



SSAL

# EMPLOYER PORTFOLIO

Course Overview



# INVESTING IN YOUR BUSINESS'S FUTURE

## Work Placement

Many of our courses include work experience that gets someone ready for work, an apprenticeship or further study. It normally lasts between six weeks and six months. Our work placement team have supported over 600 trainees, many progressing onto apprenticeships or into permanent employment.

If you think you can offer the opportunity of a work placement with training to a person aged 16-19, **contact us** to find out how we can support you.

## Apprenticeships

Apprenticeships are an exciting option for your business, whether for existing or new staff. An apprenticeship is a job with training, with accompanying support and assessment to deliver skills, knowledge and behaviour development. You can employ anyone aged 16+ as an apprentice, from a school leaver to someone who wants to further or change their career.

## Why Hire an Apprentice?

Not only will you be supporting someone with their future career plans, but there are huge benefits to your business, such as:

- ▶ Offers your current employees experience in training and mentoring
- ▶ Helps contribute towards increasing your capacity and productivity of your business
- ▶ Helps towards developing a loyal and talented workforce
- ▶ Gives you the opportunity to establish an apprenticeship role following the completion of the traineeship
- ▶ Demonstrates your organisation's support for your community

## Proud to Work With:



# APPRENTICESHIP PORTFOLIO

Apprenticeship	Level	Overview
Early Years Practitioner	2	Early years development, creating a caring environment, building and maintaining relationships with children and young people
Early Years Educator	3	Support and development of early years and young people, paediatric first aid
Early Years Lead Practitioner	5	Quality learning environments, Early years pedagogy, curriculum planning, care routines, professional development
Teaching Assistant	3	Child development, health and safety, supporting learning activities, building professional relationships with children and young people
Specialist Teaching Assistant	5	Support learners of all ages and abilities, develop expertise in one of three specialisms
Business Administrator	3	Interpersonal skills, personal and professional development, communication in a business environment

# EARLY YEARS PRACTITIONER APPRENTICESHIP

Level 2



**This course is the first step towards a foundation in the Early Years sector.**

- ▶ Learners will develop knowledge, skills and behaviours relevant to meet standard. This will also include practical observations.
- ▶ Course taught via blended learning, with classroom delivery.
- ▶ All learners will complete Skills Scan and initial assessments prior to enrolment to ascertain role and programme suitability, and to build an Individual Learning Plan.

#### **Duration**

13 months approx.  
Plus End-Point Assessment.

#### **Start Date**

Anytime

#### **Entry Requirements**

Must either be in relevant employment or be work ready.

#### **Progression**

Learners completing this course can progress to the Early Years Educator Level 3 Standard.



# EARLY YEARS EDUCATOR APPRENTICESHIP

Level 3



This programme is perfect for those looking to work with children in a range of maintained and private, voluntary, and independent settings. Learners will gain experience through workplace learning, and fortnightly group training workshops led by our expert tutors. They will need to be in relevant work to complete the apprenticeship.

As part of the assessment, a tutor will make regular visits to the workplace to observe and give tailored feedback and training. This apprenticeship will demonstrate competence in ensuring a safe and secure environment for children's learning, facilitating learning through play, engaging in partnership working, and implementing the planning cycle.

## Apprentices will learn how to:

- ▶ Demonstrate competence to employers to support children up to 5 years
- ▶ Successfully gain a Level 3 Award in Paediatric First Aid by the end of the programme
- ▶ Use the experience to succeed in their chosen career



### Duration

15 months approx.  
Plus End-Point Assessment.

### Start Date

Anytime

### Entry Requirements

Must already be working in a relevant role or be work ready.

### Progression

Candidates may wish to consider a Foundation Degree or the level 4 Certificate for the Early Years Advanced Practitioner.



# EARLY YEARS LEAD PRACTITIONER APPRENTICESHIP

Level 5



Our Early Years Lead Practitioner Apprenticeship is perfect for those already in a managerial role in the Early Years sector and wanting to develop their skills further. This qualification helps learners progress in their career and deepen the understanding of key areas in early education.

This course is delivered through a mix of online learning and face-to-face sessions, offering flexibility and hands-on experience. With expert guidance from our experienced tutors, learners gain the skills and knowledge needed to thrive as a Lead Practitioner in Early Years settings.

## Apprentices will cover topics such as:

- ▶ Creating quality learning environments
- ▶ Early years pedagogy and curriculum planning
- ▶ Managing positive behaviour
- ▶ Effective care routines
- ▶ Professional development and leadership



### **Duration**

18 - 24 months approx.

### **Start Date**

Anytime

### **Entry Requirements**

Must have a relevant Level 3 Early years qualification.

### **Progression**

Candidates achieving this qualification can work as an Early years Practitioner across the private, voluntary or independent sector.

# TEACHING ASSISTANT APPRENTICESHIP

Level 3



**This Level 3 apprenticeship is designed for those looking to become teaching assistants or further their qualifications in education.**

- ▶ Learners will receive comprehensive training in child development, health and safety, building relationships, and supporting pupils' learning.
- ▶ This apprenticeship helps gain confidence and demonstrate competence to employers, setting the stage for career advancement in the education sector.

#### **Duration**

18 months approx.

#### **Start Date**

Anytime

#### **Entry Requirements**

Must either be in relevant employment or be work ready.

#### **Progression**

Those completing this apprenticeship may want to consider a teaching qualification or university degree route.

# SPECIALIST TEACHING ASSISTANT APPRENTICESHIP

Level 5



This Level 5 apprenticeship will help develop the skills to specialise in supporting children and young people. Whether the learner works in a primary or secondary school, a college, or an alternative education setting, this course will equip them with the expertise to inspire, support, and advance learning.

This apprenticeship is ideal for Academic mentors, Drama, PE, and music teaching assistants, Higher Level Teaching Assistants (HLTAs), Learning mentors, SEND teaching assistants, Social and emotional wellbeing teaching assistants, Specialist education support staff, Subject teaching assistants.

## Choice to develop expertise in one of three specialisms:

- ▶ SEND (Special Educational Needs & Disabilities) – Help learners with SEND thrive by implementing policies and tailored support strategies.
- ▶ SEMH (Social, Emotional and Mental Health) – Focus on learners’ emotional development, supporting their mental wellbeing and resilience.
- ▶ Curriculum/Specialist Focus – Specialise in a subject or learning approach, such as early reading and maths interventions, English as an Additional Language (EAL), or Green Lead.



### Duration

24 months approx.

### Start Date

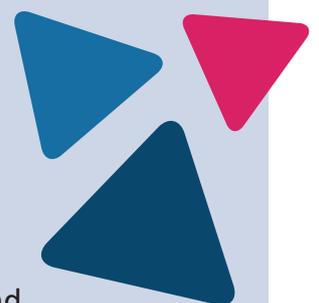
Anytime

### Entry Requirements

Requirements for English and Maths will be discussed during the application process.

### Progression

Candidates may wish to consider an appropriate Level 6 qualification. Progression options will be discussed with the tutor.



# BUSINESS ADMINISTRATOR APPRENTICESHIP

Level 3



This apprenticeship is ideal for employees working across any sector in administrative roles looking to grow their skills and knowledge and contribute further towards the success of the business.

If employees are ready for their next challenge and to take on more responsibility at work, this apprenticeship will equip them with the skills to support the organisation, focusing on adding value, and contributing to operational efficiencies whilst interacting with both internal and external customers and stakeholders in a professional way.

## Apprentices will focus on:

- ▶ Developing excellent professionalism and interpersonal skills to support the aims, values and vision of an organisation
- ▶ Learning the skills required to make informed decisions whilst demonstrating consistent high standards



### **Duration**

18 months approx.

### **Start Date**

Anytime

### **Entry Requirements**

Must already be working in a role with similar day-to-day tasks for a minimum of 30 hours per week.

### **Progression**

Apprentices may go on to progress in their careers to management and senior support roles.

# RECRUITING AN APPRENTICE

We offer a free recruitment service and personalised support to help your business grow. Find the right talent, train them effectively, and develop your future workforce with our tailored apprenticeship programmes.

- 1 Initial Contact and Consultation:** We will arrange a consultation to understand your business goals and the skills you need to grow. We'll guide you through the available apprenticeship programmes and help you find the best fit for your business.
- 2 Creating an Apprenticeship Vacancy:** We'll support you in creating the apprenticeship role, ensuring it aligns with your business needs and the relevant apprenticeship standards. Our Free Recruitment Service will help you promote the vacancy across our channels, attracting the right candidates.
- 3 Selecting the Right Candidate:** Once applications are received, we'll assist with the initial screening to make sure candidates meet the apprenticeship criteria. You'll then review the short-listed candidates and carry out interviews to select the best match for your team.
- 4 Enrolling Your Apprentice:** After selecting your apprentice, SS&L will handle the sign-up process. We'll meet with the apprentice to confirm their eligibility and enrol them onto the right apprenticeship programme. You'll receive a detailed plan of their training, including their off-the-job learning schedule.
- 5 Training and Development:** Your apprentice will split their time between working in your business and receiving structured training either at our centres or online. Throughout the apprenticeship, we'll keep in regular contact with you, providing progress updates and gathering feedback to ensure everything is on track.
- 6 Ongoing Support and Reviews:** We will carry out regular reviews with you and the apprentice to monitor progress, provide support, and address any concerns. We'll work together to ensure the apprentice is developing the skills they need and adding value to your business.
- 7 End Point Assessment (EPA):** After 12 to 18 months, depending on the programme, your apprentice will move to the End Point Assessment. This final stage takes 3 to 4 months and may include tests, presentations, and assessments. We'll prepare your apprentice and guide you through the process.
- 8 Completion and Progression:** Once the apprentice completes their End Point Assessment, they'll receive their qualification. You can then decide whether to offer them a permanent position or explore opportunities for further training or higher-level apprenticeships.

# BUSINESS ESSENTIALS TRAINING COURSES

All  
Essential  
Courses  
£30!\*

These qualifications are ideal for CPD and upskilling your staff. The courses are delivered online with expert, local tutors for support, enabling students to study at home or work, at a convenient time. These courses are accessed at a time that suits you, last around 1 hour each and include a certificate of achievement. Our essential training courses include:

## **A**

Accident Reporting  
Asbestos Awareness

## **B**

Bullying & Harassment Training  
Business Compliance Essentials

## **C**

Control of Substances Hazardous  
to Health (COSHH)  
Customer Service

## **D**

Display Screen Equipment (DSE)

## **E**

Effective Remote Working  
Emergency First Aid at Work  
Refresher  
Equality & Diversity

## **F**

Fire Awareness  
Fire Warden (Marshal)  
First Aid Appointed Person  
First Aid at Work Refresher  
Food Allergy Awareness  
Food Safety & Hygiene - Level 1  
Food Safety & Hygiene - Level 2  
Fraud Awareness & Prevention

## **G**

GDPR UK Essentials

## **H**

Health & Safety Essentials  
Health & Safety Training for Homeworkers  
Health and Safety Training for Managers  
& Supervisors  
HR Compliance & Wellbeing Essentials

## **M**

Manual Handling  
Managing Anxiety  
Mental Health Awareness  
Mental Health Awareness Training  
for Education Professionals  
Mental Health Awareness Training  
for Managers

## **P**

Paediatric First Aid Refresher  
Personal Protective Equipment (PPE)  
Prevent Duty

## **R**

Resilience  
Returning to Work  
Risk Assessment

## **S**

Safeguarding Adults (SOVA) - Level 2  
Safeguarding Children  
Safer Recruitment in Education  
Stress Awareness & Management

## **T**

Time Management

\*Fee correct at time of print



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