**Apprenticeship Handbook 2023-24**

Hello…

**Congratulations on starting your Apprenticeship with Craven College!** We are thrilled that you have successfully gained employment, and we are able to embark on the first steps of your new career with you!

The Apprenticeship Team is made up of Co-ordinators, Tutors and Learning Development Advisors who all have a wealth of industry specific experience. They are here to help and guide you through your apprenticeship journey to reach the successful achievement of your qualification and help you progress in your chosen industry.

We have designed this handbook to give you all the information that you need to get started on your Apprenticeship. It is full of useful links, contacts, and information that you may need to access at any time during your apprenticeship. If you have any questions or need assistance, contact The Apprenticeship Team – we are always happy to help. We wish you every success with your Apprenticeship and time with us.

**Richard Swires, Apprenticeship Manager**

Useful Contacts

Skipton Apprenticeship Team:

Address: Craven College, Auction Mart Campus, Gargrave Road, Skipton, BD23 1UX

Telephone: 01756 693 681

Email: apprenticeships@craven-college.ac.uk

Scarborough Apprenticeship Team:

Address: Craven College, Cayley Court, Hopper Hill Road, Scarborough, YO11 3YJ

Telephone: 01723 588 072

Email: apprenticeshipsscarborough@craven-college.ac.uk

The information appearing in this handbook was correct at time of publication (September 2023).

# Table of Contents

[Off the Job Training 3](#_Toc151729586)

[Attendance 3](#_Toc151729587)

[Reviews and Learning Development Advisor Visits 4](#_Toc151729588)

[Apprentice Behaviour 4](#_Toc151729589)

[Our Behaviours 5](#_Toc151729590)

[Term Dates 6](#_Toc151729591)

[Travel – Car Parking 6](#_Toc151729592)

[Your Students’ Union 7](#_Toc151729593)

[Get Prepared 7](#_Toc151729594)

[Careers and Employability 8](#_Toc151729595)

[Counselling 8](#_Toc151729596)

[Wellbeing Champions 8](#_Toc151729597)

[Additional Learning Support 9](#_Toc151729598)

[Learning Hub 9](#_Toc151729599)

[Your Account – IT 10](#_Toc151729600)

[Passwords 10](#_Toc151729601)

[Security Information 11](#_Toc151729602)

[Phishing 11](#_Toc151729604)

[College WIFI 12](#_Toc151729605)

[Printers at College 12](#_Toc151729606)

[Accessing College Services 12](#_Toc151729607)

[Office 365 13](#_Toc151729608)

[OneDrive 13](#_Toc151729609)

[Filtering and Online Monitoring 13](#_Toc151729610)

[MyCraven 13](#_Toc151729611)

[Jisc Discovery Tool 14](#_Toc151729612)

[Image Permission 14](#_Toc151729613)

[What is PREVENT… 15](#_Toc151729614)

[United Values 16](#_Toc151729615)

[Safeguarding 16](#_Toc151729616)

[Health and Safety 17](#_Toc151729617)

[Induction Checklist 18](#_Toc151729618)

# Off the Job Training

As an apprentice, you will be required to spend at least 6 hours of your working week, on average, spent in ‘Off the Job Training’.

This could be any activity relating to your job/apprenticeship standard where you are learning new knowledge, skills or behaviours and must take place during your working hours.

This can be made up from the following activities:

* College attendance – in-person or online
* Assignment writing and gathering evidence during work time
* Any workplace training activities
* Shadowing a colleague
* Reading instruction documents or watching instruction videos
* Research
* Attending team meetings, networking events or conferences
* Mentoring
* Learning support time with your LDA

You will be asked to keep detailed ‘Off the Job Training Logs’ throughout your apprenticeship, this will be completed on the ProPortal page ‘Off the Job Training’. These will be checked monthly by your LDA and will be submitted at the end of your apprenticeship. Keep them up to date!

# Attendance

If for any reason you are unable to attend College you must inform the Apprenticeship Team before the start of your scheduled class.

As you are being paid on the days you attend College, absence from College is the same as absence from work. Therefore, you will also be required to notify your employer.

If you are absent from College without good reason, you may not get paid. Therefore, it is essential to keep everyone informed.

If you are absent from work due to illness, you are not required to inform the College unless it’s longer than a week or you are going to miss your day release or work place visit.

How to report an absence:

Contact your designated apprenticeship co-ordinator directly if you have

their number or call the Apprenticeship Team on 01756 693 681.

# Reviews and Learning Development Advisor Visits

**Reviews:**

All apprentices will be visited in the workplace by their Apprentice Co-ordinator every 8-12 weeks.

The review will take place as a 3-way conversation between the Apprentice, Employer/Line Manager and the Co-ordinator.

It is an important part of the process to share information, give and receive feedback and track progress against your training plan. This conversation is a great chance to take stock, celebrate success, tackle any areas for improvement and discuss any employer/LDA targets for the next visit.

Your co-ordinator will also check if your ‘Off the Job Training’ is up to date and meets the criteria.

**Learning Development Advisor (LDA) Visits:**

Most Apprentices have an LDA assigned to them (exceptions include Construction Apprentices)

In most instances, the LDA will visit you in the workplace once a month to guide you through the standard’s Knowledge, Skills and Behaviours and to help build the portfolio of workplace evidence that is required for End Point Assessment.

Your LDA will also track progress against the training plan, check ‘Off the Job Training’ logs and report back to your tutor/coordinator so that everyone is up to date with your progress at all times. Towards the end of the Apprenticeship, your LDA will also help you prepare for your End Point Assessment.

All workplace appointments will be booked and agreed in advance.

# Apprentice Behaviour

All apprentices are expected to respect the rights of others and take responsibility for their own actions. Apprentices’ responsibilities are to conform to rules and regulations in both College and the workplace and comply with acceptable standards of behaviour. Where there are instances of non-compliance, disciplinary action will be taken.

The policy recognises three levels of non-compliance with suitable sanctions at each level, allowing Course Tutors and co-ordinators to impose remedial and developmental actions at Level 1; Head of Departments or other Manager intervention at Level 2 misconduct. Your apprenticeship co-ordinator will support you through your employers discaplinary process if required

For gross misconduct the Apprenticeship Manager will conduct a Formal Hearing (Level 3) which may lead to the ultimate sanction of expulsion. At each Level the apprentice has the right to appeal if they consider the judgement unfair or if the College has failed to follow correct procedures.

**Complaints**

At Craven College we constantly seek to improve what we do and we therefore value comments and suggestions that can help us improve our levels of service. We recognise that on occasion we might not meet expectations and we therefore also value any complaints we may receive.

The College’s Complaints Policy, available on the College website, sets out how we address complaints. It is anticipated that most complaints will be dealt with through informal channels but if you feel that it is necessary to pursue a complaint formally, you can be assured that it will be treated seriously and that we will deal with any complaint promptly and fairly.

# Our Behaviours

We are…

**Aspirational**

Curious – Inquisitive and interested

Optimistic – Have a positive outlook

Progressive – Determined to succeed

**Collaborative**

Connected – Work well with others

Innovative – Creative and solutions-focussed

Responsible – Takes ownership

**Authentic**

Positive Mindset – Committed and determined

Respectful – Inclusive and kind

Socially Intelligent – Self-aware and employable

**Resilient**

Adaptable - Flexible

Enthusiastic – Can do attitude

Pragmatic – Sensible and realistic

# Term Dates

**Holidays**

Holidays must not be taken during term time unless in exceptional circumstances and then must be agreed in advance with your apprenticeship co-ordinator.

**Autumn Term:**

**04 September 2023 to 21 December 2023**

College Opens: Monday 04 September 2023

Half Term: Monday 30 October 2023 to Friday 03 November 2023

Christmas Holidays: Friday 22 December 2023 – Friday 05 January 2024

**Spring Term**

**08 January 2024 – 22 March 2024**

College Opens: Monday 08 January 2024

Half Term: Monday 12 February 2024 – Friday 16 February 2024

Staff Training Day: Tuesday 05 March 2024

Easter Holidays: Friday 22 March 2024 @ 12noon – Friday 05 April 2024

**Summer Term**

**08 April 2024 – 27 June 2024**

College Opens: Monday 08 April 2024

May Day: Monday 06 May 2024

Half Term: Monday 27 May 2024 – Friday 31 May 2024

College Closes: Thursday 27 June 2024

# Travel – Car Parking

**Skipton**

If you want to park at the Aireville Campus, you need to apply for a parking permit at a cost of £5. Please pick up an application form from Reception, however, please note that this will not guarantee you a parking space.

Parking at the Auction Mart Campus is free of charge.

The College is keen to support and promote both healthy living and measures to reduce pollution. We encourage all staff and students to use alternative methods of transport where possible and to consider walking, cycling or car sharing. Cycle sheds and shower facilities are available.

**Blue Badge Holders**

There is allocated parking for Blue Badge Holders. If you have a temporary disability, please contact Student Services to discuss your needs. If you consider yourself to have a disability or require special needs assistance with transport, you need to apply to your local authority.

They may ask you to send them a letter from your doctor or designated medical officer or your EHCP. If the application for special transport is approved, this will be arranged by the Integrated Passenger Transport Group who will write to you with details of the arrangements.

# Your Students’ Union

Having a great time at College is about more than just studying on your course. Whether you want to meet new people or develop new skills you will have the opportunity whilst you are at Craven College.

The College has an active Students’ Union and if you’re aged 16 or over and a student at the College you have the opportunity to join the Students’ Union and the National Union of Students.

Through the National Union of Students, you’re able to buy a Totum card for just £14.99, which gives you access to hundreds of discounts locally and nationally apply at: <https://totum.com/>

You can get involved in various ways such as running in the SU elections which will be held in October or being a course representative to represent the voice of your fellow classmates, or volunteering at a range of events and activities.

# Get Prepared

**Dress code**

On certain courses, apprentices are required to be suitably dressed when participating in workshops or practical sessions such as Construction, Mechanics, Agriculture, Hospitality, Horticulture, Hair and Beauty. This is for Health & Safety reasons and personal protection. If not suitably dressed as per industry requirements e.g. long trousers and safety boots or specified uniform, you will not be allowed to participate in the session. Ensuring you have these and comply is your responsibility and promotes a professional image both inside and outside of work.

**Equipment**

On your day release at College you are required to bring your own stationery and equipment such as pens, paper, folder, plastic wallets etc.

**Food and Drink**

There is a Café at the Aireville Campus and Auction Mart Campus. They offer a wide variety of meals, snacks and drinks. Food is freshly prepared and cooked on the premises. Vending machines and water coolers can be found on most of the campuses. There are several social spaces for students to use at all sites.

# Careers and Employability

We are committed to supporting all our students to achieve their career goals.

Thinking about what you want to do after College or your next steps can be difficult, our expert Careers Team are here to help you on your journey.

Whether you are unsure of your options, want to know more about different careers or want support preparing for your next steps, then our Careers Team can provide you with the personalised support you need. The College is Matrix accredited and has achieved the National Careers Quality Mark and is available to all past, present and intending students.

**Who to ask:**

Speak to your apprenticeship co-ordinator or contact the College careers team on:

careers@craven-college.ac.uk

# Counselling

If you want to talk in confidence about any worries you have, our approachable Counselling Team are available for you to speak to privately, to help you manage and overcome your problems.

Our counsellors are professionally trained and widely experienced and will provide you with a safe and secure place for you to discuss any worries such as anxiety, feeling down or depressed, stress, family and relationship problems, or any other concerns that may be affecting your progress.

Contact: bbloomfield@craven-college.ac.uk

# Wellbeing Champions

**Here to listen**

Are you struggling with...

* Your Mental Health
* Your Physical Health
* Stress
* Anxiety

**Need a friend?** Talk to another student.

Contact Rosemary Simpson on: rsimpson@craven-college.ac.uk for more information.

# Additional Learning Support

If you have a disability or learning difficulty our Special Educational Needs and Disability (SEND) Team is here to make sure you get the support or information you need.

Help is available if you have a learning difficulty, disability or medical condition. We can help with learning difficulties or conditions such as:

* Dyslexia, dyspraxia, or dyscalculia
* Medical conditions
* Autism spectrum disorder (ASD)
* Asperger’s syndrome (AS)
* Physical disability
* Hearing or visual impairment
* Missed schooling or interrupted education
* Literacy and numeracy difficulties

We have specialist teams of staff who will be able to support you throughout your time at College. Support can range from Progression Support Assistants in class (for students with an Educational Health Care Plan), workshops, or exam access arrangements. If you have declared a learning difficulty or disability, a member of the SEND team will contact you to ensure that appropriate support is in place for the start of your programme.

We have a number of different study spaces to support you as you complete your work, from areas that you can work in quietly or in groups such as the Learning Hub. We also have staffed Specialist Support Centres in which you can have supported study guidance to help you complete your work.

Find us in **W1.07**, Whernside for further information or call 01756 243 526.

# Learning Hub

Craven College Learning Hub offers quality learning resources to help you achieve your full potential. We offer a wide range of resource materials, books, magazines, electronic resources (including e-books) and DVDs. You can access all electronic information both on and off campus through the Learning Hub section of MyCraven. Staff are more than happy to deliver electronic inductions and research sessions to you and your group on an individual basis. These can be arranged through your tutor.

Opening times (Whernside, Aireville Campus):

* Monday 8:45am to 5pm
* Tuesday 8:45am to 5pm
* Wednesday 8:45am to 5pm
* Thursday 8:45am to 5pm
* Friday 8:45am to 4:30pm

**Where to find us:**

Aireville Campus, Whernside – Room W1.05

Email: learninghub@craven-college.ac.uk or call 01756 693 818

# Your Account – IT

You may not be familiar with some of the IT systems used at Craven College, so here is a quick summary of some you will encounter and a few things that you’ll need to do as soon as you can.

Your username, College email and password will have been emailed to your private email address shortly after you enrolled. If you haven’t received this or are struggling to login please call Service Desk 01756 693 839 or email servicedesk@craven-college.ac.uk

Please change your password as soon as possible.

For the majority of systems such as Office 365 and logging onto physical PCs or laptops at College, your email address will be required. It should look like this: st999999@craven-college.ac.uk

Some College systems such as ProPortal will only ask you for your username, for example: st999999.

## Passwords

Guidance for creating your password:

Passwords are the first line of defence and are key for protecting College systems and data. It’s no longer about complex combinations and numbers or special characters, the computers can guess that your using a three for E, a zero for an O, etc.

Guidance is as follows:

* Length - At least 14-16 Characters in Length
* Easy to remember, hard to guess - Use a phrase, three to four words that mean something to you remembering to add in the elements listed above
* Don’t share your password – Not even with IT
* Test your password strength – You can test your password strength on the following website, this will let you know how long it would likely take to crack your password. You can test the impact length and complexity has on the time needed to crack your password: <https://howsecureismypassword.net/>

If you need to change your password, you have two options:

1. If you know your current password, you can change it here: <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>
2. If you don’t know your password, call Service Desk on 01756 693 839 or email servicedesk@craven-college.ac.uk

## Security Information

On your first login:

The first time you login you will see a screen with "More Information required" where you will be asked to enter two additional pieces of security information which you can use to prove who you are and reset your own password should you need to in the future.

The choices are:

1. Phone - which will either send you an SMS or call you depending on your choice personal
2. Email - enter a personal email address which will email you a code
3. Security Questions - If you choose "I want to setup a different method" you can then choose Security questions. This allows you to pick 3 questions and answers that mean something to you.

## Advanced notice of changes (Summer 2024):

Multi-factor authentication is likely to be implemented for students during the Summer of 2024, this will mean you will also need to approve your logins via the Microsoft Authenticator App or security fob issued by IT. More information on this will follow during the 23/24 Academic Year.

## Phishing

**Think before you click!**

What to look out for:

* Generic greetings
* Poor grammar & punctuation
* Suspicious links
* Fake emails

**44%** of users opened at least one of the phishing emails and accepted the prompt to download the images.

## College WIFI

The Wi-Fi at College is called: “CC-Wifi” - You will need to use your College username and password to login.

## Printers at College

Copiers are provided in key locations across each campus.

You can use the printers by swiping your student ID Badge. To set this up, go to a printer in College, swipe your badge and then type in your username and password. This will enable you to only use your ID badge for future printing jobs.

When on College devices, go to file and print then choose either:

- Follow\_Me\_Mono for black and white

- Follow\_Me\_Colour for colour

Printing from your own devices on College WIFI is currently blocked. If you need to print, save your work to one drive and print from a College device.

## Accessing College Services

You may not be familiar with some of the IT systems used at Craven College, so here is a quick summary of some you will encounter and a few things that you’ll need to do as soon as you can.

**Microsoft Teams** is the College Virtual Learning Environment, from here you can view your course materials such as course specification, assignment briefs, resources and upload assignments.

**ProPortal** is your go to place to see your personal details, timetable information, any meetings that you have and is where you view your progress and targets. Look for the ‘My Progress’ tile on MyCraven.

**Learning Hub** is where you can access learning materials and resources relevant to your course.

## Office 365

You can access Microsoft’s Office 365 on MyCraven to access online versions of Office such as Word, Excel, Powerpoint etc, OneDrive to store all your College work and Microsoft Teams where you can collaborate with your tutors and other students on your course.

## OneDrive

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. Please make sure you back up your own documents/data - don’t rely on the College.

You have 1TB worth of storage with your College account.

All students must observe the College’s ‘IT Acceptable Use Policy’ guidelines which will be explained to you during your induction period. The College regularly monitors the safe use of its IT systems as part of our safeguarding commitment to you.

# Filtering and Online Monitoring

Craven College take the safety and wellbeing of our students very seriously.

With the online world developing at such a rapid pace the College has a system in place called Smoothwall. As a College, we want to be able to detect online risks before they become real life incidents.

Smoothwall works by identifying concerns through ‘keystroke monitoring’ and ‘screen capture’, which means that if someone accessing the Craven College IT network, types in certain words or phrases or accesses inappropriate content, a monitoring report will be sent to a member of the Safeguarding Team, flagging that the user may be in need of support.

# MyCraven

The MyCraven app will provide you with quick and easy access to a range of information to support you on your journey as a Craven College student:

* Course information
* Timetable
* Due and marked assignments
* Moodle
* Microsoft Teams
* Student Support
* IT Support
* Events
* The Shop
* The Learning Hub

You can download the MyCraven app in the App Store or Google Play.

# Jisc Discovery Tool

**What is the JISC Discovery Tool?**

The JISC Discovery Tool is a developmental tool you can use to self-assess your digital skills and confidence. It provides a unique, personalised feedback report for you and identifies further resources to support your digital skills. These provide flexible, anytime, anywhere learning resources for you to access whilst studying at Craven College.

**How can the JISC Discovery Tool help me?**

Have you ever explored your own digital skills before? Do you know how to quickly find online resources to help you with any gaps in your knowledge or to build your digital confidence? Then the JISC Discovery Tool is a good place to start.

Resources are themed by topic to include the 6 elements of the Digital Capabilities Framework:

* Digital Proficiency and Productivity
* Digital Learning and Development
* Digital Creation, Problem-solving and Innovation
* Digital Identity and Wellbeing
* Digital Communication, Collaboration and Participation
* Information, Data and Media Literacies

Visit: <https://craven.myday.cloud/pages/jisc-discovery-tool> for more information and to access to discovery tool.

# Image Permission

To comply with the GDPR 2018, we need your permission to use your photo/video/quote/name. These will not be used for any purpose other than marketing or media use and will be kept for two years.

Please note that once images have been uploaded onto social media sites, Craven College has no control over how these images will be used by other parties, or for how long they will be retained.

We monitor our social media pages to ensure appropriate content is available and can delete your image(s) from the page; but we cannot guarantee deletion has happened from the hosts’ servers.

In giving your permission, you would agree with the following statement:

I agree to my image (still or moving) and/or quote and name for use in printed publications, on videos, media releases, on websites, in adverts or social media produced by or for Craven College for promotional purposes.

I understand that I may withdraw my permission at any time by removing my permission through ProPortal under My College Journey, GDPR, Image Consent by changing my consent from ‘Yes’ to ‘No’.

If I change my consent at any time, I understand that no further photos/videos/quotes will be used by the College for promotional purposes.

**To give your permission you should do the following:**

1. Log into ProPortal using your student reference number and password set
2. From the headings at the top select ‘My College Journey’
3. From the dropdown select ‘GDPR Image Consent’
4. Read the statement carefully and select either ‘Yes’ or ‘No’
5. Click save

For more information email: DPO@craven-college.ac.uk

# What is PREVENT…

The need to prevent people being drawn into radicalisation and extremism and perhaps terrorism.

**Extremism**

Is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

**Interventions**

Are used when someone has been drawn into radicalisation or extremism. Interventions are intended to divert people away from terrorist activity.

**Radicalisation**

Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**Safeguarding**

Is the process of protecting vulnerable people, whether from crime, other forms of abuse or in the context of Prevent, from being drawn into terrorist related activity.

If you are concerned about yourself or someone you know, contact Student Services on 07921 214 115 or call the Police on 101.

# United Values

1. Understanding and Respect of Law: No one is above the law
2. Nurture Mutual Respect: Challenging discriminating behaviour
3. Individual Liberty: Freedom of speech
4. Tolerance of other Faiths and Beliefs: All backgrounds, cultures, religions, and beliefs
5. Equity: Fairness and justice
6. Democracy: Your opinion counts

# Safeguarding

Safeguarding is a term that covers many things – all concerned with making sure you are safe, healthy, protected from harm and enjoy positive well-being.

We are committed to creating a safe environment for all students. Our Safeguarding Officers will support you to overcome personal issues and build resilience skills to be successful both at the College and in the future.

Talk to us, we will listen.

Call into Student Services, Whernside Building, to speak to our Safeguarding Team or find our details on MyCraven under ‘Student Support’.

* Safeguarding & Wellbeing Lead - 07919 285 244
* Aireville Campus - 07921 214 115 / 07921 214 113 / 07921 743 706
* Auction Mart Campus - 07769 165 523
* The Aviation Academy - 07921 214 113

If you see any of the below, say something:

* Neglect
* Emotional abuse
* Violence at home
* Cyberbullying
* Bullying behaviour
* Sexual abuse/exploitation
* Radicalisation
* Forced marriage
* Relationship violence

# Health and Safety

Statutory Law and Local Authority Health and Safety Policy impose certain obligations on all staff, students and clients. The College’s Health & Safety Policy provides full details.

The following are basic requirements:

* You must comply with any written or verbal instructions regarding Health & Safety whilst on College premises or involved in College activities
* You have a duty to protect yourself from injury, including the use of protective equipment when considered necessary by the College
* You must conduct yourself, at all times, in such a manner as not to endanger yourself or others
* All accidents (however slight) must be reported immediately to a member of staff who will complete an accident record
* Do not attempt to lift or move heavy objects which may cause injury or to operate machinery/equipment unless trained or supervised

**Fire and Evacuation Procedures**

* Check the main emergency exit route and secondary route from the venue of your course
* On hearing an alarm, leave the premises quickly and calmly following staff instructions; do not use lifts
* Leave all hand held possessions behind
* Register with your tutor at the designated assembly point outside the building and follow instructions
* Do not re–enter the building until told it is safe to do so by someone in authority

**If you discover a fire...**

* Break the glass on the nearest alarm or inform a member of staff immediately
* Leave the building quickly and calmly and make your way to the assembly point; do not use lifts
* Please note that Craven College operates a NO SMOKING OR VAPING policy in all of its buildings

# Induction Checklist

**My rights and responsibilities:**

|  |
| --- |
| I know how to contact my Tutor and Learning Development Advisor (LDA) |
| I know how to contact my Apprenticeship Co-ordinator |
| I understand how important attendance is and how it links to my success |
| I know how to report absence from work |
| I know how to report absence from College |
| I know that I may need to catch up on any lost learning due to absence |
| I know that missed learning may affect my expected end date and require an adjustment to my training plan |
| I know how to make a complaint |
| I know my responsibilities in relation to Health and Safety, both at College and in the workplace |
| I am aware that the Safeguarding Policy protects me and other students |
| I understand what a Safeguarding incident is and how to report this |
| I understand the behaviours and attitudes expected of me and the Code of Conduct both in College and in the workplace |
| I know how the Disciplinary procedure works to ensure that all apprentices behave and learn well |
| I understand the Data Protection Policy and how my data may be used |
| I understand British Values and the role I play in demonstrating these |
| I understand that the PREVENT programme challenges extremism and I know how to raise any issues or concerns |
| I have been made aware of how to inform the College of any special needs or reasonable adjustments that I might require to facilitate my study |

**My programme of study:**

|  |
| --- |
| I have undertake a Skills Scan to assess my current level of Skills, Knowledge & Behaviours relating to my Apprenticeship Standard to establish my starting point on my Apprenticeship |
| I have undertaken Initial Assessment for maths & English |
| I know my College attendance patterns and have a calendar of dates (where applicable) |
| I understand the purpose of workplace visits from my LDA (where applicable) |
| I understand my Apprenticeship Standard and how I will be assessed |
| I know how to log my ‘Off the Job Training’ (OTJ) |
| I understand my progress will be continuously tracked and reviewed |
| I know how important continued Maths and English development is to my future success |
| I understand my Training Plan and how the apprenticeship will be delivered |
| I know how to access Microsoft Teams to upload work and access resources |
| I understand how to avoid Plagiarism and Malpractice |
| I know about any additional costs for uniforms or equipment (where applicable) |

**My personal development:**

|  |
| --- |
| I know my Co-ordinator will conduct reviews every 12 weeks to monitor my progress and give/seek feedback |
| I understand the knowledge, skills and behaviours that I will develop whilst studying my apprenticeship |
| I know where to get careers information from, including specific Information Advice and Guidance to help me progress after my apprenticeship |
| I understand any further study options and progression opportunities that I may have after studying my apprenticeship |
| I know that my apprenticeship is contributing to the local industry employment needs and will help me gain financial independence |

**My campus:**

|  |
| --- |
| I have had a tour of the campus and understand where to go for lessons, support, food, toilets and recreation |
| I know how to access the computer network and my College email |
| I know where to get support if I have IT or access issues |
| I know where the fire exits and assembly points are and how to leave the building in an emergency  |
| I know the First Aid arrangements, including the names of First Aiders and where they are located |
| I know I must not take food or drinks in classrooms |
| I know where the Learning Hub is and how I can use this area |
| I know where the Apprenticeship Office is if I need a face to face discussion |

**My Student Services:**

|  |
| --- |
| I know who the Student Services team are and how they can help me |
| I have read and understood the Student Handbook |
| I have read and understood the Safeguarding Booklet and the e-safety Handbook |
| I know how to keep myself safe online |
| I know how to get involved with the Student Union and become a representative |
| I know how to access Additional Learning Support if I need it |
| I know how to access Counselling Services if I need it |

There is a lot to take in but we are all here to help. You will feel confident about all the items on the list before you know it. In the meantime – keep asking the questions!

Good luck on your amazing journey!