



# Early Years & Childcare Apprenticeship Guide



# What is an apprenticeship?

An apprenticeship is a structured development programme developed by employers that leads to a fully skilled role. It includes the completion of an industry recognised standard.

We typically think apprenticeships are only applicable to young people, but the reality is very different. Today, apprenticeships suit a range of people and purposes, from supporting new recruit fresh out of formal education into employment, through to upskilling existing staff and supporting senior management.

Apprenticeships combine learning at work with structured off-the-job development activities, enabling learners to achieve their programme whilst working. They last a minimum of 12 months and have been designed specifically to support with the skills and knowledge needed to develop learners as an individual, whilst enabling them to perform their role at the very best standard.

Self-study is an important part of the apprenticeship and it is recommended learners complete anything up to three hours of self-study per week depending on the course. Self-study activities range from written activities and research, to online coaching tutorials.



# How is an apprenticeship delivered?

For a learner completing the Early Years Practitioner Level 2 programme, as an example, the apprenticeship programme has a practical period of 15 months followed by a 3 month end point assessment period. You and your Phoenix trainer will plan your learning journey, to consist of remote and face to face interactions, which are supported by distant learning. The apprenticeship programme includes;

- One to one training sessions
- Practical observations
- Access to a wide range of learning resources
- Q&A sessions
- Additional remote support from Phoenix4Training
- 24-hour electronic access to course content and learning resources
- Additional learning support such as Functional Skills support in Maths and English

## Functional Skills

The requirement for any apprenticeship is that a Maths and English qualification be achieved where necessary.

If you already hold a grade A-C GCSE (or equivalent) in either subject you will be required to present your certificates during your enrolment to become exempt from these further studies.

If you do not hold a Grade A-C GCSE (or equivalent) qualification in either subject then Phoenix4Training will support you to achieve your Functional Skills alongside the delivery of your apprenticeship. The requirement is that these must be achieved before Gateway and entering your End Point Assessment.

A person must complete Maths and English at Level 1, when accompanying a Level 2 apprenticeship. A Level 3, 4 or 5 apprenticeship requires completion of Maths and English Functional Skills at Level 2.

# Off-the-Job Training...

It is a government requirement for all Learners to evidence Off-the-Job Training.

## What is Off-the-Job Training?

- Defined as learning which is undertaken outside of the normal day to day working environment and helps towards the achievement of an apprenticeship.
- All Learners must be allocated 20% Off-the-Job Training during working hours. This can include training which is delivered in the workplace, but must not be delivered as part of normal working duties.
- Provides an opportunity for individuals to develop new knowledge, skills and behaviours in the workplace.
- **Does not include English and Maths study or assessments**
- **Does not include training which takes place outside the learner's paid working hours**

## Examples of Off-the-Job Training...

- ✓ **Shadowing other departments**
- ✓ **Learning how to mentor/train new members of staff**
- ✓ **Learning how to use a new piece of equipment**
- ✓ **Peer to peer observations**
- ✓ **Finding out about new legislation**
- ✓ **Learning about how to complete and use risk assessments**
- ✓ **Finding out how to report concerns & what happens next**
- ✓ **Attending a work conference or event**
- ✓ **Fire Safety Training (while on the apprenticeship)**
- ✓ **Shadowing a task**

# Journey to End-point Assessment (EPA)

An apprenticeship is awarded upon the successful completion of End-point Assessment (EPA).

Learners will need to competently demonstrate the knowledge, skills and behaviours they have learnt throughout the programme.

To prepare for EPA, all teaching and learning is delivered across the term of the programme and supported with the completion of Mock Assessments.

Prior to EPA being booked with an external assessment organisation, a 'Gateway' conversation will take place between the learner, manager and your Phoenix trainer to ascertain readiness.

Example EPA for the Early Years Practitioner qualification;

- Observation with questioning
- Professional discussion with portfolio of evidence

An independent assessor from an appropriate Independent End Point Assessment centre will conduct the EPA and deliver the



5.

### Results Issued... and you have passed your driving test!

Learners can achieve a pass, merit or distinction! For those who don't pass first time, they'll have the opportunity to take their EPA again.

4.

### End Point Assessment

An independant assessor will conduct your End Point Assessment in accordance to your program requirements.

3.

### Gateway discussion

Once you have completed all your learning activities (including Maths and English) a Gateway conversation will be had between you, your trainer and your manager. During this discussion it will be decided whether you are ready to enter Gateway and start your EPA.

2.

### Learning Journey... Your lessons begin

Your dedicated Phoenix trainer will contact you to arrange your teaching and learning interactions and agree a learning plan suited to your needs.

1.

### And your journey starts... with your provisional license

An Enrolment Officer will begin your journey with a robust Information, Advice and Guidance session, capturing relevant information required to support your learning experience. Your apprenticeship will then begin supported by a dedicated Phoenix trainer

Where required, you will be allocated a seperate learning support tutor



**The Learner Roadmap**  
Consider your apprenticeship journey similar to learning to drive.

# Commitments

## Commitment from your Phoenix trainer

A dedicated Phoenix trainer will deliver 1-2-1 support every 4-6 weeks. They will plan skills development, train, coach and assess work practise through observation, assignments and professional discussion. Phoenix4Training also have specialist tutors who can support individuals that may have additional support needs

## Commitment from your Manager and Mentor

- Support Learners to achieve on-the-job training required to meet the criteria of the Apprenticeship
- Support Learners to achieve off-the-job training required to meet the criteria of the Apprenticeship
- Provide Skills Endorsements to evidence progression
- Support Learners to attend progressive visits with their Phoenix trainer
- Meet regularly with the Phoenix trainer to discuss learner progress and support needs
- Support with the Gateway conversion at the end of training to confirm whether learners are ready for End-point Assessment

## Commitment from YOU...

It is important that learners make their own personal commitment to successfully complete the qualification.

We ask that you;

1. Read, understand and sign The Phoenix Learner Agreement to outline commitment to the Apprenticeship
2. Attend all planned visits with your Phoenix trainer, arrive on time and be prepared
3. Complete the required on-the-job and off-the-job training within the agreed timescales
4. Dedicate adequate time (outside of working hours) to complete self-study and written projects
5. On the rare occasion that an appointment with your Phoenix trainer needs to be rearranged, ensure a minimum of 24 hours notice is given to your tutor



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# Early Years Practitioner

## About

### Level 2 Apprenticeship

Those studying apprenticeships in childcare at level 2 can be found in a range of private and public settings including full day care, children's centres, pre-schools, reception classes, playgroups, nursery schools, home-based provision, hospitals, social care settings, out-of-school environments, and local authority provision to deliver the Early Years Foundation Stage (EYFS) requirements set by the government for the learning, development, and care of children from birth to age 5 in both indoor and outdoor environments.

The apprentice will work and interact directly with children on a day-to-day basis supporting the planning of and delivery of activities, purposeful play opportunities, and educational programmes within the ethos of the setting. They will work as part of a professional team ensuring the welfare and care of children under the guidance and supervision of an Early Years Educator, teacher, or another suitably qualified professional in the Early Years Workforce.

## The really important bits

- ✓ Level 2 Diploma for the Early Years Practitioner
- ✓ Level 1 Maths and English Functional Skills
- ✓ Awarding Organisation TQUK
- ✓ Duration of apprenticeship 15 months & 3 months EPA
- ✓ Suitable for nursery and childminding assistants
- ✓ Funding value £4000 Non-Levy contribution £200

## A glance at the content

Key learning topics covered during the apprenticeship include:

- Roles and responsibilities of the early years practitioner
- Effective communication
- Safeguarding
- Child development
- Early Years Foundation Stage
- Health & safety
- Health & wellbeing
- Equality & diversity
- Partnership working

## End Point Assessment

You will showcase your expertise, demonstrating your ability to apply learned concepts. Typically, the EPA consist of multiple choice questions and a professional discussion underpinned by your portfolio of evidence.

## Progression

Our Early Years Educator Level 3 apprenticeship is your next step towards becoming an experienced early years professional. Upon achievement, learners will be able to be included in their setting's ratio and will be able to progress to Level 3 Early Years Educator.

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# Early Years Educator

## About

### Level 3 Apprenticeship

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. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

## The really important bits

- ✓ Level 3 For the Early Years Practitioner (EYE)
- ✓ Level 2 Maths and English Functional Skills
- ✓ Awarding Organisation TQUK
- ✓ Duration of apprenticeship 12 months & 3 months EPA
- ✓ Suitable for those working in childcare or early years settings
- ✓ Funding value £7000 Non-Levy contribution £350

## A glance at the content

The programme is spread across 18 months and covers 12 units across 7 themes:

- Health, Safety & Wellbeing of Children
- Understanding Child Development
- Communication with Children
- Safeguarding in a Childcare setting
- Role of Practitioner
- Working in Partnership
- Working with additional needs

### End Point Assessment

The EPA for the level 3 early years educator apprenticeship consists:

- A Professional Discussion underpinned by a portfolio of evidence
- Direct Observation in Practice with questions
- Upon successful completion apprentices are graded: Pass, Merit or Distinction.

### Progression

Upon achievement learners will gain their licence to practise and it is intended that learners will be able to enter the workforce as Early Years Educators or progress to higher education

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# Early Years Lead Practitioner

## About

### Level 5 Apprenticeship

The Level 5 Early Years Lead Practitioner (EYLP) apprenticeship is ideal for proactive, influential practitioners, working directly with children. These highly skilled professionals take an operational lead for the care, learning, and development of all young children within their care and lead and support the practice of others. It is an excellent progression route for practitioners who hold a level 2 or level 3 qualification in Early Years; this course will progress and enhance your practice and knowledge.

The Early Years Lead Practitioner programme will develop your knowledge, skills, and behaviours to be proactive and influential, skilfully leading day-to-day practice at an operational level. The course will promote the health and well-being of all children, participating in and leading daily routines, whilst ensuring compliance with legislation, policies, and strategies at national, local, and setting-based level. You will be an active and effective key worker, advocating on behalf of the children as well as disseminating best practice and demonstrating leaderful practice.

## The really important bits

- ✓ Early Years Lead Practitioner – Level 5 Standard
- ✓ Level 2 Maths and English Functional Skills
- ✓ Awarding Organisation TQUK
- ✓ **Duration of apprenticeship** 18 months & 3 months EPA
- ✓ Suitable for influential practitioners, working directly with children
- ✓ **Funding value £8000** Non-Levy contribution £400

## A glance at the content

As part of the Early Years Lead Practitioner apprenticeship, you will learn to engage with sector developments both locally and nationally, with a commitment to developing your own professional and educational competencies. You will learn to interact with children aged from newborn to eight years, families, practitioners, other professionals, and appropriate agencies.

In this occupation, you will be responsible for supporting the quality of learning and development in the setting. You will learn to lead on the operational aspects of this provision and will typically be responsible for leading the practice of other practitioners on aspects or environment such as; Communication and Language, Planning and Assessment, SENCO, Forest School, Physical Activity, and Nutrition.

### End Point Assessment

The EPA for this early years lead practitioner apprenticeship consists of:

- A Professional Discussion underpinned by a portfolio of evidence
- Observation with questions
- Case study with report and presentation and questioning
- Upon successful completion apprentices are graded: Pass, Merit or Distinction

### Progression

Upon completion, learners can pursue a career as a:

- Senior Key Worker, Senior Practitioner, Specialist Practitioner (health), Community Nursery Nurse



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# Children, Young Person and Families Practitioner

## About

### Level 4 Apprenticeship

As a practitioner you will be working with children, young people, and families, including carers, to achieve positive and sustainable change in their lives. You will demonstrate a passion to care for and about children, young people, and families. You will be skilled in recognising and assessing the complex needs that children, young people and families often present. You will agree with the child, young person or family any specific interventions or referrals.

Your approach will be one of respectful curiosity that challenges and supports children, young people and families to achieve their potential and stay safe. You will work alongside other professionals and organisations to share the responsibility for improving outcomes. Typical job roles include Residential care worker, Children's home worker, Children's support worker, Young people's support worker, Youth worker, Family support worker, Social care worker, Outreach worker and Children's residential support worker

## The really important bits

- ✓ Level 3 Diploma for Residential Childcare
- ✓ Level 2 Maths and English Functional Skills
- ✓ Awarding Organisation TQUK
- ✓ Duration of apprenticeship 18 months & 3 months EPA
- ✓ Suitable for people working with young people in residential care
- ✓ Funding value £6000 Non-Levy contribution £300

## A glance at the content

- Communication that enables the voice of the child, young person or family members to be heard
- Multiple factors that contribute to uncertainty in the lives of children, young people and families
- Equality, rights, diversity and cultural differences, and the values of the organisation in which you are working
- The range of potential safeguarding risk factors (e.g. domestic violence, membership of gangs, missing children, online activity, radicalisation and Prevent agenda), the different forms of harm to children and vulnerable adults (e.g. neglect, child sexual exploitation, physical abuse, emotional abuse) and the local and national thresholds for safeguarding
- The safeguarding requirements contained within mandatory local safeguarding training or nationally accredited equivalent
- Child, adolescent and adult development
- The spectrum of needs and how they may be met
- The principles of effective assessment and the importance of analysis and professional judgement
- Models for monitoring changes in a child, young person or family member's wellbeing
- A range of evidence based interventions and their strengths and weaknesses

### End Point Assessment

#### 1. Competence Observation

55-60 minutes of a practical observation, covering knowledge skills and behaviours developed throughout the programme

#### 2. Professional discussion.

An in-depth, two-way professional discussion between the apprentice and the independent assessor.

### Progression

- Possible progression routes:
  - Children, Young Peoples and Family Manager L5
  - Care Team Leader
- Possible job roles:
  - Residential Care Practitioner
  - Care Support Worker

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# Children, Young Person and Families Manager

## About

### Level 5 Apprenticeship

As a Children, Young People and Family Manager you will ensure direction, alignment and commitment within your own practice, your team(s), your organisation and across partnerships to help children, young people and families aspire to do their best and achieve sustainable change.

As a Children, Young People and Family Manager you will ensure direction, alignment and commitment within your own practice, your team(s), your organisation and across partnerships to help children, young people and families aspire to do their best and achieve sustainable change. You will build teams, manage resources and lead new approaches to working practices that deliver improved outcomes and put the child, young person or family at the centre of practice.

## The really important bits

- ✓ L5 Leadership and Management for Residential Childcare
- ✓ Level 2 Maths and English Functional Skills
- ✓ Awarding Organisation TQUK
- ✓ Duration of apprenticeship 18 months & 3 months EPA
- ✓ Suitable for deputy managers and managers
- ✓ Funding value £6000 Non-Levy contribution £300

## A glance at the content

You will develop a range of essential skills so that you're skilled and able to make a positive difference to the lives of children, young people and their respective families:

- How to maintain and develop a leadership style that sets the ethos, aims and approach to the work
- Develops and delivers good quality supervision practice and decision making
- Manages the application of professional judgement, standards and codes of practice
- Demonstrates evidence based practice and models the effective use of up to date research and theories
- Create a strong sense of team purpose
- Identifies and manages risk
- Models an ethos that actively promotes equality, resilience, dignity and respects diversity and inclusion
- Monitors, evaluates and improves the working environment to ensure it is safe

### End Point Assessment

There are 2 methods of assessment which will be graded as Fail, Pass or Distinction:

- Situational judgement test
- Competence interview supported by portfolio

### Progression

This qualification provides you with the core knowledge needed to work as a Manager in Children's Residential Care or as a Children, Young People and Families Manager in the Community.