



APPRENTICE

WELCOME PACK



TyneCoastCollege

WELCOME

WELCOME TO YOUR APPRENTICESHIP PROGRAMME, IN PARTNERSHIP WITH YOUR EMPLOYER AND TYNE COAST COLLEGE. THE APPRENTICESHIP TEAM AT TYNE COAST COLLEGE ARE HERE TO GUIDE AND ADVISE YOU THROUGHOUT YOUR JOURNEY, IN ADDITION TO OUR STUDENT SUPPORT TEAM.

Some of the great things about completing an apprenticeship is that you are getting real work experience, learning new skills and also earning money.

On and off the job training means that you get valuable work experience whilst working towards your industry recognised apprenticeship and qualifications.

At Tyne Cost College, we believe that education and training offers all individuals the opportunity to fulfil their potential.

We hope that you enjoy your time spent completing your apprenticeship. If you need advice, please feel free to contact our Apprenticeship Team on apprenticeships@tynecoast.ac.uk or **0191 427 3696** and we will be happy to help you.



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ABOUT



TyneCoastCollege

Tyne Coast College offers a new and exciting vision for education and training in the North East. Our diverse and innovative vocationally-driven curriculum, close links to employers and ambition to deliver outstanding provision, puts students on a clear course to academic attainment and career success.

Created from a merger of South Tyneside College and Tyne Metropolitan College, our programmes meet the skills needs of this region and strongly support economic growth and prosperity. We cut across geographical boundaries, and our guiding vision – to provide education that is outstanding – creates opportunity for all to succeed, personally and professionally.

Working from key campuses and locations, we offer students an almost unlimited range of vocational and technical qualifications, as well as an outstanding framework of A levels and sports opportunities.

Incorporating the former South Tyneside and Tyne Metropolitan Colleges, our key brands also include South Shields Marine School, recognised as one of the worlds foremost maritime training centres, and Queen Alexandra Sixth Form College, which specialises in A level provision.

OUR MISSION

Our mission, vision and values drive our delivery of first-class provision and show a clear commitment of support to all students equally.

With a mission to provide outstanding educational opportunities, we will benefit learners and the communities we serve. Doing so will satisfy our vision to grow further as a world-class educational facility, operating with a focus that develops the potential of all.

Following these paths will allow us to play a key role in ensuring the long-term prosperity of our region, through the creation of skills that drive economic growth.

OUR VALUES

Our values are clear:

- We believe in having a strong community presence
- We believe every student should achieve their potential
- We value professionalism, commitment, and excellence in our staff
- We believe the needs of employers should shape our curriculum
- We will make a significant positive impact on the local, regional and national economy
- We welcome and include everyone in our community and value individuality and diversity

You can view our college culture and mission and vision posters here. <https://www.stc.ac.uk/downloads>

WHY CHOOSE TYNE COAST COLLEGE FOR YOUR APPRENTICESHIP?

- A variety of apprenticeship options delivered by industry experts
- Learn industry specific skills that employers have told us they want which will support your progression
- Learn in a safe and supportive environment
- Countless experiences working with local and national employers including Amazon, Microsoft, Port of Tyne, EDF Renewables, and so much more! See pages 10-13
- Higher level apprenticeships are available
- Progression to further apprenticeship levels and/or further employment
- Access to our unique support services
- High levels of apprentice and employer satisfaction

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a paid job where you learn and gain valuable knowledge, skills and behaviours.

Alongside on the job training, you will spend at least 20% of your working hours completing structured learning, either onsite at your employer's premises or at College.

A list of all available apprenticeship standards can be found here <https://www.stc.ac.uk/courses-by-interest/40>

An apprenticeship includes:

- **Paid employment with paid holiday entitlement. The latest details of apprenticeship national minimum wage can be found here - <https://www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices>**
- **Hands-on experience in your chosen sector**
- **Approx 6 hours per week off the job training or pro rata if PT.**
- **Completion of the required maths and English Functional Skills**
- **Formal assessment which leads to a nationally recognised qualification**

WHO CAN APPLY?

An apprenticeship is a great paid work opportunity for people over the age of 16 in England who are:

- **EARLY IN THEIR CAREER**
- **LOOKING TO UPSKILL IN THEIR CURRENT JOB**
- **LOOKING FOR A CAREER CHANGE**
- **NOT IN FULL TIME EDUCATION**

WHAT DOES AN APPRENTICESHIP CONSIST OF?

KNOWLEDGE, SKILLS AND BEHAVIOURS

In all apprenticeships, you will be expected to develop your knowledge, skills and behaviours in your area of study. This will be continually assessed throughout your apprenticeship journey and you may be expected to collate a portfolio of evidence of how you have done this.

You must be able to demonstrate that you have the expected knowledge, skills and behaviours in your chosen area of study before you can attempt your End Point Assessment.

FUNCTIONAL SKILLS

Maths and English must be at a particular level before you reach your end point assessment. You can study these functional skills whilst undertaking your apprenticeship or you may have completed these already at school or college. Evidence of your past achievements can be given to your Work Based Assessor at the start of your apprenticeship.

QUALIFICATION

Some apprenticeships may have formal mandatory qualifications attached, therefore, you will undertake assessments to achieve this. These can be assessed through observations, written assignments, witness testimonies and evidence from your day to day work. These must be achieved before you can attempt your End Point Assessment.

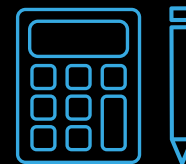
Criteria for achievement depends on the apprenticeship and level you are undertaking. The criteria must be met before you can enter the 'Gateway' and then complete your End Point Assessment.

GATEWAY

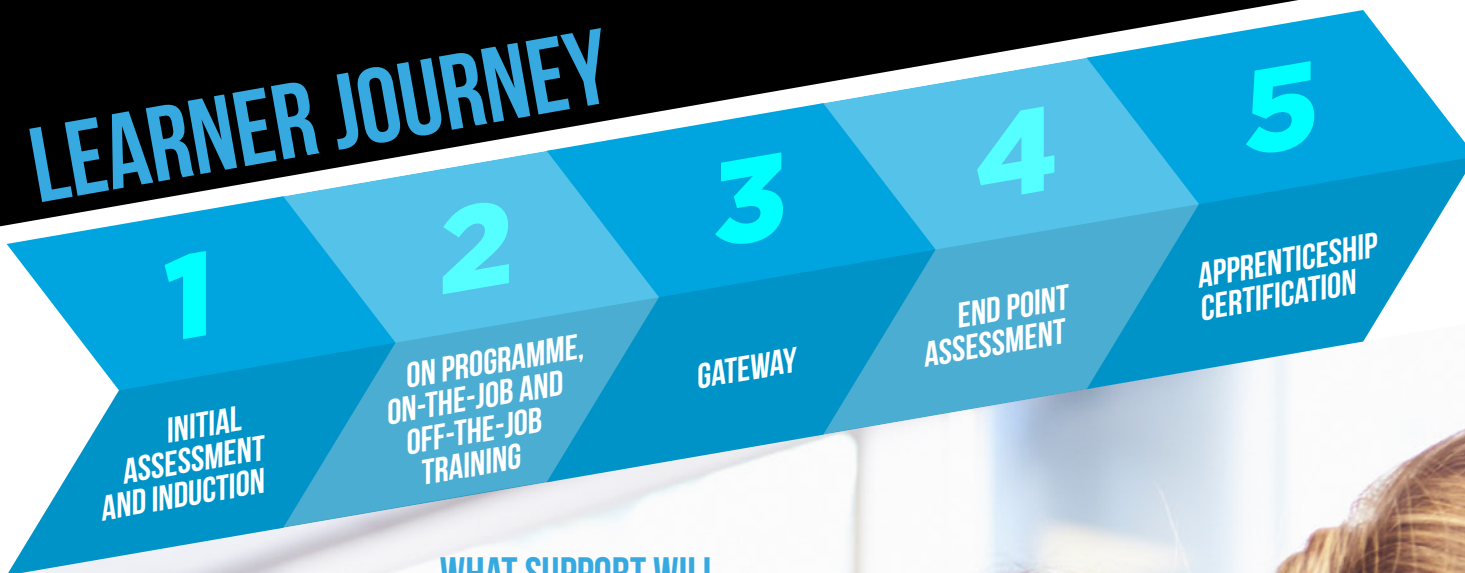
Gateway takes place before your End Point Assessment can start. Your employer and your Work Based Assessor will review your knowledge, skills and behaviours to see if you have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment.

END POINT ASSESSMENT

End Point Assessment tests the knowledge, skills and behaviours that an apprentice has gained during their training. The end point assessment is bespoke to each apprenticeship standard and might include some tests, professional discussions or practical activity.



LEARNER JOURNEY



WHICH APPRENTICESHIPS DOES TYNE COAST COLLEGE OFFER?

A full list of our apprenticeship offer can be found on our website at www.tynecoast.ac.uk

WHAT SUPPORT WILL YOU RECEIVE?

The College has lots of support available to you when completing your apprenticeship. Our Student Services team will be on hand to discuss any additional support that you may need.

WHAT CAN YOU EXPECT AS PART OF THE INITIAL ASSESSMENT AND INDUCTION TO YOUR APPRENTICESHIP?

An initial assessment is the process of identifying your individual learning and support needs to help structure your learning.

This will include a training needs analysis relating to your job role and English and maths initial assessments.

The other things we will discuss in your induction will include:

- Planning your training to ensure that the knowledge, skills and behaviours are applied throughout your apprenticeship
- Both yours and your employer's commitment to the apprenticeship
- Any additional learning support needs you may have (ALS)
- Short and long term goals
- Preparing for Gateway and EPA
- Appeals, complaints and Safeguarding including British Values

OFF THE JOB TRAINING



Off-the-job training is defined as *'learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship'*. This can include:

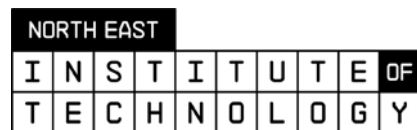
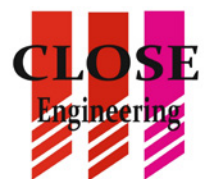
- Teaching of theory (1 - 1 teaching sessions, e-learning, employer training)
- Practical training (shadowing, mentoring, employer training)

- Time researching, writing assessments and assignments
- Preparing for EPA through test papers and by participating in professional discussions relating to job role

You and your employer will commit to approximately 6 hours per week (based on a 40 hour working week) of off the job training and learning.

It is the **apprentice's responsibility** to log and evidence these hours.

KEY EMPLOYERS AND STAKEHOLDERS WE WORK WITH:



We work with a variety of key sectors from Digital, Health & Life Sciences, Advanced Manufacturing, Energy, Education, Financial, Professional & Business Services, Transport & Logistics and Construction.

This by no means is an exhaustive list, and our relationship with local and national employers is ever-evolving.

**FOR MORE INFORMATION,
CHECK OUR OUR WEBSITE:
WWW.TYNECOAST.AC.UK**



CASE STUDY



EDF Renewables has taken on eight apprentices from all over the UK for a three-year course to become Wind Turbine Technicians. They'll start their new roles as Wind Turbine Technicians by spending a year and a half at TyneMet College, before learning the practical elements of the job at a number of EDF sites across the UK.

This is one example of a success story, and this industry in particular is growing rapidly.



WHAT IF YOU NEED SUPPORT WHILST COMPLETING YOUR APPRENTICESHIP?

Review meetings take place as a three-way review with your Work Based Assessor, employer and yourself. These happen every 8-12 weeks.

They will track your progress towards the aims and goals of your apprenticeship and recap on your learning, including safeguarding and Prevent.

WHAT IF YOU NEED SUPPORT WHILST COMPLETING YOUR APPRENTICESHIP?

Whether you are dealing with difficult family circumstances, juggling conflicting priorities, or need support with an impairment or learning difference, Tyne Coast College has a variety of services that can offer information, advice, guidance and support.

ADDITIONAL LEARNING SUPPORT (ALS)

You may require support which is in addition to the course you are studying. Our support services are there to support, guide and advise all students regardless of your course, the level you are studying or if you already receive another form of support. Whether you need a little extra help with your studies, specialist equipment, or just need a chat, the team are there for you.

EXAMPLES OF THE KIND OF SUPPORT WE CAN PROVIDE INCLUDE:

- Special exam arrangements
- One to one support, in and out of the classroom
- Help with personal care needs
- Trained and experienced learning support assistants
- Specialist software and equipment
- Communication support workers
- Qualified Teacher of the Deaf
- Assessment and support for dyslexia
- Note takers/scribes
- Maths, English and ESOL support
- Personal coach to monitor progress and assist with day-to-day queries
- Learning support assistants (LSA) to provide support in and out of class as needed
- Supervision over lunch, breaks
- Sensory room and quiet areas within specialist provision and across college

This list is not exhaustive.

IF YOU WOULD LIKE TO DISCUSS ANY SUPPORT YOU FEEL WOULD BENEFIT YOU, YOU CAN SPEAK TO YOUR WORK BASED ASSESSORS OR POP INTO ONE OF OUR LEARNING SUPPORT BASES AT:

**TYNE MET
G120 OR CALL US ON 0191 229 5220**

**STC
A104, CALL US ON 0191 427 3774
OR EMAIL ALS@TYNECOAST.AC.UK.**

We also have some additional student support services:

- **Student Services**
- **Careers Guidance and Higher Education Advice**

Students who wish to make an appointment are welcome to book themselves in by calling 0191 427 3773, or by emailing wellbeing@tynecoast.ac.uk specifying which site.

Alternatively, you can drop by Student Services or speak to your tutor who can make an appointment on your behalf. There are a number of ways in which counselling can help, such as:

- **Dealing with a crisis or immediate concern**
- **Support with longer term difficulties**
- **Getting access to specialist help**

STAYING SAFE AT TYNE COAST COLLEGE

At Tyne Coast College, we have a duty of care to keep our learners safe. It is our responsibility to make you aware of what safeguarding means, what to look out for and how to report something.

SAFEGUARDING

- CRIMINAL EXPLOITATION
- SEXUAL ABUSE
- CHILD SEXUAL EXPLOITATION
- CHILD TRAFFICKING
- ONLINE ABUSE
- GROOMING
- NEGLECT
- DOMESTIC ABUSE
- PHYSICAL ABUSE

So as an apprentice, if you have any concerns about your own safety or that of others you can report it to a Safeguarding Officer on the number below:

07522 545 479 or contact sos@tynecoast.ac.uk

You can also view our Safeguarding flow chart on our intranet or website.



PREVENT

STRATEGY AND EXTREMISM AND RADICALISATION

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to “prevent people from being drawn into terrorism”.

Radicalisation is when someone starts to believe or support extreme views, and in some cases, then participates in terrorist groups or acts. These views are often in opposition to our fundamental British values.

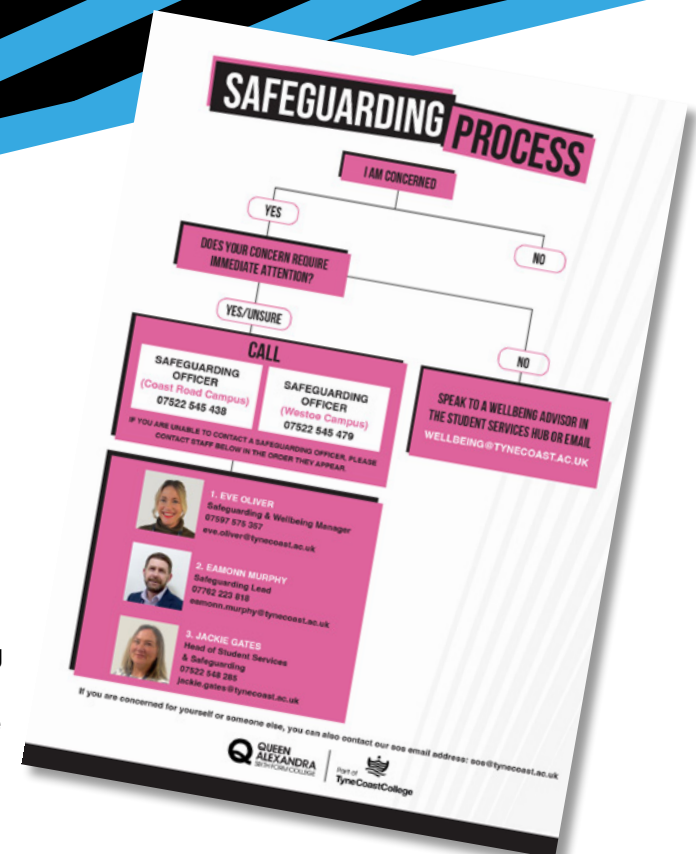
So as an apprentice, if you have any concerns about your own safety or that of others you can report it to 101 or contact your Safeguarding Team.

BRITISH VALUES

British Values are defined as:

- Democracy
- Rule of Law
- Mutual tolerance and Respect
- Individual Liberty

Tyne Coast College expects our apprentices to adhere to British values and embed them into their practice in college and the workplace.



EQUALITY AND DIVERSITY

E-SAFETY

Everyone should have an equal opportunity to access high quality education that supports their individual needs and people should not be disadvantaged due to their background, culture or community. At Tyne Coast College, we celebrate diversity and ensure that we embed equality and diversity into our word-based learning programmes.

HEALTH & SAFETY

As a college, we adhere to health and safety legislation, The Health and Safety at Work Act 1974, to protect our staff and apprentices from getting hurt or ill at work.

Before you start your apprenticeship, the College will work with your employer to ensure the workplace is safe for you to work in and that the appropriate insurance is in place.

USEFUL CONTACTS

Main Reception (Westoe Campus):
0191 427 3500

Main Reception (Coast Road Campus):
0191 229 5000

Safeguarding Officers:
07522 545 479 (Westoe Campus)
07522 545 438 (Coast Road Campus)

For non-urgent enquiries:
wellbeing@tynecoast.ac.uk

IT Helpdesk:
helpdesk@tynecoast.ac.uk

Absences:
If you are absent on your college day, please leave a message on 0191 427 3519 so a member of curriculum is aware. It is also recommended to notify your employer.

E-safety is often defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (eg text messages, gaming devices, email etc). In practice, e-safety is as much about behaviour as it is electronic security.

Part of
TyneCoastCollege

E-SAFETY KEEPING YOU SAFE ONLINE

The college has an 'acceptable use policy' and you should be familiar with it. At home you may be exposed to more risks - have you talked to your parent/carer about the issues below?



ME

It's best not to give out your personal details to online friends. Personal stuff includes your real name, your email address, your age, your phone number, where you live, and whether you're a boy or a girl.



LOST

If you publish a picture or video online, anyone can change it or share it.



STOP

It's not a good idea to open files that are from people you don't know. It could be a virus, or inappropriate material.



TELL

It's never too late to tell someone if something makes you feel uncomfortable. Tell a parent or tutor, then report it online to the owner of the website.



LAW

Remember every photo, video, piece of music and line of text was created by someone. You ALWAYS need permission to use other people's stuff. The safest way is to create your own.



THINK

Think before you post something online or send an email. Anyone can read it and it can be forwarded or copied to anyone. If you don't want your parent/carer to read it or see it...DON'T POST IT.



SCAM

SPAM/Junk emails and texts - don't believe them, reply to them or use them.



WHO

Some people lie online. Keep online mates online. Don't meet up with strangers without being accompanied by an adult you trust.



ASK

Before you join a chatroom, get a new email address. Shop online or do other things on the internet, you will usually need to give out some personal information. BEFORE you do this, ask your parent/carer or tutor if that is ok.

queenalex.co.uk | 0191 229 5000 | enquiries@queenalex.co.uk

@queenalexcoll f queenalexcoll queenalexcoll QueenAlexandraSixthFormCollege

Our E-Safety Policy can be viewed on our website in full detail.

APPRENTICE TASKS

In this section, you can complete the tasks to learn more about your apprenticeship.

YOUR FIRST TASK IS TO COMPLETE THE FOLLOWING INFORMATION:

MY WORK-BASED ASSESSOR

MY COLLEGE LECTURER (IF APPLICABLE)

MY WORK MENTOR

MY APPRENTICESHIP TITLE AND LEVEL

MY MANDATORY QUALIFICATION(S) TO COMPLETE, (IF APPLICABLE)

MY END POINT ASSESSMENT ORGANISATION

MY APPRENTICESHIP DURATION

MY END POINT ASSESSMENT CONTENT

DATE APPRENTICESHIP COMMENCED

PREVENT TASK

AS PART OF YOUR INDUCTION, IT IS IMPORTANT YOU UNDERSTAND THE PREVENT DUTY.

CLICK ON THE LINK BELOW TO COMPLETE THE MODULE AND TO LEARN MORE ABOUT THIS SUBJECT.

[HTTPS://MOODLE.STC.AC.UK/COURSE/VIEW.PHP?ID=11233](https://moodle.stc.ac.uk/course/view.php?id=11233)

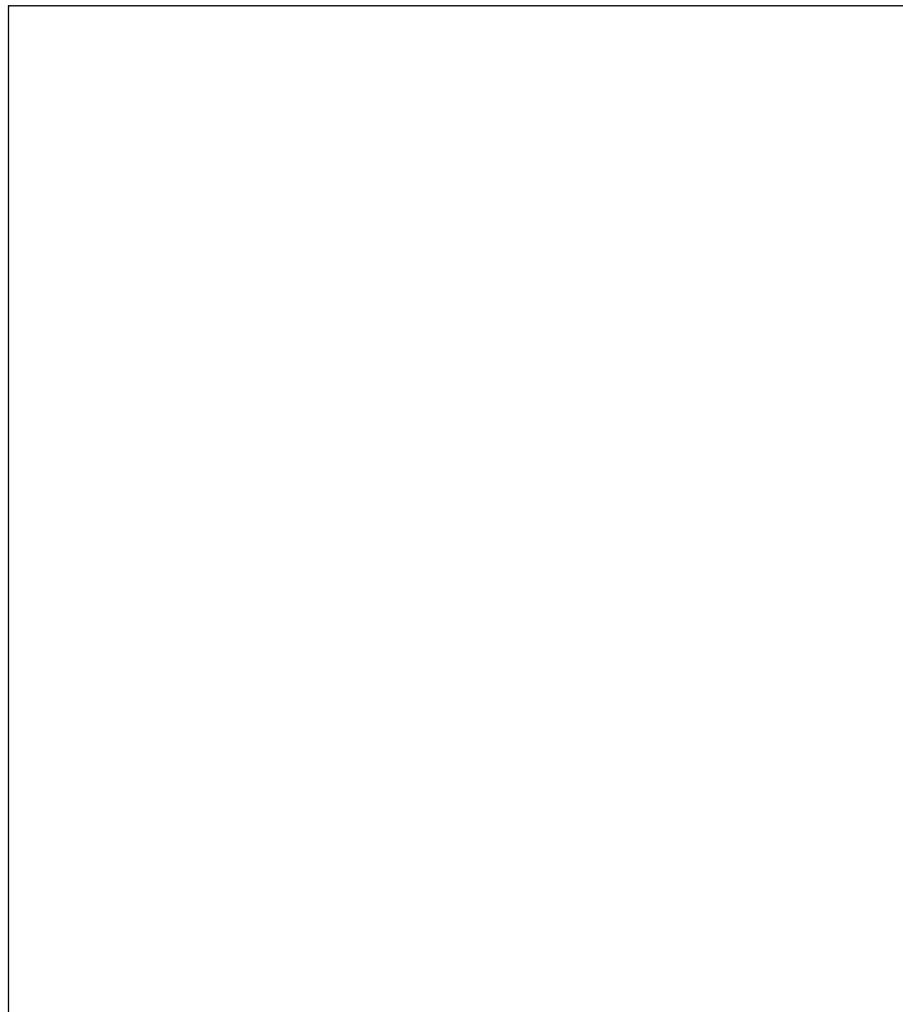
BRITISH VALUES TASK

In the staying safe section of this welcome pack, British Values were identified and the following module explains more about these.

Click on the link below to complete the Fundamental British Values module. At the end of the presentation, you will be asked some questions to check and confirm your understanding.

<https://moodle.stc.ac.uk/course/view.php?id=11233>

TO CONFIRM YOUR UNDERSTANDING OF BRITISH VALUES, CREATE A POSTER IDENTIFYING THE FOUR BRITISH VALUES AND GIVE AN EXAMPLE OF HOW YOU EMBED EACH ONE OF THESE IN YOUR SECTOR



HEALTH & SAFETY TASK

Please complete the below tasks:

TASK ONE

Legislation is the term used to describe laws and the process of creating statutory guidance on the legal rules that affect people in society.

The main reason for health and safety legislation is to protect people at work and those who are affected by work activities.

Can you identify some health and safety legislation below, the first one has been completed for you:

- HEALTH AND SAFETY AT WORK ACT (HASWA)

-
-
-

TASK TWO

Hazards are something with the potential to cause harm.

In your apprenticeship, you may come across some hazards. Please provide a list of hazards that you may experience in your workplace, this first one has been completed for you:

- WORN OR FRAYED CARPETS IN A RESIDENT'S HOME

-
-
-

You may find some helpful information here:

<https://www.gov.uk/government/organisations/health-and-safety-executive>



Tyne Coast College

St. George's Avenue, South Shields, Tyne & Wear, NE34 6ET.

Tel: (0191) 427 3500

Tyne Metropolitan College /

Queen Alexandra Sixth Form College

Battle Hill Drive, Wallsend, NE28 9NL.

Tel: 0191 229 5000

Email: apprenticeships@tynecoast.ac.uk

Web: www.tynecoast.ac.uk



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