



 you ready for...

Development Opportunities:  
Diplomas & Apprenticeships

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# Who are Realise?

We are a training provider who helps people to unlock their potential. Everything we do is built upon our passionate, curious and human culture. We ensure that learners are on the right programmes to achieve their ambitions. We do this by having real conversations with people and organisations. As one of the largest providers of apprenticeships and adult education programmes in England, we have a network of over 275 skilful and consistent trainers, each with in-depth industry insight across multiple levels of training. Every year over 7,000 people are trained by one of our experts.



Gregg Scott, Realise CEO

Visit our website for more information on Realise



## How we work

The way we work is based on three inter-connected parts: **right learner, right programme and together**. This approach enables us to design, develop and deliver a learning experience that meets the needs of your organisation.

### Right learner

We ensure the right learner is on the right programme. Our trainers have meaningful conversations with every learner about their personal needs and motivators. This ensures that both learners and their employers gain the value they need to meet their goals.

### Right programme

Curiosity and industry sector insight shape our programmes. All learning and support is tailored to your organisation and/or industry. Every large programme is co-designed with our employers. Agreeing joint goals and measuring success factors ensures your risk is managed and you succeed.

### Together

We build strong relationships with people and organisations based on trusted advice, expertise and curiosity. We seek to understand your needs and goals from the start so that together our training fits around your organisation.

“I would advise anyone to use apprenticeships to develop their team. It’s been fantastic for us.”

Neil Patterson - Wickes

# Benefits of adult education

## Employer benefits:



Recruitment



Staff retention



Upskilling



Increase productivity

## Student benefits:



Earn while you learn



Grow existing skillsets



Clear career development pathway



Nationally recognised and industry endorsed qualification

## TOTUM

TOTUM is the #1 student discount card and app giving you access to huge offers on food and essentials, tech, travel and home delivery. Plus fashion, beauty and a whole lot more. In-store and online, TOTUM puts all the best student coupons, vouchers and discounts right where you want them - in your pocket. **Scan the QR code to find out more!**







## AEB Courses

These programmes are suitable for anyone who is 19 or over and working in the health and social care sector. Whether you are at a junior or senior level the short courses are ideal to develop your skills, knowledge and behaviours further.

Learning will take place via live, weekly webinars, giving participants the opportunity to do their coursework at home.

# What are AEB courses?

AEB Courses are a government-funded programme that can be accessed by employers and individuals to fund a huge range of training to support progression. Learning will take place via live, weekly webinars, giving participants the opportunity to do their course work at home in their own time.



## Eligibility

The key eligibility criteria for AEB qualifications are candidates:

- Are aged 19 or over
- Have lived in the UK for the past 3 years
- Have the right to live and work in the UK
- Live at an eligible postcode





Wage and previous qualification criteria may apply dependent on qualification.

### Benefits of AEB training









AEB programmes can help employers to:

- Gain access to fully funded training for their workforce.
- Gain a competent workforce due to the mix of on and off-the-job learning.
- Deliver flexible training.
- Train staff at any level.
- Meet the needs of your workplace using an adaptable structured learning programme.

## AEB course list

Course Title	Course Level	Course Length	Course Delivery	Sector	More information
Functional skills course – English	Level 2	10 Weeks	Online	Corporate	
Functional skills course – Maths	Level 2	10 Weeks	Online	Corporate	
Adult care worker diploma	Level 2	6 Months	Online	Health & Social Care	
Certificate in falls prevention awareness	Level 2	6 Weeks	Online	Health & Social Care	



Certificate in understanding autism in adults	Level 2	6 Weeks	Online	Health & Social Care	
Certificate in understanding behaviour that challenges	Level 2	6 Weeks	Online	Health & Social Care	
Certificate in understanding the safe handling of medication	Level 2	6 Weeks	Online	Health & Social Care	
Certificate in principles of working with individuals with learning difficulties	Level 2	7 Weeks	Online	Health & Social Care	
Certificate in the principles of end of life care	Level 2	7 Weeks	Online	Health & Social Care	
Certificate in awareness of mental health problems	Level 2	9 Weeks	Online	Health & Social Care	
Certificate in the principles of dementia care	Level 2	9 weeks	Online	Health & Social Care	
Lead adult care worker diploma	Level 3	6-9 Months	Online	Health & Social Care	



## Apprenticeships

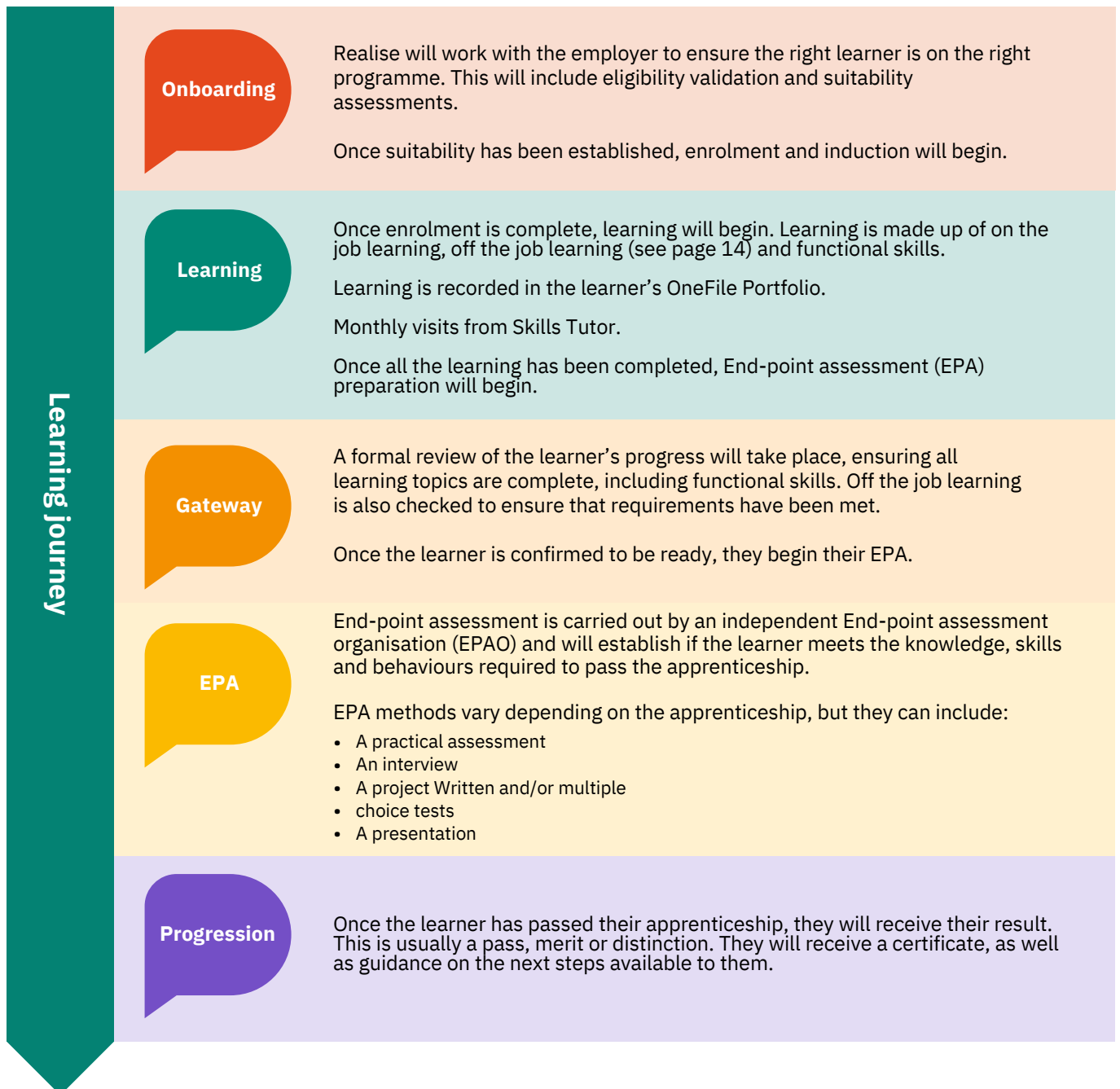
An Apprenticeship is a programme of learning that is designed to enhance an individual's level of competency and confidence, by developing their practical skills and knowledge. It can be used to upskill existing employees, or to bring fresh talent into an organisation.



# What is an apprenticeship?

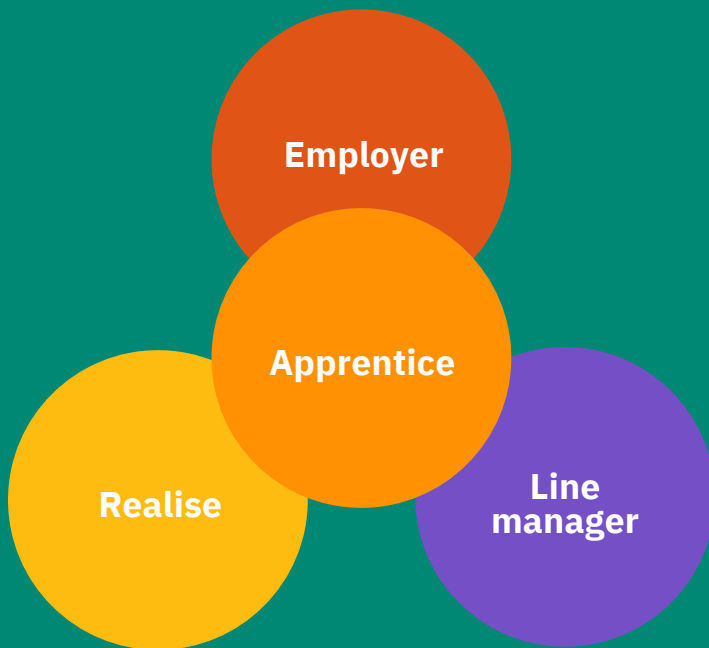
“An apprenticeship combines practical training in a job with study. The job must have a productive purpose and should provide the apprentice with the opportunity to gain the knowledge, skills and behaviours needed to achieve the apprenticeship.” - Employment and Skills Funding Agency (ESFA).

## Parts of the apprenticeship



# Apprenticeship commitments

The apprenticeship creates an agreement between your training provider (Realise), the employer (yourself) and your apprentice. We all have a commitment to working together to make this learning journey a success.



## The line manager's role in supporting the apprentice

You have a very important role to play as a line manager, not only in the day-to-day management of the apprentice but ensuring they are aware of what is expected of them throughout their learning journey. This could include creating new opportunities and providing responsibilities that will support their future success. Take time to understand the 20% off the job requirements, this is key to supporting your apprentice with a successful journey.

The apprentice is counting on you to support and motivate them throughout their apprenticeship, and you have a pivotal role in supporting them to succeed in reaching their career goals by attending regular progress reviews and supporting the apprentice with their development plan. Your input is crucial as it will help shape the learning specific to the role of the apprentice within your business.



# Apprenticeship levels and eligibility

## Level 2: Intermediate

Level 2 Apprenticeships are equivalent to x5 grades 9-4 GCSEs.

They may also be required to undertake Functional Skills in English and Maths.

### Level 2 apprenticeship entry requirements

Applicants need to be over 16 years old and show they have the ability to complete the programme.

## Level 3: Advanced

Level 3 Apprenticeships are equivalent to two A-level passes.

They may also be required to undertake Functional Skills in English and Maths.

### Level 3 apprenticeship entry requirements

Applicants need to be over 16 years old and show they have the ability to complete the programme.

## Level 4/5: Higher

Level 4 and Level 5 Apprenticeships are equivalent to an educational Foundation Degree.

### Level 4/5 apprenticeship entry requirements

Applicants need to be over 16 years old and show they have the ability to complete the programme.

“Realise are fantastic and the courses provided are truly amazing, allowing for you to grow, flourish and provide many opportunities.”

**Hetal - Realise Student**



# Off-the-job training

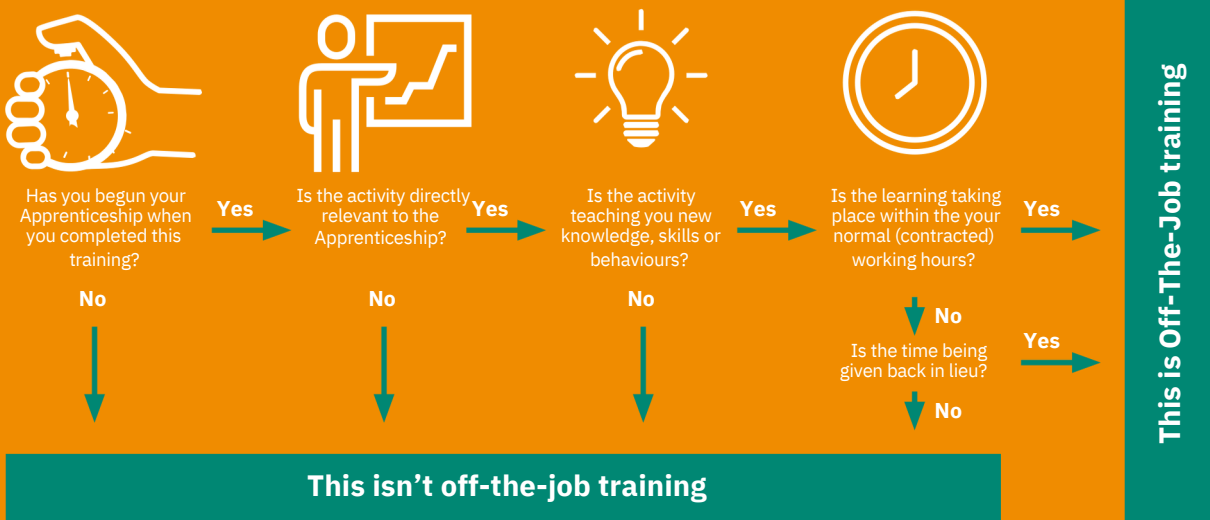
Each Apprenticeship Standard requires you to undertake off-the-job training, this means a proportion of your normal working hours should be spent, learning. This can include training that is delivered at your normal place of work but must not be delivered as part of your normal working duties.

Off-the-job training opportunities could include:

- Attending webinars.
- Attending relevant on-site or off-site training courses.
- Completing assignments and coursework.
- Attending Conferences.
- Industry visits.
- Listening to industry associated podcasts.
- Job coaching from your Mentor or other Colleague.
- Meetings with other Apprentices.
- Observing or shadowing Colleagues.
- Receiving mentoring.
- Research, including reading journal articles and blogs.
- Self-reflection and evaluation.
- Self-study.
- Simulation exercises.
- Teaching or learning the theory related to your role.
- General Training.
- Visiting other departments to learn about other roles in a manner that connects to aspects of the programme.

**If you're unsure whether a certain element qualifies as 'Off-The-Job', please speak to your Manager or Tutor.**

## Off-the-job Training: Steps to help you determine whether an activity counts as off-the-job training



### Key Facts

Off-The-Job Training must take place within the Apprentices normal working hours, unless time is given back in lieu.

Off-The-Job Training can be delivered in the Apprentice's normal workplace or at an external location.

Progress reviews and on-programme assessments do not count towards Off-The-Job Training, as they do not deliver new knowledge, skills or behaviours.

If needed, English and maths training must be on top of the Off-The-Job Training requirements.

# Functional skills

As part of your apprenticeship, you may also need to achieve qualifications in Maths and English if you do not already have them. These are known as Functional Skills in England, Core Skills in Scotland and Essential Skills in Wales and Northern Ireland. If you have completed these qualifications (or equivalent) before, you'll be exempt so long as they meet the necessary requirements. If you don't have the required level, you will be supported to achieve these during your Programme. Learner Support Tutors are used for those who require it, such as learners with additional learning or social needs as:

- Dyslexia and Dyspraxia
- Additional social needs Visual & Hearing
- Additional support for learners with English as a second language

## Myth busting

### Myth

Apprenticeships are just for people starting their career.

### Truth

Apprenticeships are available for individuals at every stage in their career from Level 2 up to Degree Level.

### Myth

Apprenticeships are just for new members of staff.

### Truth

Current colleagues and new recruits can complete an apprenticeship.

### Myth

Apprentices earn less money.

### Truth

Doing an apprenticeship will not mean you take a cut in pay.

### Myth

You can't do an Apprenticeship if you've already done higher education.

### Truth

If you have a higher-level qualification such as a degree you can still complete an apprenticeship, provided that your existing qualification is in an unrelated subject.

### Myth

Apprenticeships don't support functional skills.

### Truth

Include qualifications in Maths and English, if you don't already have these.



# Are you ready for an apprenticeship?

- Is your work able to facilitate off-the-job training and regular sessions with your Trainer?
- Do you meet the eligibility requirements?
- Does your line manager fully endorse your application and are they committed to supporting you through the programme?
- Are you able to commit to at least 2 hours independent study per week for the duration of the course?
- Do you acknowledge that you may have to undertake functional skills as part of the programme?

## Apprenticeship courses

### Health and social care

#### Adult Care Worker

Level 2. Duration: 14 months. Course delivery: Workplace

Whilst on the apprenticeship programme you'll receive a wide variety of learning opportunities to get the appropriate knowledge, skills and behaviours needed in your role so that you're able to successfully complete the programme and progress in your career.



#### Lead Adult Care Worker

Level 3. Duration: 14 months. Course delivery: Workplace

If you are already working in the care sector, looking to advance your skills, take the next step in your career and are passionate about adult care, then this programme could be ideal for you.



#### Lead Practitioner in Adult Care

Level 4. Duration: 18 months. Course delivery: Workplace

The lead practitioner in adult care level 4 will guide, inspire and help you to support team members to make a positive difference to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges.



#### Leader in Adult Care

Level 5. Duration: 18 months. Course delivery: Workplace

The programme aims to increase the technical understanding and the practical abilities of those who have responsibility to ensure the most vulnerable adults receive excellent quality of care and support.



# Business Services

## Customer Service Practitioner

Level 2. Duration: 13 months. Course delivery: Workplace

Our customer service practitioner apprenticeship has been designed by a team of curriculum experts to create a high quality customer focused learning experience.



## Business Administrator

Level 3. Duration: 14 months. Course delivery: Workplace Our business administrator apprenticeship has been designed by curriculum and sector experts from a range of different industries to reflect the transferable nature of the skills being learnt and used every day.



## Customer Service Specialist

Level 3. Duration: 15 months. Course delivery: Workplace

The customer service specialist programme provides those in a more senior and case management type role with the skills to be able to effectively manage the customer service experience across complex cases.



## HR Support

Level 3. Duration: 17 months. Course delivery: Workplace

The HR support level 3 apprenticeship has been designed with our HR and learning and development specialists to deliver a fantastic and well-rounded apprenticeship.



## Learning and Development Practitioner

Level 3. Duration: 19 months. Course delivery: Workplace

We have created the L&D practitioner level 3 apprenticeship programme with industry specialists to ensure that the learning experience you receive is the best it can be.



## Team Leader or Supervisor

Level 3. Duration: 18 months. Course delivery: Workplace

Our Team Leader/Supervisor apprenticeship has been designed by our Management and Leadership specialists in collaboration with the Institute of Leadership and Management (ILM) to create an exciting, challenging and quality learning experience.



## Learning and Development Consultant/Business Partner

Level 5. Duration: 26 months. Course delivery: Workplace Our learning and development consultant level 5 apprenticeship is designed for those in a management role working with stakeholders across the business to improve performance.



## Operations or Departmental Manager

Level 5. Duration: 23 months. Course delivery: Workplace

Our operations/departmental manager programme is designed to support and help those in roles with a responsibility for leading teams and delivering business plans to be successful.



## People Professional

Level 5. Duration: 25 months. Course delivery: Workplace

The learning programme features a range of different learning interactions where you will practice dealing with complex and specialist problems while learning how to create and deliver effective solutions for your organisation.



# Next steps

## Step 1

- Speak with Line Manager to get approval

## Step 2

- Line Manager to complete Expression of Interest form

### Where

In the Rloop library. Go to Administration, click on 'Forms'

## Step 3

- Line Manager to send form to Training Manager or Senior Training Officer, who will check minimal requirements are met for the requested course.

### Then

Once complete, send to Realise Training Account Manager and copy Line Manager in.

## Step 4

- Realise Representative receives expression of interest form.
- Details sent to relevant enrolment team.

### When

Within 2 working days of receipt of expression form.

## Step 5

- Enrolment team assign dedicated person to support candidate through enrolment process.
- Welcome email, initial assessments and enrolment form sent to candidate.

### When

Within 1 working day of expression being sent to enrolment team.





## Step 6

- Realise to contact candidate to book enrolment session.

## When

Within 2 working days of dedicated person being assigned.

## Step 7

- Enrolment form and assessments completed.

## When

As soon as possible (Learner responsibility).

## Step 8

- Suitability check completed based on completed enrolment form and completed initial assessment results.

## When

2 working days prior to enrolment.

## Step 9

- Assuming all of the previous steps are completed, the enrolment date booked at step 3 will go ahead.

Realise

**Get in touch today!**



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www.realisetraining.com