



Apprenticeship Learners Guide

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National
Apprenticeship
Service



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Introduction to apprenticeships

This guide contains everything you need to know about apprenticeships with Paragon Skills.

You'll find out exactly how it all works and understand your commitment as an apprentice.

We hope you are as excited for this journey as we are!

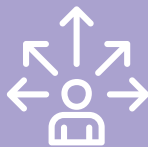


What is an apprenticeship?

An apprenticeship is a paid job which offers hands-on work experience alongside protected apprenticeship time.



Training delivered
in the workplace



Developing skills,
knowledge and
behaviours



Minimum of
12 months



Includes End-Point
Assessment



Who is Paragon Skills?

Paragon Skills is an award-winning, Ofsted-rated 'Good', national apprenticeship provider inspiring over 7,000 learners annually and working with over 2,000 businesses to deliver apprenticeships in a high-quality, consistent way.

Our pledge

'To deliver an outstanding teaching and learning experience to every learner, every time.'

25
years
experience



Ofsted
grade 2

95%
learner
satisfaction

Delivering
4,500
apprenticeships
in a year



AAC
Apprenticeship
Provider of the
Year 2023



Benefits of apprenticeships



Nationally recognised qualification



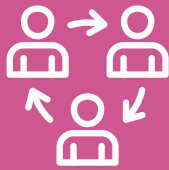
Earn a wage while gaining on-the-job experience



Clear routes to progress in your business



Build your confidence in role



Network across the organisation and wider businesses



Gain a wide range of transferable skills



NUS discount

Eligibility

For you to be eligible for an apprenticeship, the following needs to apply:

Not currently in another form of formal education



Employed and working a minimum of 16 hours per week



Has lived in the UK for a minimum of 3 years



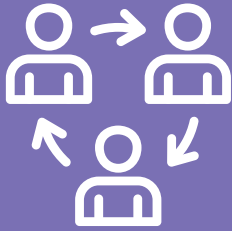
Does not hold an equivalent qualification in the same area



How it works

The learner journey:

Here's an overview of what your apprenticeship journey will look like



Personal Tutor

Your Personal Tutor will be your main point of contact throughout your programme. A sector expert, they will guide and equip you with the knowledge, skills and behaviours you need to successfully complete your End Point Assessment (EPA) and achieve your apprenticeship.



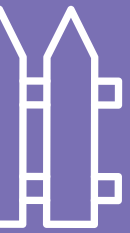
Functional Skills

If you don't already have valid Maths or English qualifications, you will need to achieve Level 2 Functional Skills in order to complete your apprenticeship. Our knowledgeable Functional Skills Tutors will be on hand to support you through this alongside your main programme.



Gateways

You, your main tutor and your Personal Tutor will take part in a "discussion" at the end of your apprenticeship to decide whether you are ready to complete your apprenticeship.



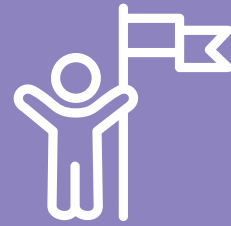
Gateway

Your manager and End-Point Assessment Tutor will set a “gateway” near the end of your apprenticeship, to check whether you are ready to complete your EPA.



End-Point Assessment

Your EPA consists of questions, observations and interviews to assess the level of knowledge you’ve achieved from your apprenticeship.



Final Results

You will receive your nationally-recognised certificate on completion of your apprenticeship.



Supporting you

Paragon Skills Personal Tutors:

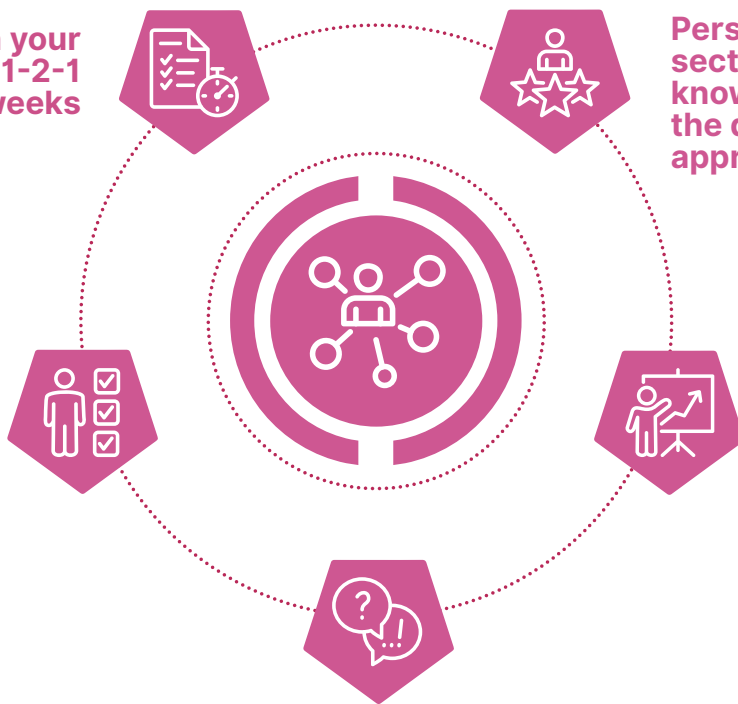
Your dedicated Personal Tutor will support and guide you through your apprenticeship. A sector expert, they'll be on hand to answer any questions you may have.

You will meet with your Personal Tutor for a 1-2-1 session every 4-6 weeks

Personal Tutors have sector experience and knowledge to support the delivery of the apprenticeship

Your Personal Tutor will provide your manager with guidance and training to ensure they can support you in the best possible way

You and your Personal Tutor will meet with your manager every 12 weeks to discuss your progress



Your Personal Tutor will maintain regular contact with you through phone, email, video calls and our online learning system, Bud.

Commitment

Your commitment

To succeed within the apprenticeship Paragon Skills expects the below:

- Complete all enrolment tasks
- Attend sign-up meeting with your Personal Tutor
- Complete a piece of learning every 4 weeks
- Complete work within the agreed timescales
- Attend all progress reviews and monthly meetings
- To provide at least 48 hours notice to postpone or cancel meeting
- Complete Functional Skills, Maths and English if you do not have an equivalent qualification
- Commit to the entire apprenticeship and achieve the qualification

Manager's commitment to you

Managers should be there to support learners throughout the programme and will be asked to;

- Attend and contribute to your enrolment appointment, Recognition of Prior Learning (RPL) discussion
- Read and sign the quality compliance document
- Discuss the support you will require
- Plan and agree dedicated learning time between the learner and Personal Tutor
- Attend the progress reviews with you and your Personal Tutor every 12 weeks
- Check-in with you on a fortnightly basis

Paragon Skills commitment to you

We will be there to guide you through the work on a regular basis as well as be on hand to answer any questions you might have.

- Support you through enrolment onto programme
- Meet regularly with with you
- Update your manager every 12 weeks
- Support with reporting after every meeting
- Update the your progress in a timely manner via Bud.
- Support you through EPA

Additional support

Online Learning Platform

We want every learner to have a fantastic learning experience. Our online learning platform, Bud, allows you to access all of the resources that you will need.



Bud

- Visibility of Personal Tutor visits
- Progress tracking
- Update your journal
- Easy to access by phone, laptop, tablet or desktop
- Contact your Personal Tutor
- Access videos, audio, and other activities
- Bite-size learning



Functional Skills

If you don't already have valid Maths or English qualifications, a knowledgeable Functional Skills Tutor will support you through completing Functional Skills alongside your programme.



Cognassist

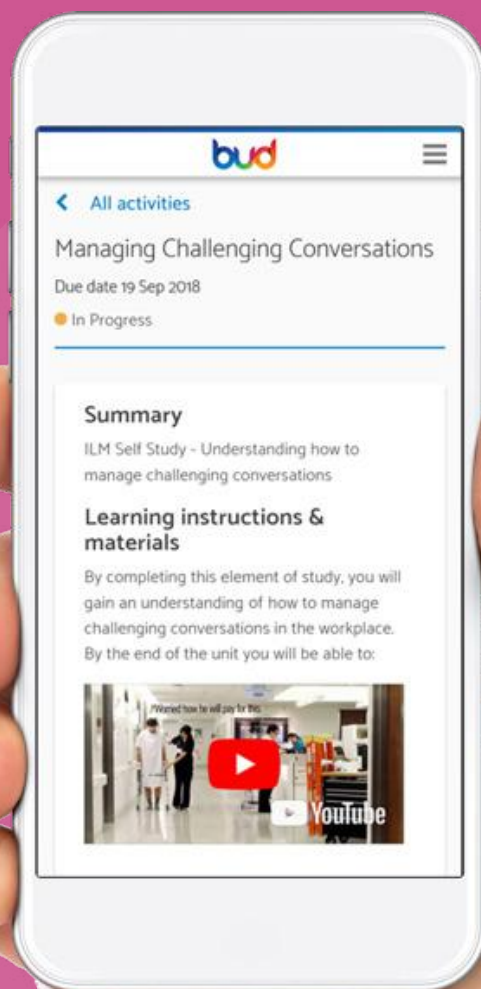
Cognassist

Near the start of your apprenticeship you will complete a cognitive assessment. This gives us important information that will enable us to support you on your apprenticeship in the best possible way.



eQuoo

If you are aged under 35, you'll have access to eQuoo - our mental health app. eQuoo allows you to expand your emotional intelligence skills, be more resilient and become a better communicator.



Protected apprenticeship time

Protected apprenticeship time is a statutory requirement for an apprenticeship. It's learning that you'll complete during your normal working hours, for the purpose of knowledge, skills and behaviours.

Must be activities that are outside of your normal working role

How much protected apprenticeship time is needed?

If your contracted working hours are between 16-30 hours per week = 20% of your working hours must be spent on dedicated learning time per week.

If your contracted working hours are 30+ per week = a minimum of 6 working hours must be spent on dedicated learning time per week.

Examples of apprenticeship

Mentoring or w

Completing or
through

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Tut

Attending int
sessions on He

Learning how
equip

Activities focusing on teaching new knowledge, skills and behaviours, not assessing existing skills

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Here to help you

If you have any questions contact us:

email: hello@pgon.co.uk
tel: **0800 783 2545**
website: paragonskills.co.uk



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