



Early
Careers

Skills Academy
Apprentice Guide



The purpose of this guide is to support you to develop within your team through an apprenticeship.

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➤ Welcome to Places for People and the Skills Academy Programme.

We're looking forward to you being part of our new and exciting apprenticeship scheme and seeing you succeed over the duration of your apprenticeship programme.

Places for People's mission is to create happy, healthy and inclusive Communities where everyone can thrive. In doing so, we aim to make a positive difference to the lives of People right across the UK. With an eye on the future, the Skills Academy programme provides you with opportunities to be a part of this change and truly impact our Communities in your day-to-day work.

You'll get the chance to learn new skills, gain technical knowledge from industry experts and support sector-wide innovation. Your voice and opinion are welcome additions to our organisation, and we can't wait for you to get started.



A world of opportunities





The future depends on what you do today

➤ An apprenticeship is the perfect way for you to do something today that your future self will thank you for.

It provides you with the opportunity to get real world experience whilst being given time to learn new concepts, gain a nationally recognised qualification as well as being supported and mentored by the experienced members of your team.

Here at Places for People we work with a breadth of leading apprenticeship providers to ensure you will receive the best quality learning in this pivotal stage of your life. With the support of our Early Careers team there is no better way to build a career with us whilst receiving a salary that is reflective of the work you do and the added bonus of this being completely debt free.

➤ What apprenticeships do Places for People offer?

Places for People is the UK's leading Social Enterprise. From affordable housing to food and financial support, we create Communities our Customers are proud to call home. This means our roles are diverse and varied with a high volume of popular standards on our delivery matrix between levels 2 and 7.

All our providers are industry leaders and undergo ongoing scrutiny to ensure they continue to deliver excellent learning to all our People .

Some of our most popular apprenticeships

- Business Administration
- Trades e.g. Plumbing, Electrical & Joinery
- Horticulture
- Housing and Property Management

It all starts here





Make an
impact



➤ What is the Skills Academy programme?

Places for People's Skills Academy is open to candidates of all ages and is our way of creating the best 'talent and skills of the future'.

The Skills Academy is a supported programme that hires, inducts and onboards apprentices into all areas of our organisation, at any level. You will benefit from on-the-job training, technical accreditations, skill-based learning, and continuous support and coaching.

This programme utilises various training providers to ensure that you are getting the best possible quality of training, for the course that best suits your needs.

Skills Academy allows business areas to welcome new talent and support them to develop best practice ways of working. This work-based development programme supports you throughout your apprenticeship so you can effectively learn whilst you earn, and make a huge impact on your new team.

We understand that being new to any organisation or role is daunting, therefore we will help you to create a network of support from your manager, wider team, Early Careers team and others on the programme with you.





Key features

→ The Leadership Challenge

As a member of the Skills Academy, you will be invited to attend an induction within the first three months on the job.

The induction will provide insight into Places for People, enhance apprentice-wide collaboration and allow you to gain a great understanding of the organisation you work for and how building your network across the business will benefit you in the long term.

➤ Cohort catch ups

Whilst on the programme, all apprenticeships from across the Places for People Skills Academy will be brought together as a cohort to complete collective learning. You will be set challenges that allow you to interact with each other whilst demonstrating your values and behaviours and how they align with our People Promises.

➤ One-to-ones

Throughout your time on programme, you will have a quarterly 1-2-1 with a member of the Early Careers team.



Step into
your career

Off-the-job hours

Off the job training is vital to the delivery of any apprenticeship qualification. It helps to reinforce the practical work-based skills completed on the job by you as the learner. Over the course of your apprenticeship, we would expect that you should spend six hours a week on your learning.

The Education and Skills Funding Agency (ESFA) define off-the-job training 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 training that is delivered at your normal place of work but must not be delivered as part of their normal working duties'.



Learn new skills

What counts as off-the-job training:

- Induction — but only where relevant to the apprenticeship standard and not the workplace induction
- individual and group training
- coaching
- distance learning
- team meetings / all staff meetings / away days (only when directly related to achievement of the standard / behaviours)
- guided study
- directed reading such as journal articles, online articles, books etc.
- mentoring
- collaborative learning
- demonstrations
- online learning — webinars, podcasts, discussion forums
- learning journal / reflective learning
- preparation / revision for assessment
- observation of others
- training from suppliers

➤ Recruitment

Getting a new job can be an exciting time however, for some People , applying for a new position is more challenging than exciting, which is why we have developed our own employability guide that can be found on our Early Careers website.

This will talk you through our key stages of recruitment which include:

→ **Applying**

To submit your application with us it is a simple five-minute application process. Within this you are asked to upload a CV and a supporting statement which demonstrates how you meet the requirements of the role along with providing us with some of your personal details.

→ **Shortlist**

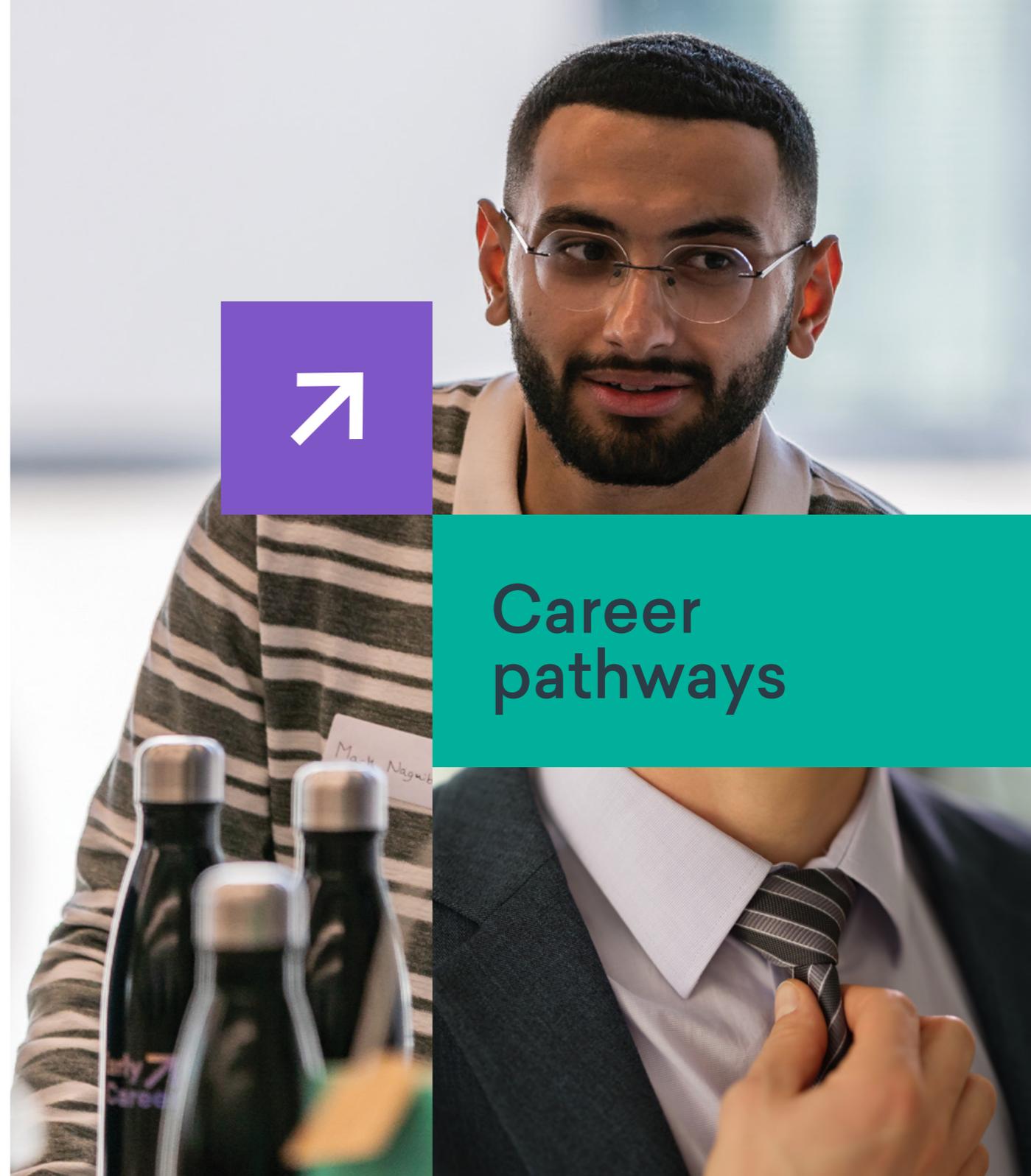
Your application will then be sifted by our early careers team and the hiring manager and if you are successful, you will then receive an email regarding next steps.

→ **Interview**

Our interviews are very much aimed at gaining an understanding of your personality and behaviour / attitudes using a competency-based structure. We are not trying to catch you out or trick you, and we want each candidate to do well, which is why we recommend using the STAR method to structure your answers.

→ **Offer**

Once we have received the outcome of the interviews, we will let you know, and those who are successful will receive a call when we will offer you the position and talk you through the next steps. We will then carry out a 'right-to-work' check and you will be issued your contract and offered forms to complete.



Career pathways



The future
depends on
what you do
today

➤ Pathways

Apprenticeships are a great way to start your career in any sector. At Places for People once you complete your apprenticeship you have different options available as you continue to unleash your potential with all of your newly acquired technical skills.

Options available to you include:

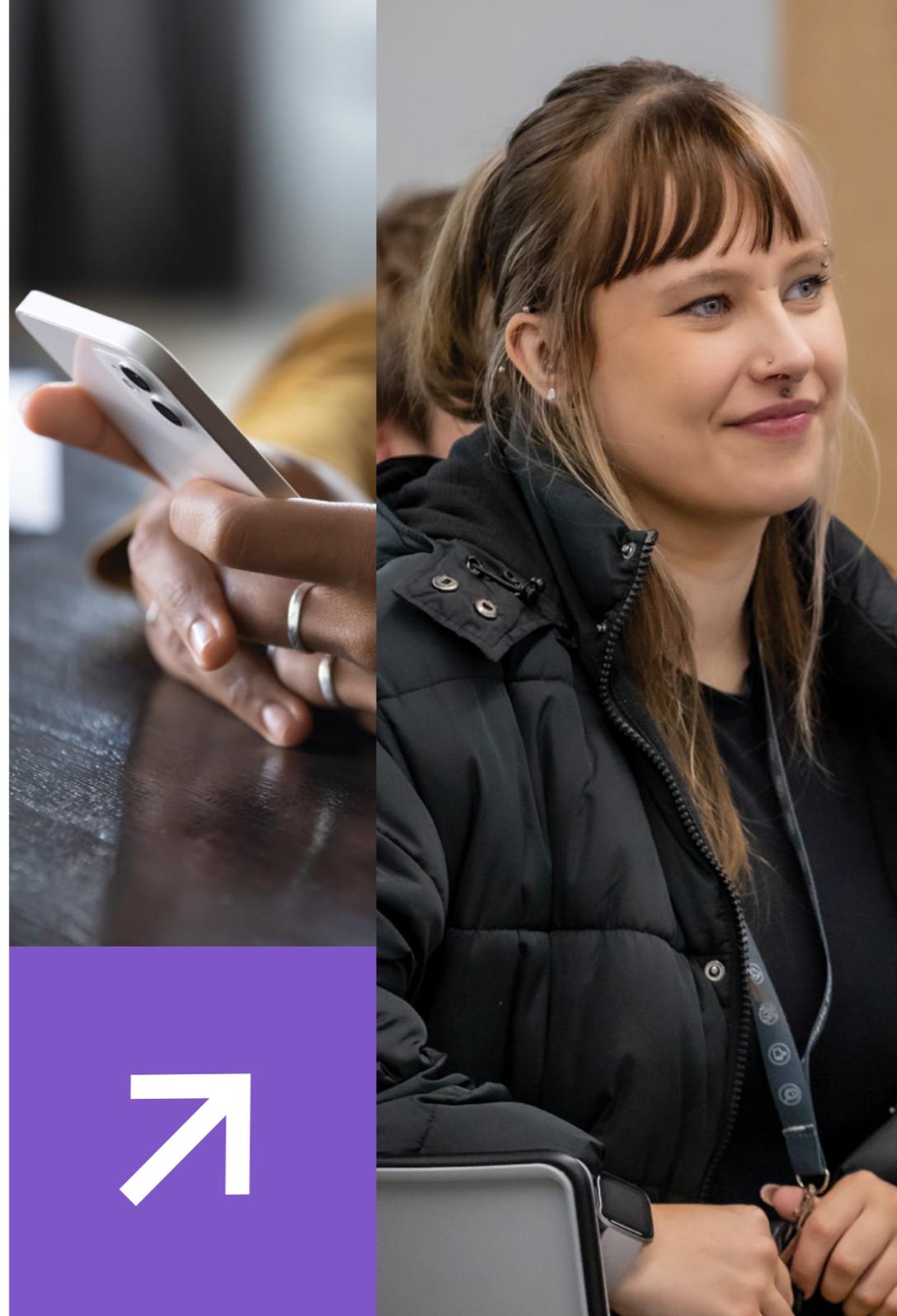
- progression within your job role
- a promotion within your new team with a new title and increased responsibility
- moving to a different team using the knowledge you've gained to apply for new roles elsewhere in the organisation.

➤ What if an individual is struggling with the content and applying the learning?

The learning provider will offer every level of support possible to ensure you are keeping up to speed with the programme and are applying the learning back in your workplace.

It is also your line manager's responsibility to support you and maximise your opportunities whilst on the programme. The key to your success is to manage the programme and content in bitesize pieces. Your learning coach and L&D business partner can also support you to manage this process.

**World class
training**



➤ Break in learning

A break in learning is an authorised break in apprenticeship training. This is agreed by the learner, employer and training provider. Learners can have a break in learning for a number of reasons, including maternity leave, sickness, change in workload etc. A break in learning implies an intention to resume your apprenticeship in the future.

To request a break in learning, you will need to complete the following form by scanning the QR code below:



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Places for People Group Limited
305 Gray's Inn Road, London, WC1X 8QR

www.placesforPeople.co.uk