



A GUIDE TO BUSINESS AND PROFESSIONAL APPRENTICESHIPS



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WHY CHOOSE COLCHESTER INSTITUTE FOR BUSINESS AND PROFESSIONAL **APPRENTICESHIPS**

100%
**EPA Pass
Rate**

**OFSTED
'GOOD'
Grade 2
Provider**

45%
**of apprentices
gained a
distinction
at EPA**

95%
**Apprentice
satisfaction**

97%
**Employer
satisfaction**



BUSINESS AND PROFESSIONAL APPRENTICESHIPS

**Accounting | Customer Service | HR | IT | Management
Marketing | Procurement | Project Management**

At Colchester Institute we provide a range of high-quality dynamic professional development apprenticeship programmes for specialist functions including Accounting, Marketing, ICT, Management, Human Resources (HR), Procurement and Project Management.

Apprenticeships are designed to connect businesses and people to inspire learning, development and creativity. All these roles support organisations to ensure business operations run smoothly, effectively and increase productivity.

Our apprenticeships are designed to equip apprentices with the crucial knowledge and skills needed to lead teams and develop core competencies such as building effective communications and problem-solving skills, confidence and adaptability to meet the demands of an ever-changing business world.

Colchester Institute is one of the largest apprenticeship training providers in Essex, delivering apprenticeships throughout East Anglia. Connecting the right people to the right training, to the right business.

We offer apprenticeships in a variety of subjects, allowing you to select the relevant training to meet your business needs.

In this brochure, you will find our full range of professional development apprenticeships.

What is an apprenticeship?

An apprenticeship is your chance to employ an individual committed to learning and developing their skills within your organisation. Typically, an apprentice will be expected to work full-time, with opportunities for learning away from the immediate pressures of the working role to develop new knowledge, skills and behaviours. The best part is that an apprentice is a contracted employee meaning you get a full resource whilst investing in your future workforce needs.



How do apprenticeships benefit an employer?

Apprenticeships are an excellent way to support your organisation to achieve its strategic objectives by harnessing new talent or helping to upskill your existing workforce.

At Colchester Institute we support our employers by offering:

- Recruitment service
- Digital account service
- Relationship management
- Employer events, webinars and networking opportunities
- Personalised service

Employers also report benefits such as...

92%
*of companies that
have taken on
apprentices believe
this leads to a more
motivated and
satisfied workforce*



86%
*said apprenticeships
helped them develop
skills relevant to their
organisation*

80%
*have seen a significant
increase in employee
retention*

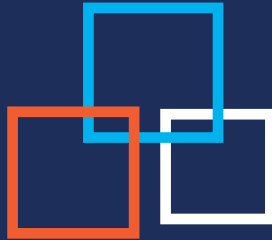


Source: apprenticeships.gov.uk

Things to consider...

- Where are the gaps in your training needs?
- Who will be the mentor of your apprentice? It can be their line manager.
- Will you need to invest in any extra facilities to accommodate your apprentice?
- How are you going to manage the 20% off the job learning (study time) which will be away from the workplace?
- Are you able to release your apprentice during working hours (in addition to the above study time) to complete maths and English at Level 2 where appropriate.
- Apprentices will require a meeting every 12 weeks with the Development Coach and either their mentor or line manager. This meeting will enable us to share information regarding your apprentice's progress and targets they are working towards.
- Who would be best suited in your organisation to be available to attend these 1-1.5 hour meetings every 12 weeks?

HR Support



Level

3

Duration

Typically 18 months

Levy Cost £4,500

Non-Levy Cost
Fully funded or 5% (£225)

How can a HR Support apprentice benefit my business?

The HR Support Apprenticeship programme will provide your HR professionals with the confidence to take ownership of tasks and to support your wider team, maximising productivity and effectiveness. They will gain a greater understanding of the profession and build a foundation of knowledge which could lead them towards becoming the future HR leaders in your organisation.

Who is the HR Support apprenticeship for?

HR Professionals working in a medium to large organisation as part of the HR function, or a HR Manager in a small organisation. They provide front line support to managers and employees.

Key responsibilities are likely to include handling day to day queries and providing HR advice, working on a range of HR processes, using HR systems to keep records and working with the business on HR changes. They will typically be taking ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk.

What will it cost the business to take on an apprentice?

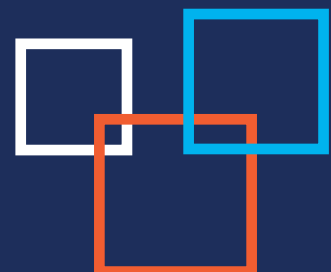
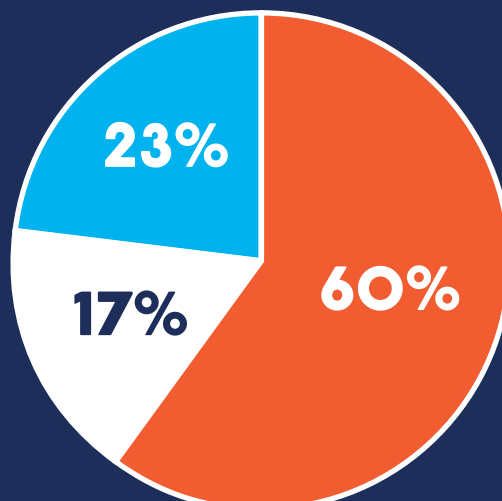
Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

Apprentices will attend college once every 4 weeks either in Norwich or Colchester.



	Work-based Activity
	Self-Study Assessment
	Classroom Activity

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the HR Support Level 3 Standard consists of:

- A work-based project
- A professional discussion

On successful completion of the EPA, apprentices may be eligible to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction · Learning plan
Months 2-10	On Programme	Foundation Certificate in People Practice · Workbook completion · Progress reviews · Functional skills
Months 11-13	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning
Months 14	Gateway to EPA	Project proposal · Work-based project on the HR function
Months 15-17	EPA	Work-based project · Professional discussion · Progression routes

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- HR Consultant / Partner Level 5
- Team Leader / Supervisor Level 3

Additional 'Optional' Qualification

CIPD Level 3 Foundation Certificate in People Practice

Cost: £800

As an addition to the HR Support Level 3 Apprenticeship, your apprentice can also have the option to develop their knowledge of people practice, along with developing skills to progress in the workplace.

This is a nationally recognised qualification which can be studied, in addition, to the above apprenticeship standard. This qualification will provide the skills training below:

- Confidence to be able to provide guidance to colleagues, customers, and the organisation
- Expertise to undertake tactical tasks that deliver value
- Greater understanding of the HR profession
- Raise their professional profile within your organisation

The aim of this qualification is to support preparation for the End Point Assessment (EPA) but is not essential.

People Professional

Level

5

Duration

Typically 25 months

Levy Cost £11,000

Non-Levy Cost
Fully funded or 5% (£550)

How can the People Professional apprenticeship benefit my organisation?

Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to your business's challenges, delivering advice and guidance on several HR areas. They will help your business adapt to being a workforce of the future.

This apprenticeship standard will deliver skills in project management, analytics and employment law, allowing the apprentice to influence and deliver strategy on the changing demands of your modern-day business.

Who is the People Professional apprenticeship for?

This would suit an HR consultant or HR business partner within an organisation of any size or sector. They will provide and lead the delivery of HR solutions to meet business challenges, together with offering tailored advice to mid-level and senior managers.

Additional 'Mandatory' Qualification

CIPD Level 5 Associate Diploma in People Management

Cost: This cost is included in the above apprenticeship standard

As part of the People Professional Level 5 Apprenticeship your apprentice will also complete the CIPD Level 5 Associate Diploma in People Management. This qualification will provide them with the knowledge and skills to make informed choices and develop expertise in people practice. It also offers the opportunity for your apprentice to transition to employment as a people manager and is a nationally recognised qualification as part of the above apprenticeship standard.

This qualification is suited to individuals who:

- Are aspiring to, or embarking on, a career in people management
- Are working in a people practice role and wish to contribute their knowledge and skills to help shape organisational value
- Are working towards or working in a people manager role

The aim of this qualification is to support the apprentice's preparation for the End Point Assessment (EPA).

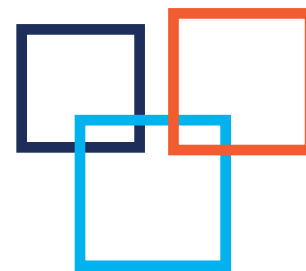
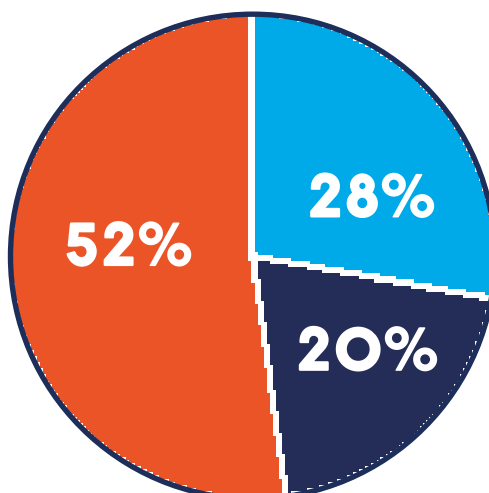
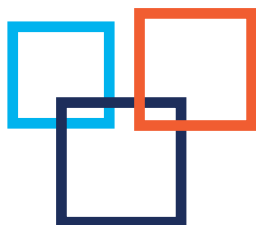
What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?



	Work-based Activity
	Knowledge, self-study and assessment
	Classroom self-study

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the People Professional Level 5 Standard consists of:

- A presentation followed by a Q&A session
- A professional discussion underpinned by a portfolio of evidence
- CIPD assignment

On successful completion of the EPA, apprentices may be eligible to apply to become an Associate Member of the Chartered Institute of Personnel and Development (CIPD). Chartered Membership can be achieved through further qualifications or experience-based assessment.

The Learner Journey

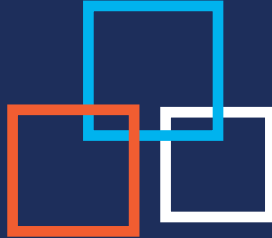
Month 1	Sign up and induction	Skills scan · induction · Developmental activities · Learning plan agreed
Months 1-2	Apprenticeship Workshop: managing self and projects	Interactive action learning workshops
Month 3	CIPD Induction	Introduction to CIPD Level 5 Associate Diploma in People Management
Months 4-15	On-programme knowledge and skills	Associate Diploma in People Management · Portfolio completion · Progress reviews · Functional skills
Months 16	Gateway to EPA	Presentation proposal · Portfolio completions
Month 17-18	EPA	Presentation and questioning · Professional discussion underpinned by a portfolio of evidence · CIPD assignment

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Coaching Professional Level 5
- Operations / Departmental Manager Level 5
- Senior People Professional Level 7
- Senior Leader Level 7

Associate Project Manager



Level

4

Duration

Typically 18-23 months

Levy Cost £7,000

Non-Levy Cost

Fully funded or 5% (£350)

How can an Associate Project Manager apprentice benefit my business?

Unlock the full potential of your organisation with the Associate Project Manager Apprenticeship at Colchester Institute. This program offers a cost-effective solution to upskill your staff, providing enhanced project management skills, fostering innovation and leadership, and ensuring efficient project delivery. By investing in this apprenticeship, you not only retain top talent but also future-proof your organization for success in today's competitive market.

Who is the Associate Project Manager apprenticeship for?

The Project Manager apprenticeship is designed for individuals who are aspiring to or currently working in a project management role. It is ideal for those seeking to develop their project management skills, whether they are new to the field or looking to advance their existing career. This apprenticeship is suitable for a wide range of industries and sectors, providing valuable skills applicable to various project management roles.

Additional **Optional** Qualification

APM Project Management Qualification

Cost: £800

This is an additional course that could support the Associate Project Manager Apprenticeship, your apprentice can have the option to develop their knowledge of the APM Professional Standard, along with skills to progress in the workplace.

This course can be completed to gain a nationally recognised qualification in addition to the above apprenticeship standard. This qualification will provide the skills training below:

- Setting up for project success
- Preparing for change
- People and behaviours
- Planning and managing project deployment

The aim of this qualification is to support the apprentice's preparation for the End Point Assessment (EPA), but is not essential.

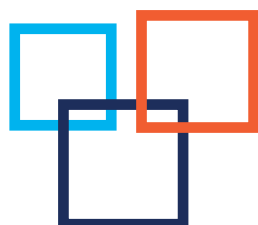
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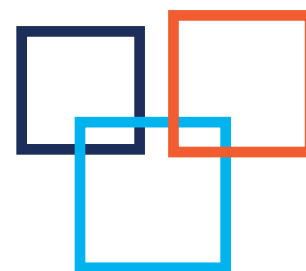
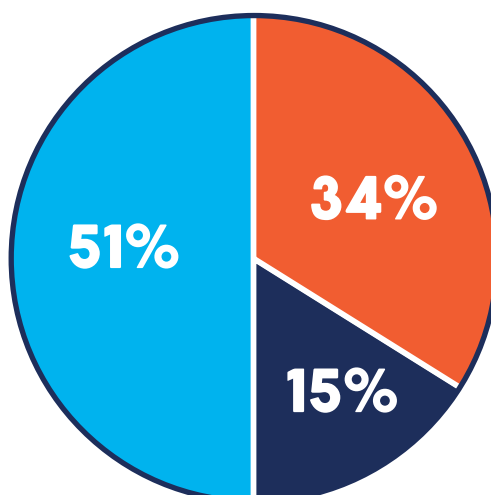
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?



Functional Skills



	Work-based Activity
	Knowledge, self-study and assessment
	Classroom self-study

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Associate Project Manager Standard consists of:

- A project with report
- A professional discussion underpinned by a portfolio of evidence

On successful completion of the EPA, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to Associate Membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

The Learner Journey

Month 1	Sign up and induction	Skills scan · induction · Developmental activities · Learning plan agreed
Months 1-6	Knowledge, delivery and assessment	Knowledge workshops · Progress reviews · Functional skills (if applicable)
Months 7-13	Managing work-based projects, portfolio creation	Skills development · portfolio building · Tutorials · Peer learning · Career advice and guidance
Months 14-16	EPA Prep & Gateway	Portfolio completion · Knowledge revision · Mock EPA
Months 19-20	EPA	Project with report · Professional discussion underpinned by a portfolio of evidence · Progression routes

Progression

On successful completion there are several progression routes for your staff based on your business needs and their specific job role:

- Operations / Departmental Manager Level 5
- Coaching Professional Level 5
- Senior Leader Level 7

Business Administrator

Level

3

Duration

Typically 15-18 months

Levy Cost £5,000

Non-Levy Cost

Fully funded or 5% (£250)

How can a Business Administrator apprentice benefit my business?

Effective administration sits at the core of all businesses. A Business Administrator apprentice will ensure great communication, be proficient in key software programs, display strong organisational skills and attention to detail, and be resourceful. They will provide admin support to managers, deliver on key business projects and identify process improvements and efficiencies with a focus on adding value.

Who is the Business Administrator apprenticeship for?

This apprenticeship is for any organisation that has administrative processes and procedures. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

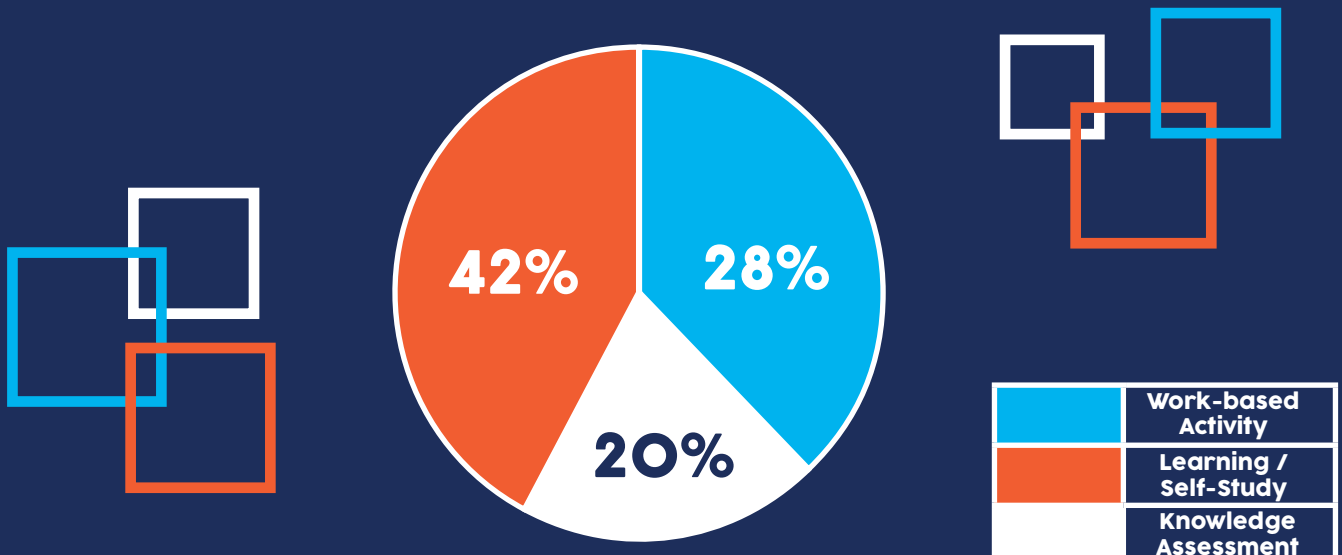
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

Option A: Apprentices will attend college once every 4 weeks for delivery sessions with resources available via our e-portfolio system. Apprentices will also receive dedicated 1-1 tutor support (including workplace visits and observations) throughout the programme.

Option B: There is no college attendance for this option. Apprentices receive resources via our online e-portfolio system with dedicated 1-1 tutor support (including workplace visits and observations) throughout the programme.



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Business Administration Standard consists of:

- A knowledge test
- A work-based project and presentation
- A professional discussion underpinned by a portfolio of evidence

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction · Learning Plan
Months 2-6	On Programme	Knowledge delivery · Workshop attendance · Progress reviews
Months 7-12	On Programme	Skills development · Portfolio building · Work-based tasks · Progress reviews
Months 12-16	Gateway to EPA	Work-based project · Portfolio completion
Months 17-18	EPA	Multiple choice knowledge test · Work-based project and presentation · Professional discussion

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Associate Project Manager Level 4
- Team Leader/Supervisor Level 3
- HR Support Level 3
- Operations / Departmental Manager Level 5

Additional 'Optional' Qualification

Level 3 Diploma for the Business Administrator

Cost: £500

As an addition to the Level 3 Business Administration apprenticeship, your apprentice also has the option to develop their knowledge and skills of business administration with a focus on a particular pathway from the following: General Business Administration, Legal Administration, Medical Administration, Administration for Marketing and Sales, Human Resources Administration and Administration in an educational setting.

Customer Service Practitioner

Level

2

Duration

Typically 15-18 months

Levy Cost £3,500

Non-Levy Cost

Fully funded or 5% (£175)

How can a Customer Service Practitioner apprentice benefit my business?

The role of a customer service practitioner is to deliver high quality products and services to the customers of their organisation. They will demonstrate excellent customer service skills and behaviours as well as product and/or service knowledge when delivering to your customers.

An apprentice's training is tailored to your organisation's needs, resulting in a loyal, motivated work force and increased productivity by developing staff skills and expertise.

Who is the Customer Service Practitioner apprenticeship for?

This apprenticeship would benefit any customer facing staff, or those working in large organisations where international or interdepartmental "customer" interactions occur.

What will it cost the business to take on an apprentice?

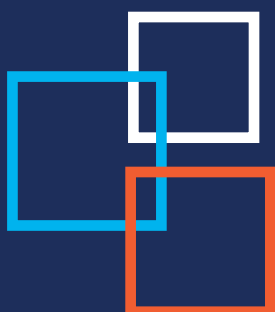
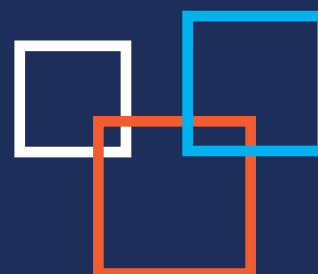
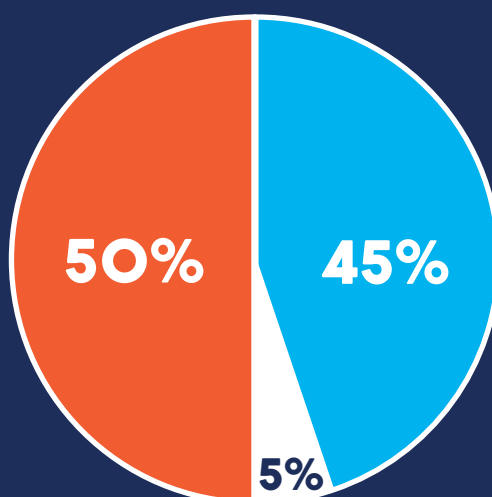
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*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

There is no college attendance for this course – all learning is delivered in the workplace. Any requirements for technical knowledge are delivered remotely via telephone, Zoom or webinar sessions. These range from one to two-hour sessions, depending on the subject area.



	Work-based Activity
	Learning / Self-Study
	Knowledge Assessment

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Customer Service Practitioner Standard consists of:

- An apprentice showcase portfolio
- A practical observation
- A professional discussion underpinned by a portfolio of evidence

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction ·
Months 2-7	On Programme	Knowledge delivery · Portfolio building
Months 8-14	On Programme	Skills development · Work-based tasks · Portfolio building
Month 15	Gateway to EPA	Portfolio completion
Months 16-18	EPA	Showcase portfolio · Workplace observation · Professional discussion

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Business Administration Level 3
- HR Support Level 3
- Team Leader/Supervisor Level 3



Customer Service Specialist

Level

3

Duration

Typically 15 months

Levy Cost £4,000

Non-Levy Cost
Fully funded or 5% (£200)

How can a Customer Service Specialist apprentice benefit my business?

Effective customer service sits at the core of many organisations. The customer service specialist apprenticeship will help your organisation develop skilled and knowledgeable customer service representatives. The apprenticeship will ensure your employees acquire essential customer service skills, such as effective communication, problem-solving, and conflict resolution, which will enhance their performance in dealing with customers and as a result improve the customer service experience, increase customer satisfaction, enhance the organisations reputations and improve efficiency and productivity.

Who is the Customer Service Specialist apprenticeship for?

The apprenticeship is designed for individuals who are interested in pursuing a career in customer service and wish to develop their skills and knowledge in this field. It is suitable for both new entrants to the industry and existing customer service professionals looking to enhance their abilities. The apprenticeship is suitable for a wide range of roles within customer service, such as customer service representatives, team leaders, supervisors, or managers and is applicable to a range of industries such as retail, business, construction and engineering.

What will it cost the business to take on an apprentice?

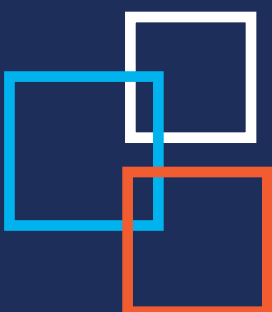
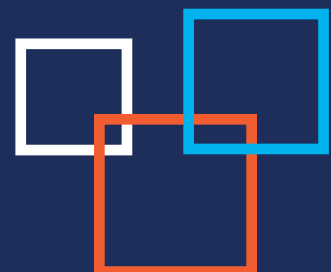
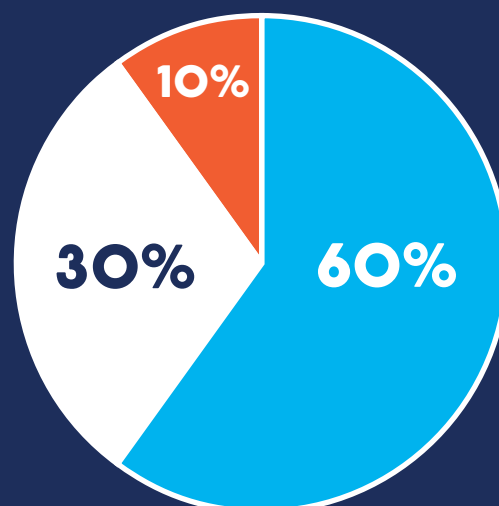
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*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

There is no college attendance for this course – all learning is delivered in the workplace. Any requirements for technical knowledge are delivered remotely via telephone, Zoom or webinar sessions. These range from one to two-hour sessions, depending on the subject area.



	Work-based Activity
	Learning / Self-Study
	Knowledge Assessment

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Customer Service Specialist Standard consists of:

- A work-based project and interview
- A workplace observation followed by a Q&A session
- A professional discussion underpinned by a portfolio of evidence

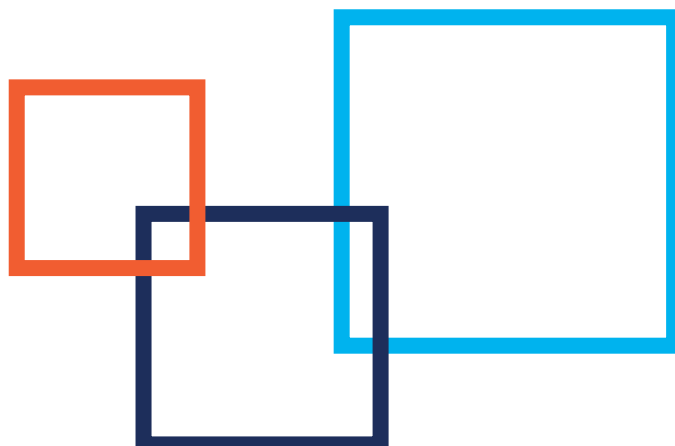
The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction · Learning Plan
Months 2-5	On Programme	Knowledge delivery · Workshop attendance · Progress reviews
Months 6-11	On Programme	Skills development · Portfolio building · Work-based tasks · Progress reviews
Months 12-15	Gateway to EPA	Work-based project · Completion of Gateway documents · EPA preparations
Months 16-18	EPA	Workplace observation with Q&A session · Work-based project and interview · Professional discussion

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Team Leader Level 3
- Associate Project Manager Level 5
- Operations/Departmental Manager Level 5
- Coaching Professional Level 5



Procurement and Supply Assistant

Level

3

Duration

Typically 18 months

Levy Cost £6,000

Non-Levy Cost

Fully funded or 5% (£300)

How can a Procurement and Supply Assistant apprentice benefit my business?

Procurement and Supply Assistants are essential for the efficient operation of your organisation. This programme is aimed at those who are looking to build on their existing skills in supply chain management and purchasing. It will give your procurement professionals an opportunity to develop core essential skills and knowledge of the profession, enabling them to effectively support your procurement team and business.

Who is the Procurement and Supply Assistant apprenticeship for?

A Procurement and Supply Assistant is found in all organisations where goods and/or services need to be sourced and purchased in line with national or international procurement laws, or internal governance processes.

Key responsibilities are likely to include: using their knowledge of procurement regulations/policies to support the wider procurement team in tasks such as quotation, tender response evaluation, supplier database maintenance, purchase order review and conversion, and stakeholder liaison. They will ensure data is correctly administered and maintained in accordance with current legislation and have purchasing requests and low-risk contracts for which they will develop requests, quotes or obtain prices. They will undertake a role in the management of supply delivery and quality assurance by enabling supplier selection, management and supplier closure.

Additional 'Mandatory' Qualification

CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

Cost: This cost is included in the above apprenticeship standard

This qualification is achieved as part of the Procurement and Supply Assistant Level 3 Apprenticeship and is a nationally recognised qualification in its own right.

This qualification will provide the skills training below:

- Knowledge and skills to apply factual, procedural, and theoretical knowledge of procurement and supply
- Ability to complete tasks and address problems that are well-defined but may be complex and non-routine
- Understanding of what relevant information is required and how to interpret and review its effectiveness

This qualification will also support your apprentice in preparation for their End Point Assessment (EPA).

What will it cost the business to take on an apprentice?

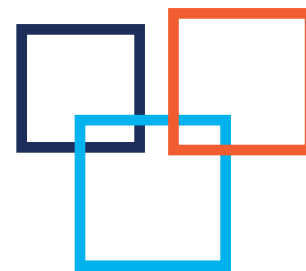
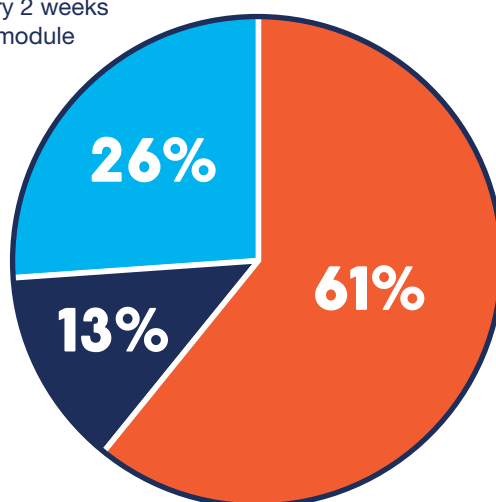
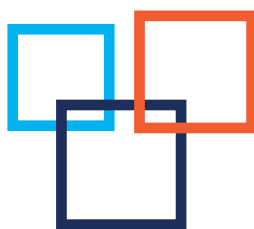
Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

Apprentices will attend college once every 2 weeks either in Norwich or Colchester for each module (in line with CIPS exam schedule).



	Work-based Activity
	Knowledge, self-study and assessment
	Classroom self-study

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Procurement and Supply Assistant Level 3 Standard consists of:

- A work-based project followed by a presentation with a Q&A session
- A professional discussion underpinned by a portfolio of evidence

This Apprenticeship standard aligns with the following professional recognition:

- Chartered Institute of Procurement and Supply

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction · Learning plan
Months 2-10	On Programme	Completion of L3 qualification · Progress reviews · Functional skills (if applicable)
Months 11-17	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning
Months 18	Gateway to EPA	Project proposal · Work-based project on the procurement cycle
Months 19-24	EPA	Work-based project · Work-based presentation · Q&A session · Professional discussion · Progression routes

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Commercial Procurement and Supply Level 4
- Team Leader Level 3
- Operations / Departmental Manager Level 5

Procurement and Supply Chain Practitioner

Level

4

Duration

Typically 18 months

Levy Cost £10,000

Non-Levy Cost
Fully funded or 5% (£500)

How can a Procurement and Supply Chain apprentice benefit my business?

Commercial procurement is about commercial acumen, strong financial practice, including robust budget management. It's about relating figures to improve the governance of the business. This apprenticeship encompasses the entire procurement cycle, achieving the Level 4 Apprenticeship in Procurement and Supply will enable your member of staff to use their breadth and depth of experience to position themselves as a fully effective commercially skilled employee with transferable skills.

Who is the Procurement and Supply chain apprenticeship for?

Procurement and supply professionals may have job roles such as Commercial Support, Commercial Analyst, Sourcing Executive, Procurement Operations Support, Buyer, Assistant Buyer, Commercial Relationship Support and Contract Support.

Key responsibilities are likely to include the process of procurement, or buying goods and services. These roles can extend to include a huge range of related commercial activities such as influencing policy, financial analysis, engaging in contract law, and developing a strategy to deliver services. The variety of goods and services that procurement professionals are responsible for is vast. Securing services could include finding new and innovative IT systems, outsourcing translation services, or closing a deal on a construction project for a new building.

Additional 'Mandatory' Qualification

CIPS Level 4 Diploma in Procurement and Supply

Cost: This cost is included in the above apprenticeship standard

This qualification is achieved as part of the Procurement and Supply Chain Practitioner Level 4 Apprenticeship and is a nationally recognised qualification in its own right.

This qualification will provide the skills training below:

- Knowledge and skills to learn about procurement and supply within an organisation
- A clear understanding of procurement and supply with the ability to address complex, non-routine problems
- The ability to analyse, interpret and evaluate relevant information and ideas
- Knowledge to review the effectiveness and appropriateness of methods, actions, and results

This qualification will also support your apprentice in preparation for their End Point Assessment (EPA).

What will it cost the business to take on an apprentice?

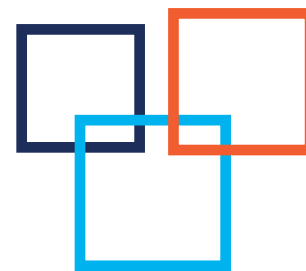
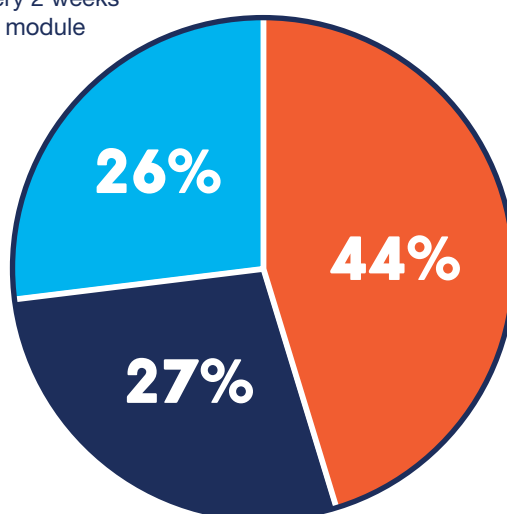
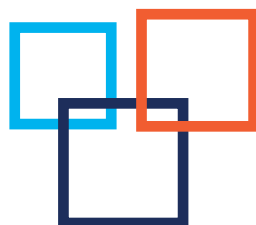
Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?

Apprentices will attend college once every 2 weeks either in Norwich or Colchester for each module (in line with CIPS exam schedule).



	Work-based activity
	Knowledge, self-study and assessment
	Classroom activity

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Procurement and Supply Chain Practitioner Level 4 Standard consists of:

- A work-based project
- A presentation followed by a Q&A session

Completion of Chartered Institute of Procurement & Supply (CIPS) Level 4 gains eligibility for the equivalent membership of the Institute. CIPS Level 4 is a prerequisite for MCIPS (Level 6), the full professional licence and offers the potential for Chartered status.

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Learning plan
Months 2-18	On Programme	Completion L4 Diploma · Workbook completion · Progress reviews · Functional skills
Months 4-17	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning
Months 18-19	Gateway to EPA	Project proposal · Work-based project on the Procurement Cycle
Months 20-24	EPA	Work-based project · Work-based presentation · Q&A Session · Progression routes

Progression

On successful completion there are several progression routes for your staff, based on your business and their specific job role:

- Operations / Departmental Manager Level 5
- Associate Project Manager Level 4

Accounts or Finance Assistant

Level

2

Duration

Typically 12 months

Levy Cost £7,000

Non-Levy Cost

Fully funded or 5% (£350)

How can a Accounts or Finance Assistant apprentice benefit my business?

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The accounts or finance assistant is responsible for assisting the team of accountants with junior accounting duties.

Who is the Accounts or Finance Assistant apprenticeship for?

An Accounts or Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts or Finance Assistants can work in almost any sector.

Additional 'Mandatory' Qualification

AAT Level 2 Certificate in Accounting

As part of the Accounts or Finance Assistant apprenticeship your apprentice will also complete the Level 2 Certificate in Accounting. This qualification delivers a solid foundation in finance administration – covering areas such as double-entry bookkeeping to basic costing principles and using accounting software.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

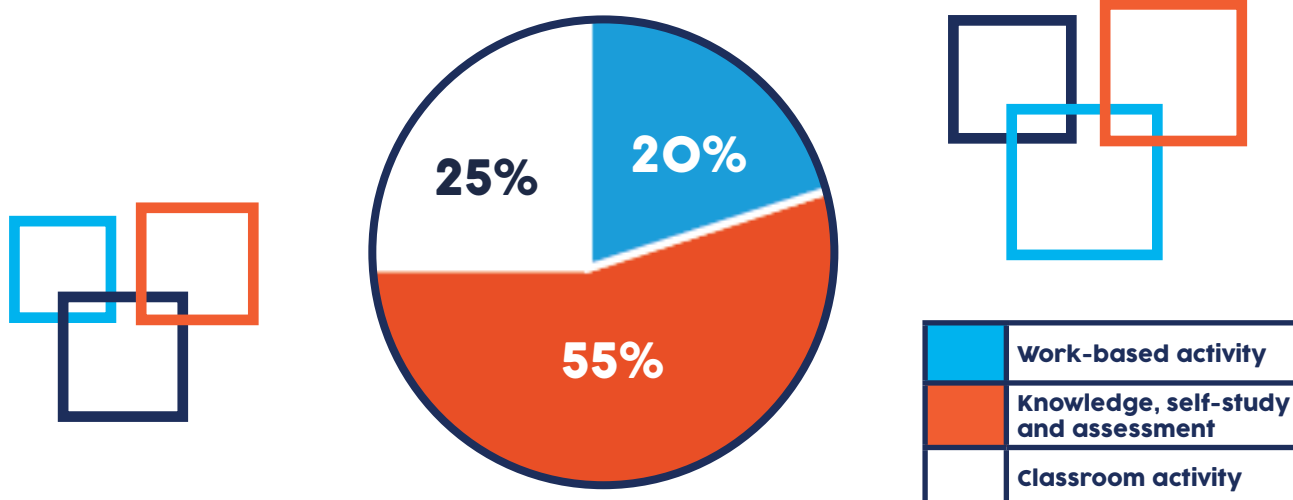
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Tuesday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

How is the 'off-the-job' training delivered?



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Accounts or Finance Assistant apprenticeship consists of:

- An online multiple choice knowledge assessment
- A professional discussion supported by a portfolio of evidence

The Learner Journey

Month 1	Sign-up and induction	Skills scan · Developmental activities (including extended writing guidance) · Induction · Training plan
Months 2-10	On programme	Mindful education VLE completion · Classroom session · Qualification preparation and exams
Months 10-13	Gateway & EPA	Portfolio building · Tutorials · Synoptic preparation · Portfolio submission · Knowledge Test

Progression

On successful completion candidates may progress onto:

- Assistant Accountant Level 3 apprenticeship

Assistant Accountant

Level

3

Duration

Typically 16 months

Levy Cost £12,000

Non-Levy Cost
Fully funded or 5% (£600)

How can a Assistant Accountant apprentice benefit my business?

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements.

Who is the Assistant Accountant apprenticeship for?

The assistant accountant apprenticeship will suit job roles including; Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant and Purchase Ledger Clerk.

Additional 'Mandatory' Qualification

AAT Level 3 Diploma in Accounting

As part of the Assistant Accountant Apprenticeship your apprentice will also complete the Level 3 Diploma in Accounting. This qualification covers a range of essential accounting tasks, such as maintaining cost accounting and the preparation of reports and returns. It provides students with the specialist knowledge and skills required to progress in an accounting or finance role.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

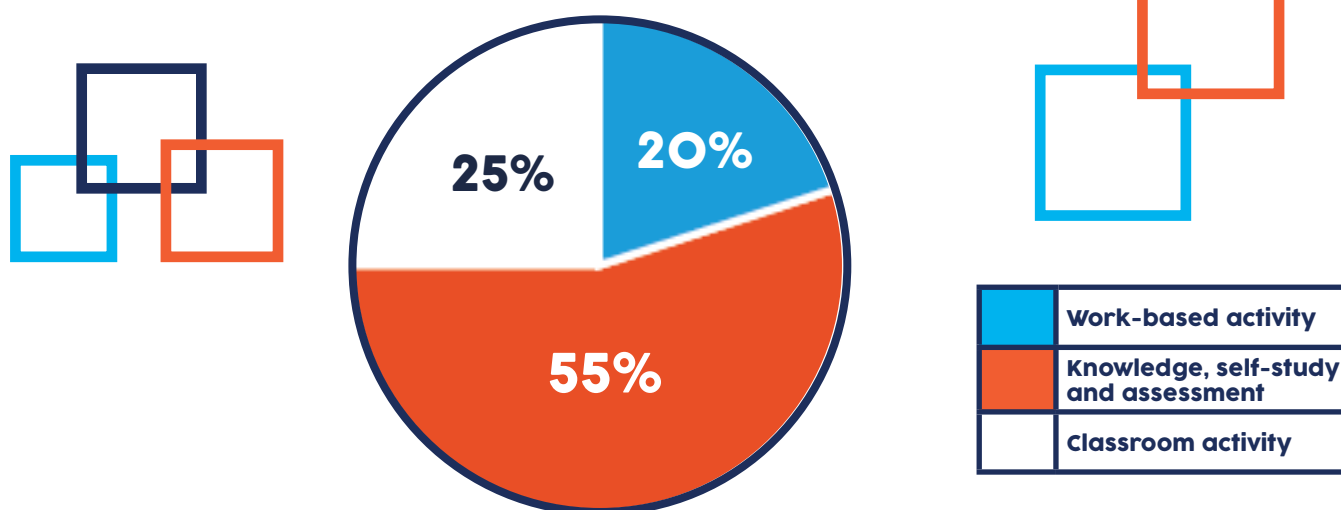
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Tuesday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

How is the 'off-the-job' training delivered?



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Assistant Accountant apprenticeship consists of:

- An open book multiple choice knowledge assessment
- A portfolio and reflective discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan · Developmental activities (including extended writing guidance) · Induction · Training plan
Months 2-13	On programme	Mindful education VLE completion · Classroom session · Qualification preparation and exams
Months 14-15	Gateway to EPA	Portfolio building · Tutorials · Synoptic preparation.
Month 16	EPA	Multiple choice knowledge assessment · Portfolio · Progression routes

Progression

On successful completion candidates may progress onto:

- Professional accounting Taxation technician Level 4 apprenticeship

Professional Accounting Technician

Level

4

Duration

Typically 18 months

Levy Cost £8,000

Non-Levy Cost
Fully funded or 5% (£400)

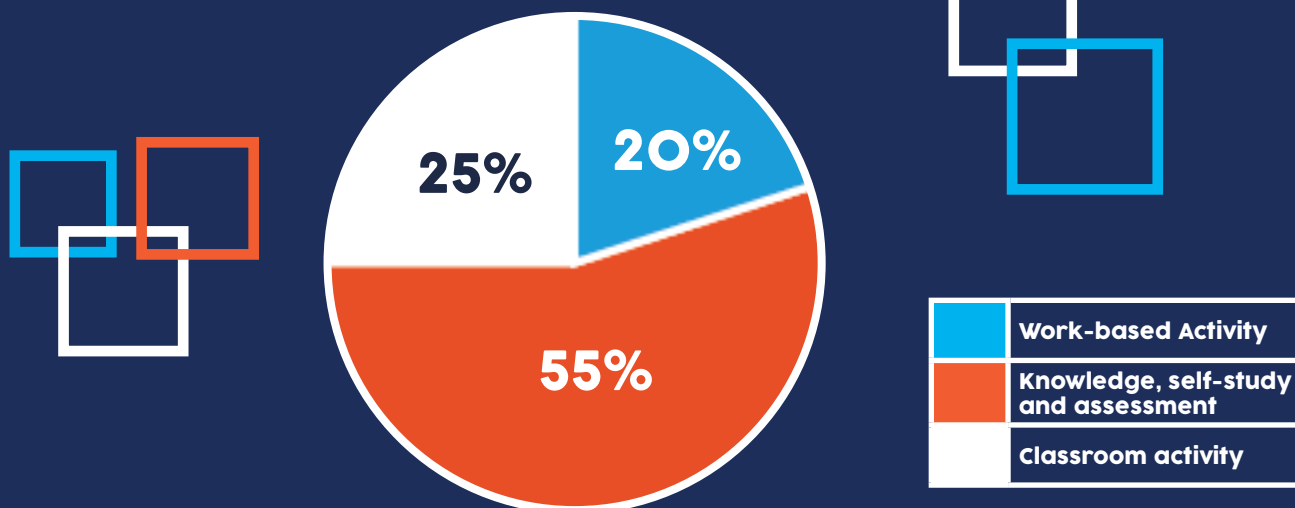
How can a Professional Accounting Technician apprentice benefit my business?

Individuals in the role of a Professional Accounting or Taxation Technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices.

Who is the Professional Accounting Technician apprenticeship for?

The Professional Accounting Technician apprenticeship will suit job roles including; Assistant auditor, Assistant management accountant, Assistant financial accountant, Accounts payable and expenses supervisor, Commercial analyst and Payroll manager.

How is the 'off-the-job' training delivered?



Additional 'Mandatory' Qualification

AAT Level 3 Diploma in Accounting Cost: £240

This qualification establishes skills including drafting financial statements for limited companies and presenting complete management accounting reports. By studying for this qualification, students will acquire professional accountancy and finance skills that will be useful throughout their careers.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Professional Accounting Technician apprenticeship consists of:

- A portfolio of evidence with a reflective statement
- A role simulation task
- A synoptic assessment / role simulation

The Learner Journey

Month 1	Sign-up and induction	Skills scan · Developmental activities · Induction · Training plan
Months 2 - 14	On programme	Mindful education · VLE completion · Classroom session · Qualification preparation and exams
Months 14 - 15	Gateway to EPA	Portfolio building · Tutorials · Synoptic preparation
Months 15 - 18	EPA	Portfolio submission · Role simulation task · Synoptic assessment · Progression routes

Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Thursday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

Progression

On successful completion there are several progression routes for your staff:

- ACCA advanced qualification
- Accountancy or taxation professional or Chartered Accountancy or taxation qualifications/ apprenticeships
- Completion of the Professional Accounting or Tax Technician apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes

Multi-Channel Marketer

Level

3

Duration

Typically 18 months

Levy Cost £11,000

Non-Levy Cost
Fully funded or 5% (£550)

How can a Multi-channel Marketer apprentice benefit my business?

A Multi-Channel Marketer apprentice will use available data and AI tools to create engaging content to guide your customers down the marketing funnel. With critical skills in content creation, search engine optimisation, social media management, web design, and GA4, learners will maximise your brand's exposure and guarantee a return on investment.

They will be responsible for delivering day-to-day marketing activities across a multitude of platforms, channels and systems that are essential to the Marketing function and activities of the company.

Who is the Multi-channel Marketer apprenticeship for?

Multi-channel marketers will sit within a specific company/agency that provides marketing deliverables and advice to external clients, or within an internal marketing team, delivering marketing activities to drive that business.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

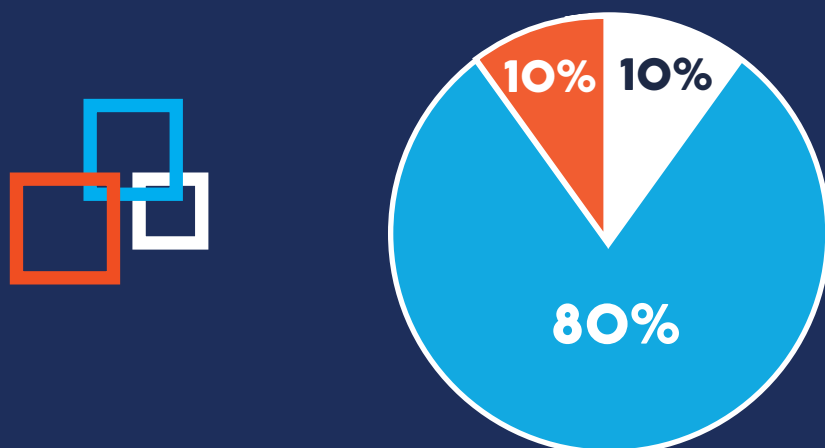
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

How is the 'off-the-job' training delivered?



	Work-based Activity
	Learning / Self-Study
	Classroom Activity

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Multi-channel Marketer apprenticeship consists of:

- A project with report
- An interview underpinned by portfolio of evidence

On successful completion of the EPA, the Level 3 Multi-channel Marketer Apprenticeship standard aligns with the following professional recognition:

- Chartered Institute of Marketing (CMI) for Affiliate
- Digital Marketing Institute (DMI) for Power
- Data and Marketing Association (DMA) for Individual

The Learner Journey

Month 1	Sign-up and induction	Skills scan · Induction · Training plan
Months 2 - 14	On programme	Classroom and online sessions · Qualification preparation · Developing assessment skills
Months 15 - 16	Gateway to EPA	Portfolio building · Tutorials · Synoptic project preparation
Months 17 - 18	EPA	Written project with report · Interview · Progression routes

Classroom Delivery

This apprenticeship is delivered via 1-2-1 and group sessions. The group sessions are delivered weekly alternating between online and in-person.

Progression

Successful candidates can progress into a Marketing job such as: Digital Communications Assistant, Digital Marketing Assistant, Social Media Assistant, Marketing Administrator and Marketing Assistant.

Information Communications Technician

Level

3

Duration

Typically 18 months

Levy Cost £15,000

Non-Levy Cost
Fully funded or 5% (£750)

How can an ICT apprentice benefit my business?

An ICT apprentice would support your business to deliver efficient operation and control of the IT and/or Telecommunications infrastructure (comprising physical or virtual hardware, software, network services and data storage) either on-premises or to end-users provisioned as cloud services that is required to deliver and support the information systems needs of an organisation.

Who is the ICT apprenticeship for?

The information communications technician apprenticeship will suit job roles including; IT support officer, Help desk support, Network support, Communications technician, Network field operative.

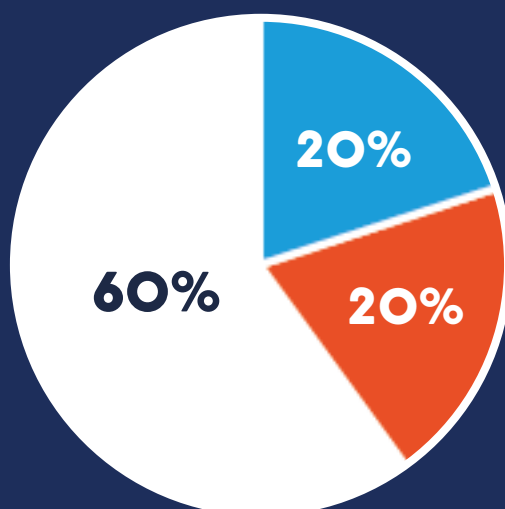
What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the 'off-the-job' training delivered?



	Work-based Activity
	Learning / Self-Study
	Classroom Activity

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Information Communications Technicians apprenticeship consists of:

- Project report with questioning (4 day block project)
- Professional discussion underpinned by portfolio

The Learner Journey

Month 1	Sign-up and Induction	Skills scan · Developmental activities (including extended writing guidance) · Induction · Training plan
Months 2 - 13	On programme	Classroom session · Qualification preparation and exams
Months 14 - 15	Gateway to EPA	Portfolio building · Tutorials · Project preparation and implementation
Months 16 - 18	EPA	Portfolio submission · Project report submission

Classroom Delivery

Apprentices will attend college one day per week (Wednesday) between 9am and 1pm. Self study/ work based evidence gathering is completed for 4 hours per week.

Progression

Successful candidates may progress onto a higher apprenticeship or gain full-time employment.

Qualifications include:

- Network engineer apprenticeship
- Data analyst apprenticeship
- Software technician apprenticeship

Additional 'Optional' Qualification

CompTIA A+

Cost: £292 (2 exams at £146 per exam)

As part of the Information Communications Technician Apprenticeship your apprentice may also complete the CompTIA A+ qualification. This certificate is an entry-level qualification in the IT industry and is widely accepted as an industry standard certification. The qualification is offered on an individual basis dependant on 6 week progress report.

How do I find out more?

For more information about how Colchester Institute can support your business with its apprenticeship requirements, contact the Employer team.

Who are the Colchester Institute Employer Team?

The Employer team at Colchester Institute are here to help your business harness the full potential of apprenticeships. Your dedicated account manager will work closely with you to find the right talent and develop a workforce that drives success. We can discuss funding options and incentives available to help you take on an apprentice and fill skills gaps. From start to finish, the team will provide expert guidance and tailored support, ensuring a stress-free experience.



Colchester Institute Employer Team

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