quality Improvement Trainer
- b) Learner, Regional Trainer and Employer
- c) Regional Trainer, Employer and Quality Improvement Trainer

Answers can be found on Page 9.

Induction Workbook

Progression Activity

What are the key differences between managing and leading?

Look at the list of behaviours/skills below and pick five that are related to managing and five that are related to leading.

- | | | |
|---------------------------------|------------------------------------|--|
| Reporting | Mentoring | Resolving conflict |
| Monitoring | Negotiating | Giving constructive feedback |
| Budgeting | Keeping promises | Accepting criticism and suggestions |
| Measuring | Working alongside team members | Allowing the team to make mistakes |
| Applying rules and policies | Sharing a vision with team members | Taking responsibility for others' mistakes |
| Disciplining people | Motivating others | Formal team briefing |
| Being honest with people | Giving praise | Responding to emails |
| Developing strategy | Thanking people | Planning schedules |
| Consulting with team | Being determined | Delegating |
| Giving responsibility to others | Communicating instructions | Reacting to requests |
| Determining direction | Making painful decisions | Reviewing performance |
| Explaining decisions | Appraising people | Time management |
| Assessing performance | Recruiting | Nurturing and growing people |
| Defining aims and objectives | Counselling | Team-building |
| Doing the right thing | Coaching | Taking responsibility |
| Taking people with you | Problem-solving | Identifying the need for action |
| Developing successors | Selling and persuading | Having courage |
| Inspiring others | Doing things right | Acting with integrity |
| Running meetings | Using systems | Listening |
| Interviewing | Getting people to do things | |
| Organising resources | Implementing tactics | |
| Decision-making | | |

	Managing	Leading
1		
2		
3		
4		
5		

Suggested list can be found on Page 10.

Pick one behaviour/skill from each column and explain how you could apply it to your day to day job role

Managing

Leading

Complete this page with your Regional Trainer on Sign Up.

Congratulations

You are now ready to meet with your Regional Trainer and begin your apprenticeship.

Good luck.

Learner Name:

Learner Signature:

Date:

Regional Trainer Name:

Regional Trainer Signature:

Date:

Complete this page with your Regional Trainer on Sign Up.

My Training Programme

Programme / course title:

Start date:

Expected completion date:

Awarding organisation/s:

Regional Trainer / tutor name:

Regional Trainer / tutor contact number:

Regional Trainer / tutor contact email:

QIT or course manager name:

QIT or course manager contact number:

QIT or course manager email:

Milestones	Complete
Induction to Lifetime & Induction Handbook completed	
Signed up to Programme	
First Training Action Plan agreed	
First RT visit completed	
First RT observation completed	
First Unit achievement	
First Qualification completed	
First Qualification verified	
Framework completed	
Certificates arrived	

Induction Handbook Progression Quiz – Answers

1) What is an apprenticeship?

- a) A stand-alone NVQ
- b) A national designed training programme
- c) A classroom-based taught course

2) What is a technical certificate?

- a) A competency based qualification
- b) An assessment of your level of Maths and English
- c) A qualification that assesses your skills, knowledge and understanding

3) What is the E-Learning Zone?

- a) A web-based resource library available to all learners
- b) A Lifetime handbook
- c) A Lifetime venue where classroom activities take place

4) Who are the four key people involved in the assessment process?

- a) Learner, Regional Trainer, Quality Improvement Trainer and External Quality Assurer
- b) Employer, Learner, Tutor and External Quality Assurer
- c) Learner, Regional Trainer, Employer and Ofsted Inspector

5) Who is responsible for following up a learner dispute or appeal?

- a) Regional Trainer
- b) External Quality Assurer
- c) Quality Improvement Trainer

6) How can you access your E-portfolio when not with your regional trainer?

- a) On the E-Learning Zone
- b) On the Learner Portal
- c) You can't

7) Which of these do I not need to bring with me on my sign up visit?

- a) My National Insurance Number
- b) My bank details
- c) Proof of residency

8) Who is responsible for Health & Safety in the workplace?

- a) The Employer
- b) The Employee
- c) Both Employer and Employee

9) If you have a concern over your own personal welfare and well-being, which Lifetime policy would you be supported by?

- a) The Health & Safety Policy
- b) The Safeguarding Policy
- c) The Working Time Directive

10) Who signs my training action plans and reviews?

- a) Learner, Employer and Quality Improvement Trainer
- b) Learner, Regional Trainer and Employer
- c) Regional Trainer, Employer and Quality Improvement Trainer

team-building
 taking responsibility
 identifying the need for action
 having courage
 consulting with team
 giving responsibility to others
 determining direction
 explaining decisions
 making painful decisions
 defining aims and objectives
 being honest with people
 developing strategy
 keeping promises
 working alongside team members
 sharing a vision with team members
 motivating others
 doing the right thing
 taking people with you
 developing successors
 inspiring others
 resolving conflict
 allowing the team to make mistakes
 taking responsibility for mistakes
 nurturing and growing people
 giving praise
 thanking people
 giving constructive feedback
 accepting criticism and suggestions
 being determined
 acting with integrity
 listening

Leading

reporting
 monitoring
 budgeting
 measuring
 applying rules and policies
 discipline
 running meetings
 interviewing
 recruiting
 counselling
 coaching
 problem-solving
 decision-making
 mentoring
 negotiating
 selling and persuading
 doing things right
 using systems
 communicating instructions
 assessing performance
 appraising people
 getting people to do things
 formal team briefing
 responding to emails
 planning schedules
 delegating
 reacting to requests
 reviewing performance
 time management
 organising resources
 implementing tactics

Managing

Suggested answers to the managing / leading task: