



# Funded Youth Worker Apprenticeship Applicants Information Document



London Youth is fortunate to be working with CVC for the second year to utilise their apprenticeship levy to train and upskill youth workers through **fully funded apprenticeship training with a value of £4,500.**

We are offering 15 places to **existing staff from youth organisations in London** starting in March 2023, to receive dedicated support in achieving a Level 3 Youth Support Worker Qualification, a **nationally recognised qualification from outstanding specialist training provider, UCAN**, whilst remaining in employment.

The apprenticeship is aimed at those building their careers in the sector and looking to deepen their knowledge and understanding of young people and how best to support them. There is no upper or lower age limit, apprenticeships are open to everyone.

“After studying the module on young people behaviour and brain development, it allowed me to better understand why young people who would have been seen as difficult or disruptive by teachers or parents, and why they behave like they do. I know how have the tools and understanding on how to manage and support them in a safe environment. I put together a training that we will deliver for our volunteers so that everyone knows how we can support young people better.” - Apprentice from Cohort 1

# Requirements to taking part

- You are employed for at least 30 hours per week in a youth work/coaching role, delivering face to face work with young people at a minimum age of 11 years old – both individually and in group work settings
- Able to start the apprenticeship training from March 2023 and commit to the full length of the course.
- Support and agreement from your line manager as you will be required to complete '6 hours a week' off the job training.
- English and Maths – minimum C at GCSE level. If you don't have this, you will complete it during the course of your training (covered by the funding)
- There aren't any other academic requirements! We just ask that you are proactive, have a willingness to learn and passion for the sector.

# Level 3 Youth Support Worker Background

## Youth Support Worker

The role of the Youth Support Worker is to work in a supporting role with young people aged 11-25 to promote their personal, social and educational development. Youth support work provides a holistically supportive, positive professional relationship with young people, ensuring the relationship is routed in young people's own journey and led by them.

**Training provider:** UCAN

**Value of the course:** £4,500

**Course duration:** Approx 18 months

**Level of course:** Level 3

## Essential Skills Required

- An interest and commitment to work with young people from a diverse community, who may be considered to be vulnerable or at risk, e.g. of crime and anti-social behaviour (ASB), not in education, employment or training (NEET), people with special educational needs or disabilities (SEND), those at risk of exploitation etc.
- Experience of self-guided study and commitment to acquire skills and knowledge through working alongside youth workers
- Experience of supporting young people and participating in services for young people
- Ability to listen, engage and motivate young people
- Some awareness of issues that limit young people's success
- Ability to communicate effectively verbally, in person and in writing
- Able to deal with people politely and professionally
- The ability to work as part of a team and use own initiative
- Ability to organise work and meet deadlines

# Benefits of completing an apprenticeship

**Earn while you learn:** build your skillset while being able to continue in employment

**Qualification:** receive a nationally recognised qualification

**Support:** have the personalised support from an experienced professional tutor

**Zero cost to you:** no debt, learning costs or student finance!

**Network:** build your network with youth professionals from across London and nationally

**Flexibility:** tailor your apprenticeship to how you like to learn and to fit in with your work

**Delivery:** increase your skills and knowledge to support young people more effectively

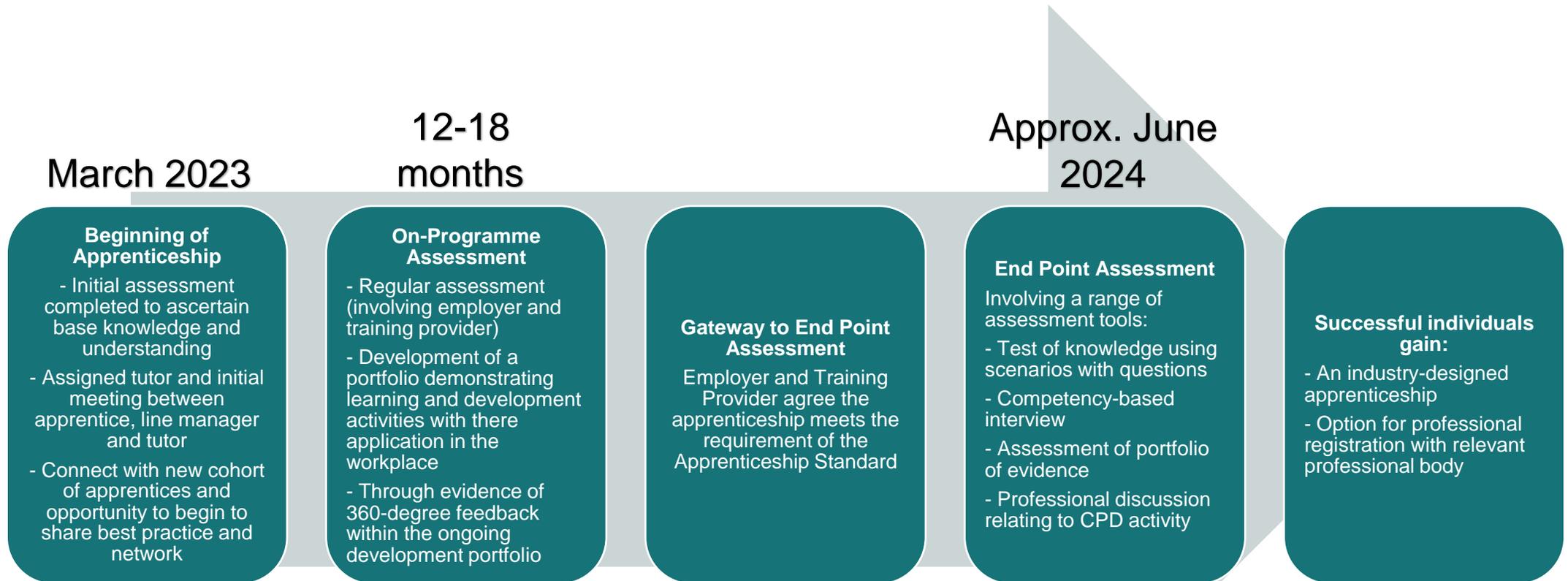
# Structure of an Apprenticeship

- **You will be required to complete '6 hours a week' off the job training** - The '6 hours a week' off-the-job training provides the time to focus and develop the required skills, knowledge and behaviours to successfully achieve the apprenticeship. There are lots of activities that can contribute to off-the-job training, but key to remember is that it must be relevant to the apprenticeship. This can be taken flexibly over the course of the apprenticeship to fit around your workload, rather than a fixed time every week.
- This includes a lot of different elements and is flexible to the way that you work, it can include, but is not limited to the following:
  - Training sessions
  - Classroom learning
  - Mentoring
  - Shadowing
  - Company conferences
  - Online learning
  - Networking events

# Structure of an Apprenticeship (cont.)

- **Commitment** - You need to be committed to completing the course for the full length of time, with a minimum duration of 18 months
- **Line Manager/Professional Mentor** - It is essential to have the support from your manager, and/or a professional mentor from the organisation, who will be there to support you and give you the time to develop your practice. More information provided in the Line Manager Information Document Section below.
- **Engagement with your tutor** - There will be regular touch points with your personal tutor after the initial assessment. This will include 121 meetings, observations, classroom lessons, drop ins and networking with other youth workers on similar courses from across the country. They are on hand to support and guide you in completing the apprenticeship to the highest standard and help resolve any challenges you may face.
- As you go through the process, you will be creating a portfolio and get the chance to put your learning into action through your delivery with young people!

# Apprenticeship Timeline



# Key Information

1. It is essential to attend an information session to meet the training provider (do invite your line manager/professional mentor) to find out more detail, have the opportunity to ask any questions and make sure it is right for you. Dates can be found on the London Youth website.
2. You will need to complete ***an application form*** that asks for your personal details, your employment history and your motivation for applying. **This shouldn't take longer than 20 minutes.**
3. **We will be reviewing applications and inviting potential candidates to interviews as they are submitted so encourage all applications to apply as soon as possible.**
4. Deadline for applications is Monday 20<sup>th</sup> February at 10am.
5. You will be invited to attend an informal interview with us and the training provider to ensure your suitability for the apprenticeship.
6. The next stage is to complete an initial assessment with the training provider to determine your eligibility and base level of knowledge for the course, and if successful, begin the onboarding process.
7. You will need to start the apprenticeship training in March 2023.

If you have any questions or want to discuss this opportunity further then please email [employability@londonyouth.org](mailto:employability@londonyouth.org)



# Funded Youth Worker Apprenticeship Line Managers Information Document



London Youth is fortunate to be working with CVC Capital Partners for the second year to utilise their apprenticeship levy to train and upskill youth workers through **fully funded apprenticeship training with a value of £4,500**.

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## **Youth Support Worker**

The role of the Youth Support Worker is to work in a supporting role with young people aged 11-25 to promote their personal, social and educational development. Youth support work provides a holistically supportive, positive professional relationship with young people, ensuring the relationship is routed in young people's own journey and led by them.

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**Value of the course:** £4,500

**Course duration:** Approx 18 months

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# What is the apprenticeship levy?

- The apprenticeship levy is a UK tax on large employers which is used to fund apprenticeship training. The levy is paid into a central digital apprenticeship service account and is charged at a rate of 0.5% of an employer's pay bill (for those with annual salary bills of over £3 million) and automatically receives a 10% contribution top up from the government.
- Funds must be used within 24 months, otherwise they expire.
- Many corporates have unspent levy that is likely to expire, therefore we aim to work with these organisations to utilise their levy to support staff from across our membership.

# Benefits to an employer of an apprentice

**Skills:** training is tailored to specific roles, giving employees skills that align to their career ambitions

**Learning:** a focus on personal development through designated learning time, can unleash employee potential

**Relevance:** apprentices gain knowledge and expertise that they can immediately apply on the job

**Wellbeing:** employees can gain confidence and greater job satisfaction

**Upskilling existing staff:** Well-trained, highly skilled staff add value to all organisations, both directly and through their ability to coach, mentor and train other team members.

**Increased retention:** Having an apprenticeship scheme in place is highly likely to increase your retention rate. Apprentices tend to be committed to an organisation that has helped them to develop.

# Line Manager/Professional Mentor Role

As a line manager or professional mentor, you will play a key role in the success of your apprentice. They'll look to you for advice, guidance and to support them on their journey through the apprenticeship. Some of the responsibilities of the line manager are:

- Work in partnership with the tutor to plan and monitor the progress of the apprentice, and engage in formal reviews every 6-8 weeks throughout the learning journey
- Setting objectives for the apprentice that are linked to their training and offering constructive feedback to support their development
- Providing them with the opportunity and guidance to put their learning into action in their youth work delivery

For a lot of apprentices', it will be the line manager who will take on this role as they would have built a strong relationship with them and can support them holistically, however in some cases, there might be someone in a better position to take on this responsibility, such as Senior Youth Worker.

"X before the apprenticeship wouldn't have taken the initiative or been as confident to approach situations however this has now changed. We found out from a parent that a young person had been arrested by the police. X immediately took charge and put a plan into place on what to discuss in their 121 and how we could best support him through mentoring in a sensitive and caring environment." – Apprentice Line Manager from Cohort 1

# Support for line managers/ professional mentors

We recognise that supporting team members on training courses may be seen as an extra responsibility at work. The training provider and London Youth will support managers/mentors in the following ways:

- Support with work-related issues
- Regular meetings scheduled to provide you detailed updates on their progress
- The opportunity to provide feedback to training providers that could help improve performance
- Observing apprentices on the job to gather evidence, and to minimise disruption to the business
- Essential training/workshops for managers delivered by apprenticeship partner, London Progression Collaboration

# Key Information for Line Managers

1. It is essential to attend an information session to meet the training provider to find out more detail, have the opportunity to ask any questions and make sure it is right for the potential applicant. Dates can be found on the London Youth website.
2. **We will be reviewing applications and inviting potential candidates to interviews as they are submitted so encourage all applications to apply as soon as possible. Deadline for applications – Monday 20<sup>th</sup> February at 10am.**
3. Potential candidates will be invited to attend an informal interview with us and the training provider to ensure their suitability for the apprenticeship. They will then be invited to an initial assessment, to determine eligibility and base knowledge.
4. Organisations will need to create a Digital Apprenticeship Account (DAS). This is to allow the transfer of funding for your apprenticeship. We will provide support to make this process as soon as possible. Please ensure you've read through the information on the DAS account and your organisations eligibility, which [can be found here](#).

If you have any questions or want to discuss this opportunity further then please email [employability@londonyouth.org](mailto:employability@londonyouth.org)