



**A guide for
Prospective
Apprentices**

Introduction

If you've picked up a copy of this guide, you are probably thinking about undertaking an Apprenticeship. It aims to give you information that will help you decide if you want to apply.

If you are successful in being accepted, you will work towards achieving a nationally recognised **qualification**. The scheme has been designed to give you the knowledge and practical experience that you will need to do the job, alongside the theory that the qualification will give you.

Ultimately, you are responsible for your own success and will need to take ownership of mastering new tasks, submitting work to a high standard and meeting deadlines.

We are looking for candidates who meet our criteria, have resilience and aren't afraid of hard work!

You can find further information at
<https://www.eastofengland.coop/apprenticeships>

If you meet our criteria, have the determination and commitment required and would like to progress your application, please discuss with your line manager.

Best Wishes,

Effie Burrell



APPRENTICESHIPS

Case Studies

Here are some of our colleagues and managers, talking about their experiences:



"Without the apprenticeship I wouldn't have had this opportunity to learn and grow as a person. I've learnt a lot of skills and knowledge and put them to good use. I would always highly recommend the apprenticeship scheme to anyone, as I feel it's a fantastic opportunity for education and growth within the Co-op. Becoming a Team Manager has given me a lot of confidence and put a smile on my face knowing I'm very qualified in the position I'm doing at Frinton"

Tom Starling – Team Manager

"Investing time in supporting the Apprenticeship scheme has been the best decision I've made since being a manager. Amie was a part time Customer Service Assistant and before starting her Apprenticeship had no real idea of what she wanted to do long term. Amie has been promoted to Team Manager and our second Apprentice Kieran is almost ready to start running his own shifts too. Amie is now focussed on becoming a store manager and I have no doubt she will one day be running her own store."

Mike Clark – Branch Manager



"I am learning all the time and whatever I am learning I can put into practice in my everyday role. It has massively changed the way I manage my team. I have learnt different methods, theories and ways of reaching personal and team goals. My favourite part is putting into action what I am learning, which has been invaluable in my first steps into management. Meeting colleagues on the same apprenticeship and listening to their views and how they manage has been enjoyable too."

David Downes – Sector Manager

Benefits

There are many benefits associated with doing an Apprenticeship. These are a just a few:

- Earn while you learn
- No Student Loan
- Enhance your skills
- Build Confidence
- Get a nationally recognised qualification
- Opportunity to progress and build a career
- Student Discount

About Apprenticeships

Apprenticeships are training programmes that you complete while working. They combine practical training with study, both on and off-the-job, to develop your skills.

They are designed to give Apprentices the opportunity to:

- Work alongside experienced colleagues
- Gain job-specific skills
- Earn a wage and receive employee benefits such as holiday pay
- Gain technical knowledge and practical experience

Who are Apprenticeships for?

Apprentices can be anyone aged 16 – 64, who is not already in education. We currently offer nine different Apprenticeships. Many of these are recruited from our colleagues, but we sometimes advertise these roles externally.

The pathways that we currently offer are:

Retail Team Leader – Level 3

Retail Manager – Level 4

Team Leader/Supervisor – Level 3

Operations/Departmental Manager – Level 5

Accountant – Level 3 and 4

Business Administrator – Level 3

HR – Level 3

Data Analyst Level 4

Data Scientist Level 7

There are many other Apprenticeships and, if there is a business need for a specific qualification, we can find out if it is available.

Entry criteria vary depending on the Apprenticeship. However, level 2 Functional Skills in Maths and English, or an equivalent to GCSE grade A–C in these subjects, are usually, required to complete the course. If you don't already have these, you will need to commit to working toward taking the exams before being accepted onto the programme.

Training and Support

The time it will take to complete the Apprenticeship varies depending on the qualification. During that time, you will be given “on the job” training which provides the practical skills to become competent in your role. In addition, you will be given “off the job” tasks to work through, such as **carrying out research, writing assignments, completing workbooks and projects**, which will take around 20% of your working hours per week. You may also attend **face to face training courses** and complete follow up **e-learning**.

You need to plan to complete your assignments during your normal working hours, in order to stay on target.

We recognise that some of you may need help with your development and so we will appoint a mentor who, in partnership with your manager, will support you through your programme.

Depending on the Apprenticeship, you may also have **face to face** meetings with a Trainer every **4 – 6 weeks**.

End Point Assessment (EPA)

At the end of training, when you are ready, End Point Assessment is carried out by an Independent Assessment Organisation.

A grade of either **Pass, merit or Distinction** is usually achieved.

Apprenticeship training must provide you with substantial new skills and you cannot take a qualification that you've previously completed.