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| The Midcounties Co-operative |  |

# Request an apprenticeship qualification for an existing colleague

## Referral Guidelines

1. To refer a colleague who is wishing to upskill, complete this form and email across to [apprenticeships@midcounties.coop](mailto:apprenticeships@midcounties.coop).
2. Once approved, you will receive a call from one of our partner training providers to arrange your colleague’s induction to their qualification.
3. If you have any questions relating to suitability of qualifications, please send through any questions to the [apprenticeships@midcounties.coop](mailto:apprenticeships@midcounties.coop) inbox and one of the team will call you back.
4. We ask all colleagues to consider that a work based qualification will last a minimum of one year.
5. Time must be allowed for all colleagues to complete “Off The Job” learning. Please refer to page 2 for information.

## Colleague Information – BLOCK CAPITALS PLEASE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name | |  |  | Date: |  |
| Payroll Number \_\_\_ | |  |  | Branch: |  |
| E-Mail  Address: |  | |  | Personal Phone No: |  |

## Referral Information – BLOCK CAPITALS PLEASE

|  |  |  |
| --- | --- | --- |
| Qualification / apprenticeship requested | |  |
| Current job title: | |  |
| Weekly hours worked: |  | |
|  |  | |

|  |
| --- |
| Reason for colleague wishing to gain this qualification: |
| *As a colleague signing this form, you are confirming that you understand that you will be commencing an apprenticeship program with a minimum term of 12 months and regular assessor visits in your workplace.* |

## Approval – BLOCK CAPITALS PLEASE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area Manager Name: |  |  | Trading Group: |  |
| Area Manager Signature: |  |  | District: |  |
| Colleague Signature: |  |  | Site Telephone Number |  |

#

**20% “Off The Job” Training Guide**

All new apprentices who commence an apprenticeship from May 2017 will be expected to spend a minimum of 20% of their employed time doing “Off the job” training.

This is a compulsory part of the apprenticeship and neither the Society nor the apprentice can opt out of this training.

The 20% can include:

* Teaching and learning of theory
* Practical training (shadowing, mentoring, industry visits)
* Learning Support and time spent writing assessments or assignments

The 20% cannot include:

* English and Mathematics training
* Progress reviews or assessment (tutors finding out how someone is progressing)
* Training taking place on an unpaid basis

*What does it mean?*

“Off the job” does not mean that the Colleague needs to be in a classroom or away from their usual site, it could take place on the shop floor, at the Colleague’s desk or within a nursery room.

The key to this it that it needs to be away from the Colleague’s usual day-to-day activities.

This could include:

* Research
* Discussions with peers
* Coaching from a manager
* Relevant training sessions

Off the job learning also works as an average over the full apprenticeship programme, therefore a training course lasting a full week, can be factored in to the full year of “off the job” training.

The opinion of the Education and Skills Funding Agency is that all “off the job” learning should take place naturally within the Colleague’s role. This means that a Colleague should be actively encouraged to research, seek mentors and ask peers for advice and information. This should be taken in to consideration as part of the 20% “off the job” training.