

WELCOME TO LSBU

Apprenticeship Welcome Session

EST 1892 **LSBU**

Today's welcome session

- 1 The apprenticeship journey
- 2 How your apprenticeship works
- 3 APTEM & off-the-job training
- 4 Progress reviews & shared commitment
- 5 Support, added value & key contacts

Apprenticeships at LSBU GROUP

2016

**Apprenticeship
programmes began**

3,000+

**Apprentices
currently enrolled**

30+

**Apprenticeship
standards**

£5m

**Investment in
dedicated resources
& facilities**

Supported by a committed LSBU team throughout your apprenticeship.



What is an apprenticeship?

PAID JOB

Employment, salary and workplace experience

+

UNIVERSITY LEARNING

Technical knowledge and formal learning

+

WORKPLACE DEVELOPMENT

Apply and develop knowledge, Skills & Behaviours

= YOUR APPRENTICESHIP

Learning and training must take place within your paid working time.

Your apprenticeship standard

K

Knowledge

What you need to understand

S

Skills

What you need to be able to do

B

Behaviours

How you are expected to work

Your standard also sets out the occupational duties, typical duration, gateway requirements and End-Point Assessment.



[Apprenticeship search / Skills England](#)

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Know when and where you are learning

DELIVERY DAYS

Semester 1 delivery days are published on the [LSBU website](#).

YOUR TIMETABLE

Your full timetable is available through [My LSBU](#) after online enrolment and login details.

BLOCK RELEASE

Where applicable, block-release information is also published online.

ACADEMIC CALENDAR

Use the LSBU academic calendar to [plan ahead](#).

Do not book annual leave for scheduled university day.

Off-the-job training (OTJT)

- Off-the-Job (OTJ) Training is a mandatory part of your apprenticeship. It allows you to develop the Knowledge, Skills, and Behaviours required for your programme through learning activities undertaken during your normal working hours.
- OTJ hours are required for every month of your apprenticeship, and your Planned (ILR) hours must be met to qualify for Gateway. The Planned (ILR) hours are calculated at 6 hours per week.
- Off-the-job training is delivered by subject experts and can include:
 - **teaching theory** (e.g. classroom lessons, lectures and online learning)
 - **practical training** (e.g. shadowing, mentoring, industry visits)
 - **learning support** and time to write assignments

Working consistently on planned learning each week helps you meet – and where exceed – the minimum hours set for your apprenticeship.

Off-the-job training (OTJT)

Off the Job Learning Can include:	Off the Job Learning Does not include:
The teaching of theory – Your day at Uni <i>For example: lectures, role playing, simulation exercises, online learning or manufacturer training</i>	Progress Reviews/ completing OTJ - logs
Practical training For example: Shadowing, job rotation, industry visits and attendance at competitions	On-programme assessment (tests & exam) required for the apprenticeship standard
Group discussions & tutorials	Training which takes place outside of your paid working hours
Learning Support If applicable	Induction into university or work place
Time spent writing assessments / assignments/ Revision (where this is specifically required for the apprenticeship)	
Coaching / Mentoring sessions	
Activities all need to take place within the apprentice's paid working hours	

Enrolment Terms and Conditions

"7. APPRENTICES

If I am a student apprentice, I acknowledge that an apprenticeship comprises three components – off the job learning (e.g., the academic qualification), on the job learning and an end-point assessment (integrated or non-integrated). All three components must be successfully completed as stated in the apprenticeship standard and assessment plan before an apprenticeship completion certificate can be awarded.

The University awards qualifications which are part of an apprenticeship standard, where an apprentice having followed a prescribed course has successfully completed all of the requirements including the successful completion of the required on the job learning and end-point assessment as set out in the apprenticeship standard and assessment plan. Upon completion of the apprenticeship standard, apprentices will receive all their certificates.

The University reserves the right not to issue any certificates and/or not to invite the student apprentice to a graduation ceremony until all three components have been completed successfully (including the end-point assessment).

I also acknowledge that an apprenticeship is linked to employment and failure to update LSBU with any changes in employment (e.g. as change of employer, redundancy or change of job duties) may result in the termination of my apprenticeship at LSBU. I may also be liable for any fees incurred since the change."

APTEM – your apprenticeship platform

Learning Plan

See your apprenticeship activity

OTJT

Record eligible learning

Progress Reviews

Prepare, contribute and sign

KSB Development

Track progress against your standard

Actions & Documents

Keep requirements up to date

MANDATORY: complete the required APTEM training modules/sessions and keep your record current.

Progress Reviews – a three-way conversation

Review	Discussion
Progress	Academic and Workplace progress
KSBs	What you are developing
OTJT / Attendance	Are you on Track
Actions	What Happens Next?



Every 3–4 months • Mandatory • Apprentice + Employer + LSBU Skills Reviewer

A successful apprenticeship is a shared commitment

APPRENTICE

- Attend and engage
- Keep APTM up to date
- Develop and evidence KSBs
- Attend progress reviews
- Communicate changes early

EMPLOYER / LINE MANAGER

- Protect learning time
- Provide relevant workplace exposure
- Support KSB development
- Attend progress reviews
- Prepare you for Gateway / EPA

LSBU (Skills Reviewer)

- Deliver learning and support
- Monitor progress
- Facilitate progress reviews
- Support apprenticeship compliance
- Prepare you for Gateway / EPA

What we Expect from You as an Apprentice

ATTEND

Be on time and attend all scheduled learning.

ENGAGE

University learning time is protected learning time.

RECORD

Keep APTM and OTJT evidence up to date.

COMMUNICATE

Tell LSBU about changes to employment, hours, role or circumstances.

PROGRESS

Use your standard and reviews to develop your KSBs.

Attendance and engagement information will be shared with your employer as part of apprenticeship monitoring.

Gateway & End-Point Assessment (EPA)

BUILD

Develop the knowledge, skills and behaviours in your standard.

GATEWAY

Meet the standard's gateway requirements and be confirmed ready.

EPA

Complete the independent assessment requirements set out in your assessment plan.

COMPLETE

Successful completion leads to the apprenticeship completion outcome, Certification and invite to Graduation.

End-Point Assessment is not optional where it is required by your apprenticeship standard.

End Point Assessment

- End-point assessment is a holistic and independent assessment of the **knowledge, skills and behaviours** which have been learnt throughout an apprenticeship standard. The requirements for End-Point assessment are set out in the assessment plan for each specific standard.
- Apprentices will **not be able to achieve** an apprenticeship standard without satisfying all the requirements of its assessment plan, including the End-Point assessment.
- An apprentice can only take the End-Point assessment once they have:
 - Met the minimum duration of the apprenticeship;
 - Satisfied the gateway requirements set out in its assessment plan
 - The employer and LSBU are content they have attained sufficient skills, knowledge and behaviours to successfully complete the apprenticeship.
- **End – Point Assessment isn't optional.**



LSBU is here to support you

Mental Health & Wellbeing

Confidential support, advice and onward referral.

Disability & Dyslexia Support

Support arrangements, assistive technology and advice.

Safeguarding

Raise concerns about your safety or wellbeing.

Student Support

Help navigating university services and support.

Ask for support early. Your apprenticeship team can help you find the right service.

Safeguarding & Prevent

SAFEGUARDING

Safeguarding is about protecting your welfare and helping you access support when you need it.

If you have a concern about yourself or someone else, speak to LSBU.

[Safeguarding at LSBU | London South Bank University](#)

PREVENT

Prevent is part of the Government's wider counter-terrorism strategy and sits within safeguarding and welfare.

Its purpose is to help stop people becoming radicalised or being drawn into terrorism.

[Prevent | London South Bank University](#)

LSBU has a duty to comply with Prevent and support the welfare of its students and apprentices.

More than an apprenticeship

CONNECT

Association of Apprentices: build your professional network and access apprentice-focused content. Part of your Learning plan on Aptom

SAVE

Explore eligible apprentice and student travel / discount benefits.

DEVELOP

Use events, networks and additional learning to build your career.

REPRESENT

Become an LSBU Apprenticeships Ambassador and share your journey.

Who should I contact?

Academic / module question



Your academic or course team

Apprenticeship progress



Your Skills Reviewer

Employment or circumstances change



Your Relationship Manager / Apprenticeship Team

Gateway / EPA



EPA Team

Personal support



LSBU Student Support services

Tell the Apprenticeship Team promptly about changes in working hours, job role, employer or circumstances, and any health & safety concerns.

Five things to remember

- 1 Know your Apprenticeship standard
- 2 Attend and engage
- 3 Keep APTM & OTJT up to date
- 4 Attend all progress reviews
- 5 Complete every required stage — including EPA

Benefits for Apprentices at LSBU

- TfL Apprentice Oyster Card: Get 30% off adult-rate Travelcards and Bus & Tram Pass season tickets. **(Do not apply for an oyster card until you receive an email from us instructing you to do so)**
- NUS: TOTUM continues to offer fantastic student discounts and offers on a wide range of top brands and local independents, and adds new features and content that powers you up to get ahead and go further
- BUCS British Universities & Colleges Sport (BUCS): LSBU recently signed up to BUCS universal Gym which mean that if students sign up at the LSBU Gym, they can also access any other UK university gym. (As long as that university is a BUCS member.)

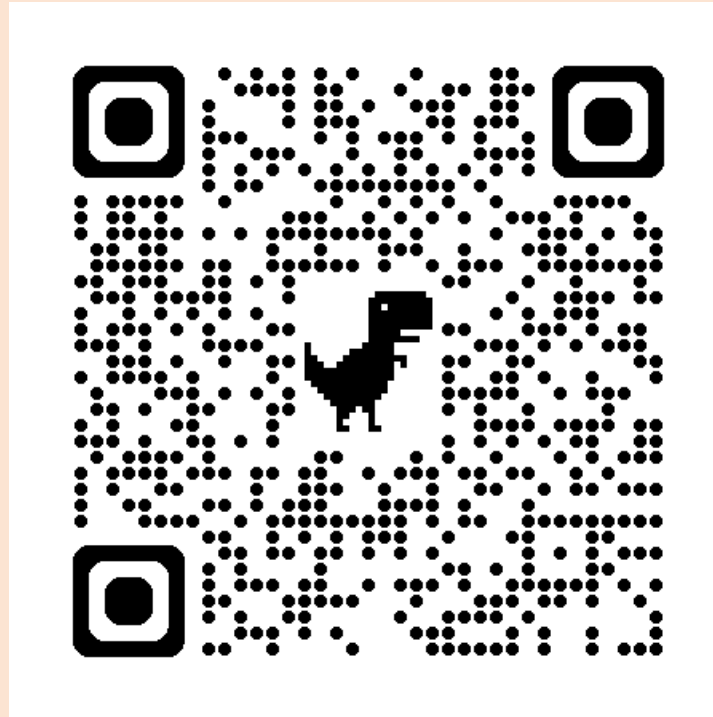
Follow us on social media!

We post regular updates on workshops, events and any changes of learning due to train strikes, weather etc.

Instagram



LinkedIn



Find your community

Be yourself, make meaningful connections and
discover opportunities to thrive.

Start building your
community



Digital Freshers Sessions

Please see the QR codes for our online Teams sessions on 7 October. Two timeslots are available – please join us to gain further insight and ask any questions.

Session details are also available via the Events section on the MyLSBU app

12:30-13:00



16:00-16:30



Questions?

Thank you — and welcome to your apprenticeship at LSBU.

apprenticeships@lsbu.ac.uk