



KCC Registered Manager
Conference 10th March 2021





Our Background



Established in 2008



KCC preferred provider



72% of learners have achieved distinction



Award winning provider


“Runway have been fantastic over the past 18 months helping our staff develop their skills and enrol on the right qualifications. They are very supportive and professional and we look forward to continuing our partnership with them”


Brenda Myrans
Learning & Development Manager
Tunbridge Wells Borough Council






How much does it cost?

 New and existing staff

 Grants of up to £4,000 for 16-18s & £3,000 for 19+

 The cost is met by the levy, there are no additional charges

 You do not pay employer's NI contributions for any 16-24 year old apprentice

Worked example 1

New recruit aged 23

Salary of £19,000

Training costs met

£19,000 – (employer's NI contribution of £1,409) –
£3,000 (grant) = **£14,591**

Saving of £4,409!

Worked example 2

New recruit aged 18

Salary of £7,826 (£4.30 ph, 35 hour week)

Training costs met

£7,826.0 – £4,000 (grant)
=**£3,826.00**

Saving of £4,000!



The Apprenticeship Scheme is a fantastic way to grow your workforce, **grants available until September**



What apprenticeships are there?



Standards, 600 approved for delivery:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/?includeApprovedForDelivery=true>

Suggested Standards & Level

Adult Care Worker L2	Nursing Associate L5	Accounts or Finance Assistant L2
Lead Adult Care Worker L3	Healthcare Support Worker L2	Team Leader/Supervisor L3
Business Administrator L3	Customer Service Practitioner L2	Hospitality Team Member L2



Apprenticeship Standard – to develop knowledge, skills & behaviours



End point assessment – Graded, independent assessor



The Learner journey



Work place observations (minimum of 2)- flexible of shift patterns



Holistic assessment



Regular 1:1 tutorial visits in the work place



Assessments & assignments planned around existing work commitments



Evidence Gathering

Direct observation

Witness Testimony

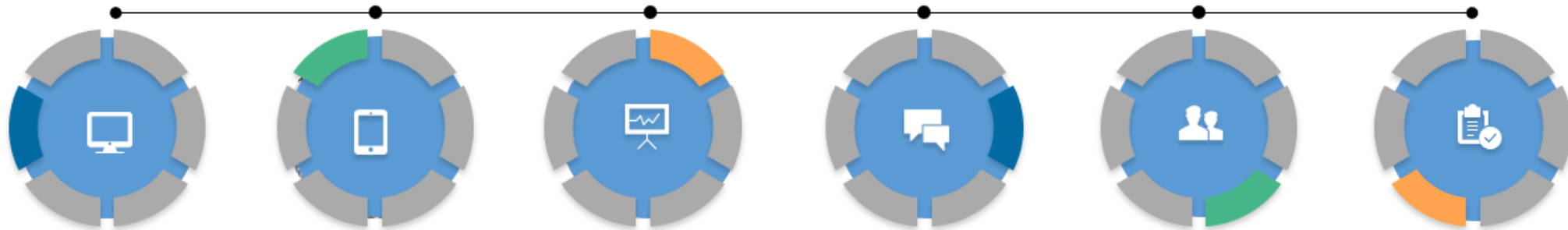
Professional Discussion

Q&A

Work Product

Written Question

Reflective account



Induction

Delivery

Reviews

Functional Skills

Gateway

End Point
Assessment

Off-the-job training for apprentices

all you need to know

What is off-the-job training for apprentices?

Any learning that takes place during an apprentice's contracted hours but is not part of their normal working duties. It must be directly relevant to the qualification.

Is it a requirement?

Yes. All employers must allow their apprentices off-the-job training for a minimum of 20% of their paid hours.

How will it be recorded and checked?

It is recorded by the apprentice on a Runway Training log which is signed by the apprentice, employer and assessor. This log is subject to Ofsted and ESFA audits.

What is the benefit?

It reinforces practical, work based learning with technical and theoretical learning.

Examples of learning that counts towards the 20%

- Face-to-face tutor led delivery and coaching sessions e.g. lectures, role playing, simulation exercises or online learning.
- Individual study time – whether it's to complete coursework or review modules.
- Participating in online forums relevant to their role and industry.
- Completing workplace reflection diaries. We find these are a great way to embed learning!
- Work shadowing with a colleague/mentor – then writing a reflection and lessons learnt report.
- Employer learning and development programmes related to their apprenticeship.
- Research tasks e.g. to gain new knowledge of your industry.
- Attendance at industry shows, particularly where they might be able to watch presentations or seminars relevant to their role and industry.
- Attending webinars on hot topics in your industry.

- Visits to other businesses, or different business units to see how these work.
- Preparation for assessments.

- Being mentored e.g. by a more senior colleague doing a job your apprentice would one day like to do.

More information can be found at www.gov.uk/government/publications/apprenticeships-off-the-job-training

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Apprentices are required to record 20% of their paid hours as off-the-job-training



Runway will help plan this with Line Managers and Apprentices and this enhances the learner experience



Shouldn't be seen as a barrier and does not mean one day a week off work!



How do you recruit?



Vacancy form, published on the Apprenticeship service



Candidates screened and sent over to follow usual recruitment process



Must have a contract of employment for the duration of the Apprenticeship





Apprentices are “normal employees”





Added Value

-  Over 40 distance learning courses, Autism, Falls awareness, End of life Care
-  Individual or cohort starts available
-  Caring and compassionate team with over 60 years sector experience
-  Apprentices given the option of First Aid Training
-  Functional Skills Specialists
-  Care certificate covered for those who need it
-  Careers advice & wrap around support including a free counselling service
-  Small team, Kent based, Small caseloads

The managing director has developed a clear strategy for the company. Leaders and managers build and maintain very positive relationships with local employers and with strategic stakeholders such as the local authority, education partnerships and schools. They provide high-quality apprenticeships that meet the needs of employers.



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