

INFORMATION
PACK

APPRENTICESHIP PROGRAMME

2020/21



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Welcome

For the 2020–2021 academic year, British Gymnastics will continue delivering its bespoke Apprenticeship Programme. The programme is designed to support registered clubs to increase capacity and participation within their environment, by employing an apprentice directly in conjunction with the British Gymnastics Apprenticeship Programme.

The programme will run in partnership with Bridgwater & Taunton College, who have delivered apprenticeships since 2006. Working with the college provides an opportunity to deliver a complete apprenticeship offer where the apprentice can achieve either a nationally-recognised qualification or membership of an appropriate professional institution, alongside bespoke gymnastics training.

Since 2016 over 90 apprentices have taken part in the programme, with many moving into full-time positions within their club. Some have progressed onto a higher-level apprenticeship or have been successful in obtaining a place to study at university. So that we can continually improve the Apprenticeship Programme, we regularly obtain feedback from apprentices and have taken their feedback and key learnings into consideration, to make improvements.

This guide provides the essential information required, but further support can be accessed through contact with the Bridgwater & Taunton College Apprenticeship Team on business@btc.ac.uk who will happy to help.

What is an apprenticeship?

An apprenticeship is a development programme that combines employment and training in a specific skill or discipline. On completion of the programme the apprentice is awarded an Apprenticeship Certificate and may gain either nationally-recognised qualification(s) or membership to a relevant professional institute. Apprenticeships are suitable for anyone above the age of 16, who is seeking to develop a new skill set whilst in employment. Employers train individuals within the context of their organisation, so apprentices contribute to the organisation's productivity whilst developing their own skills. There are more than 240 Apprenticeship Programmes across the UK, covering most occupations and sectors. Some differences in the level of funding provided and training required exist in England, Scotland, Wales and Northern Ireland, but the core features of the apprenticeship model remain the same across the four nations. Please note: In Scotland, apprenticeships are known as Modern Apprenticeships. For more information, please visit:

www.gov.uk/apprenticeships-guide

Why apprenticeships?

An apprenticeship is a unique way for a club to develop and grow their workforce combining on-the-job training within a club environment, with formal knowledge and skills-based training. The learning takes place in context, providing an understanding of the working world and combines practical skills with theoretical knowledge. British Gymnastics has developed this Apprenticeship Programme in partnership with Bridgwater & Taunton College to support registered clubs to create additional coach and club manager roles, which in turn may improve the workforce capacity challenges that clubs currently face.

How much time does an apprentice spend training?

Apprentices are required to spend a minimum of 20% of their paid time in off-the-job training, which is defined as “learning undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship”. Please refer to section ‘What is off-the-job training’ for full details.

Why have we chosen Bridgwater as our partner?

Through a robust selection process, Bridgwater & Taunton College has been selected to work in partnership with British Gymnastics to deliver the Apprenticeship Programme for a third year. The college, based in Somerset, was named FE College of the Year 2016 at the Times Educational Supplement FE Awards and has a reputation, both regionally and nationally, as being a highly successful provider of education and training. Furthermore, in 2016, Bridgwater College won an Association of Colleges Award for Sport in the Curriculum and the Queen's Anniversary Prize.

Through this partnership, we have developed a unique and positive relationship, which in turn has supported the programme's development, providing progressive and positive opportunities for apprentices.





Benefits to registered clubs

Registered clubs will have the opportunity to employ and develop an additional member of staff. Below are some of the benefits that clubs have identified from being involved in the programme:

- The ability to offer a more diverse range of classes which in turn has increased participation
- An increase in staff numbers through the retention of the apprentice at their club
- The ability to train the individual within the gymnastics environment, developing their knowledge of how the club operates from the outset
- Apprentices undertaking the Community Activator Coach Apprenticeship can take advantage of one free place on either a Level 1 or Level 2 coaching course.

Our clubs said:

“The programme is an excellent way of retaining current coaches, as people don’t currently view coaching as a full-time career option. However, this apprenticeship shows people there are full-time career options available and that gymnastics clubs can be run as a business.”

Felicity (Club Manager), MK Springers

Benefits to the apprentice

There are many benefits to an individual undertaking an apprenticeship. Some of these are:

- The ability to develop a career in the sport of gymnastics whilst gaining a nationally-recognised qualification or membership to a professional institution (CIMSPA or CMI)
- The ability to earn whilst studying
- To receive practical, relevant experience and training in gymnastics
- An insight into what working in gymnastics could include
- The ability to gain more confidence and experience in a working environment
- Apprentices undertaking the Community Activator Coach Apprenticeship can take advantage of one free place on either a Level 1 or Level 2 coaching course.



Our apprentices have said:

“The Apprenticeship Programme has increased my confidence levels, for example I now have more confidence in coaching and leading my own gymnastics group. During the programme my communication skills have also increased, as I have been put out of my comfort zone and I have been given the opportunity to network and interact with the other apprentices on the programme at the Lilleshall residential events”

Courteney (apprentice),
Bromley Valley Gymnastics Club

How will the Apprenticeship Programme work?

The Apprenticeship Programme is aimed at individuals with a strong passion to develop a future in gymnastics. The ideal applicant will work with their employer (the British Gymnastics registered club) to develop the club's gymnastics offer. Clubs should be committed to employing the apprentice in a full-time role in the gymnastics environment, while supporting the individual through their journey on the Programme.

The British Gymnastics Apprenticeship Programme will be split into three main sections:

- The apprenticeship delivered by the College
- Personal development and gymnastics related training delivered by British Gymnastics
- Employment with the registered club.

The Programme will see the registered club become the apprentice's employer. The apprentice is employed for a minimum period of 12 months, or the duration of the Apprenticeship Programme, whichever is greater (unless the apprentice has already completed any of the training included in the programme previously). As a requirement of the Apprenticeship Framework, the apprentice must work a minimum of 30 hours per week, of which 20% of the contracted employment hours must be delivered as "off-the-job training".

NB: The minimum duration of each apprenticeship is based on the apprentice working at least 30 hours a week, including any off-the-job training they undertake. Part-time hours can be agreed with the College if necessary, however this must still enable the apprentice to undertake enough regular training and on-the-job activity to ensure they are likely to successfully complete their apprenticeship and will extend the duration of the programme.



What is off-the-job training?

Off-the-job training, as defined specifically in relation to an apprenticeship programme, is learning that is completed outside of the normal day-to-day working environment and supports the achievement of the qualification. This can include training that is delivered at the apprentice's normal place of work, but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship standard and could include:

- Teaching of the theory to support developing their knowledge base in their chosen subject, for example: college delivery or lectures
- Time spent in training with their assessor (whether it is face-to-face or via the telephone)
- Shadowing another coach within the club to learn new skills
- Being mentored by either their mentor or line manager
- Practical training e.g. hours completing their Level 1 or Level 2 UKCC coaching qualification
- Simulated exercises and role play activity relating to core job role
- Attendance at competitions as a coach or as part of paid working hours
- Any additional webinars or online learning the club provide the apprentice that is relevant to the apprentice's job role
- Visiting the employer's other sites and departments to gain an understanding of the organisation but not working from that site
- Industry visits or visiting other companies or suppliers, for example other local clubs, or attending conferences
- Learning support provided by the employer or the provider
- Writing assessments and assignments
- In-house training programmes and CPD – where it links directly to the Apprenticeship Standard, for example first aid qualification or Time To Listen courses
- Training residentials delivered by British Gymnastics where apprentices are paid to attend and are not expected to use annual leave
- Time spent on any other learning provided by British Gymnastics

Off-the-job training does not include:

- English and maths (up to level two) which is funded separately.
- Progress reviews or on-programme assessment required for an Apprenticeship Framework or Standard.
- Training which takes place outside the apprentice's paid working hours.

Employers are required to pay their apprentices the appropriate rate that is relevant to their age.

For more information regarding minimum wages please visit www.gov.uk/national-minimum-wage-rates



British Gymnastics apprenticeship residentials

As part of the apprenticeship journey, the individual will be required to attend two British Gymnastics residential events. These events will give the apprentice the opportunity to visit Lilleshall National Sports Centre, the home of British Gymnastics, to receive bespoke training from the National Governing Body.

The information received at the training events will align to the units the apprentices are studying on their qualification as well as gymnastics specific content such as capacity building advice and operational support. Further programme information and dates will be provided once the individual has been selected. For this year, 2020, they will be taking place in November and July.

British Gymnastics staff will be available to provide support and guidance for each club manager throughout the Apprenticeship Programme. Each apprentice will also receive continued support from an Assessor at Bridgwater & Taunton College, to support the qualification aspect of the qualification.

Assessor visits

Throughout the year, Bridgwater & Taunton College will assess the individual's progress towards their qualifications using a variety of methods including eLearning and assessor visits, which should be scheduled every eight weeks*. These visits will require both the individual and their line manager and/or mentor to be available. Assessors will use methods such as observation and professional discussion. Requests for witness testimonies will be made to the mentor.

There will be no cost to clubs for assessor visits.

*Although stated as assessor visits every eight weeks, this can be tailored to specific individual needs (e.g. where additional support is required, additional visits can be made available to the individual).

Programme requirements:

Employers need to ensure they meet the criteria below to employ an apprentice.

Minimum requirements for employers are as follows:

- Be a registered club with British Gymnastics and based in England.
- Be able to employ the apprentice for a minimum of 30 hours per week for a period of 12 months or for the duration of the apprenticeship, whichever is greater.
- Agree to release the apprentice to attend the British Gymnastics training events as part of their paid hours. This will not be permitted to be as annual leave.
- Be able to pay the apprentice the relevant hourly pay in accordance with their age and the National Minimum Wage (NMW) or National Living Wage (NLW) (whichever applies).
- Be able to provide appropriate opportunities in the work environment for individuals to achieve their apprenticeship e.g. work shadowing, witness statements etc.
- Provide support in the workplace to enable the apprentice to develop their skills.
- Provide the apprentice with a suitable place to work.
- Liaise with British Gymnastics and Bridgwater & Taunton College regarding the progress of the apprentice, their achievements and future goals, whilst reporting on the frequency of assessment visits from the college.

- Provide an appropriate mentor for the apprentice, who will be the first point of contact for Bridgwater & Taunton College. This mentor will need to provide the apprentice with opportunities to gain competence in all assessment criteria.
- Ensure apprentices and mentors (where appropriate) are available to attend work-based reviews or complete relevant monitoring information e.g. Virtual Learning Environment (VLE).
- Ensure apprentices are aware of support mechanisms available at the College e.g. additional learning support, head of course and College counselling services.
- Commitment to attend and contribute to British Gymnastics led meetings and training events (where applicable).

Minimum requirements for the apprentice:

- The ability to work a minimum of 30 contracted hours per week, for the duration of the apprenticeship (unless they have an EHCP in place)
- Have long-term aspirations to fulfil a career in the gymnastics environment
- Fulfil the requirements of the Terms and Conditions of the Employer and the College
- Engage and attend all training activity provided by British Gymnastics
- Engage with College expectations including its code of conduct
- Not to be currently enrolled on another formal Apprenticeship Programme
- Course specific entry requirements are as in appendix 1 and alter depending on the qualification chosen to study.

The application process



How to apply

To be part of the 2020-2021 Apprenticeship Programme, email your interest to **business@btc.ac.uk** and you will be sent the relevant information together with forms to complete.

Please use the flow chart on page 15 to learn more about the process.

Please note Bridgwater & Taunton College will share relevant information with British Gymnastics. Please refer to the BTC Policy for more information. You can find it here: **<https://www.btc.ac.uk/privacy-policy/>**. By completing the application form, you are agreeing to the sharing of this information with British Gymnastics.

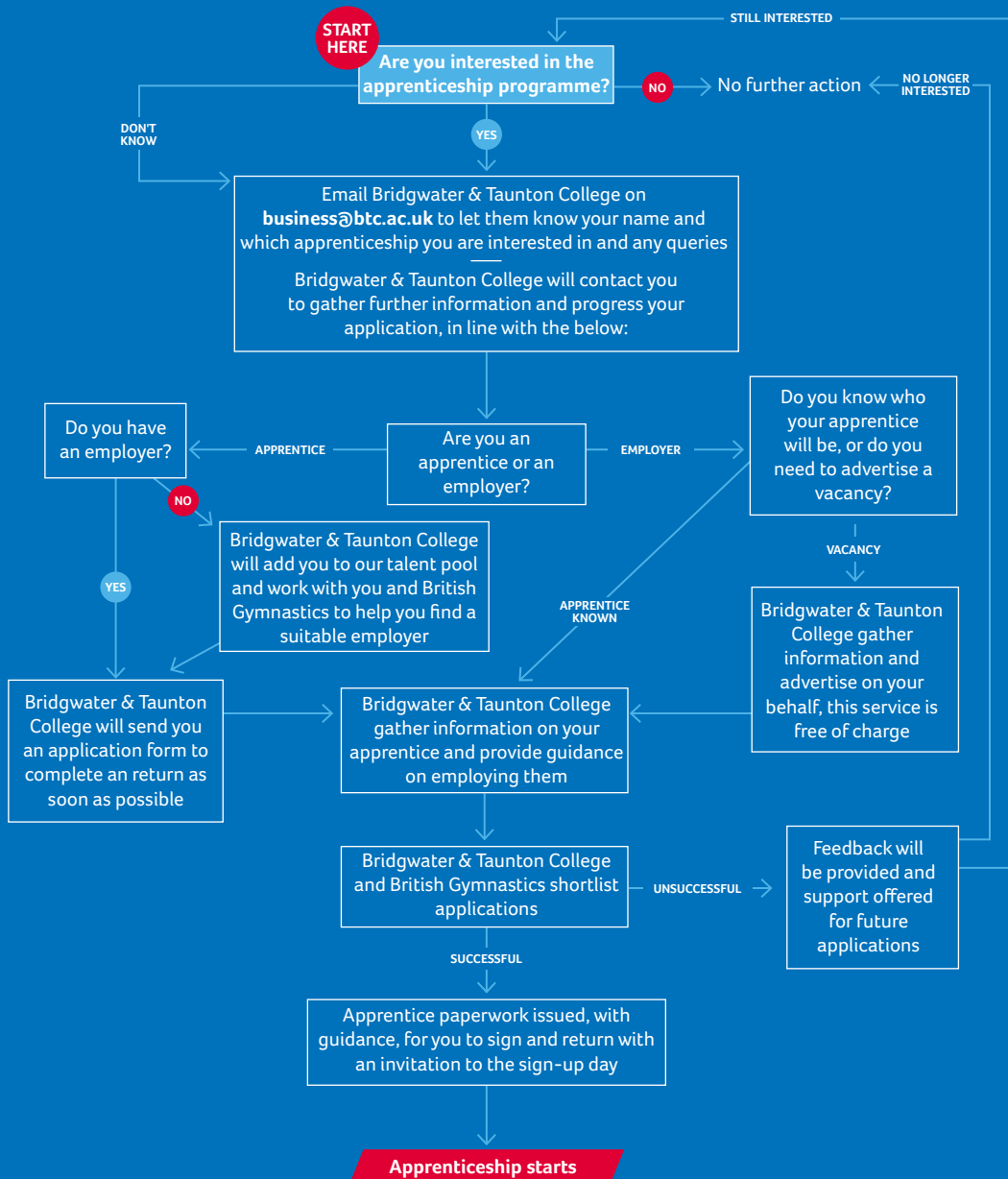
For September's intake you will be notified by the end of June and invited to the sign-up day in July 2020 at Lilleshall National Sport Centre. Both parties will be notified if they are initially successful in obtaining a place. The sign-up day will include an introduction to the programme, training for clubs and apprentices on relevant systems, paperwork completion and interviews for the apprentices. Following the sign-up day, if accepted on the programme, offers will be posted out.

Completed applications for the September intake must be sent by 5pm on 5th June 2020.

Existing apprentices/clubs on the 2020/2021 programme:

If an existing apprentice, already signed up to the British Gymnastics Apprenticeship Programme, wishes to progress with their training, they will need to follow the application process above in line with new applicants.

Application process flow chart



Please note, applications are open all year, however there will be certain cut-off dates to attend events such as the sign-up day, and to be included in September starts.



Associated costs and support

To be part of the Apprenticeship Programme, there are some associated costs to be mindful of. Responsibility for payment of costs is detailed below.

The employer:

- Payment of salary to the apprentice (generally the National Minimum Wage rises in April each year).
 - For apprentices under 19: £4.15 per hour
 - For apprentices aged 19+ in the first year of their apprenticeship: £4.15 per hour
 - For apprentices aged 19 or above and not in the first year of their apprenticeship, the adult National Minimum Wage for their age.
 - For information, please visit:
www.gov.uk/national-minimum-wage-rates
- Potential on-costs including employers' National Insurance contribution where the weekly earnings are above the current minimum required by PAYE
- Payment of holiday pay (in accordance with current legislative requirements)
- Payment of statutory sick pay in accordance with current legislation

In 2017 the government introduced a levy in respect of apprenticeships. This stated that any employer with a pay bill over £3 million each year, is required to pay the apprenticeship levy.

- For levy paying employers:
 - Training for apprentices can be funded through the levy payments. For more information, please visit www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work
- For non-levy paying employers (where the pay bill is less than £3 million):
 - For employers with less than 50 employees, where the apprentice is aged 19 or older at the start date of the apprenticeship; payment of 5% of the cost of the qualification is required. This is because the Government will pay for 95% of training costs but the employer is expected to pay 5% of the total. See below for fees.
 - For employers with less than 50 employees and where the apprentice is aged 16-18 (or 19-24 with an EHCP in place) there is no fee.
- For employers with over 50 employees; payment of 5% of the costs of the qualification regardless of the apprentice's age. This is because the government will pay for 95% of training costs but the employer is expected to pay 5% to access this funding. This is dependent on the qualification chosen and the costs are as follows:
 - Community Activator Coach Level 3: £300
- Travel to all residential events held by British Gymnastics at Lilleshall National Sports Centre (to be determined by prior agreement between apprentice and employer and may be at the apprentice's cost).
- For levy paying employers the full cost apprenticeship will deducted from your levy pot. For more information, please go to: www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work

The apprentice:

- Travel to all residential training events held by British Gymnastics at Lilleshall National Sports Centre (if made by prior agreement between you and the employer).
- Any additional overnight accommodation or subsistence more than detailed above.



British Gymnastics:

- The costs associated with accommodation and food for the apprentice during the residential training events (one night per event)
- The provision of documentation and information regarding the industry knowledge that British Gymnastics will provide at its residential training events

NB: For apprentices aged 16 – 18 years with an employer with less than 50 employees; the College qualification is delivered free of charge, supported by funding that is drawn down by the College. Employers recruiting an apprentice aged 16-18 will be entitled to a payment from the Government of £1000 per Apprentice.

For more information, please email business@btc.ac.uk.

Please note: Clubs must offer apprentices the same conditions as other employees working at similar grades or in similar roles.



Appendix 1 - Course summaries

For the 2020/2021 academic year, British Gymnastics will be offering 2 specific pathways for the Apprenticeship Programme; Coaching Pathway and Club and Business Development Pathway. More can be found below.

Coaching Pathway (Level 2 Community Activator Coach Standard):

This apprenticeship is designed for individuals who wish to begin a full-time career in coaching gymnastics. Individuals on the programme will study the new **Level 2 Community Activator Coach** standard, of which the course summary and content can be found below. For this pathway the apprentices will receive additional CPD via two residential training events throughout their 16-month programme, which will take place at Lilleshall National Sports Centre. These residential training events will provide further information and knowledge that the apprentices can then utilise back in their club environment. Alongside this qualification, the apprentice will also complete either a Level 1 or Level 2 Gymnastics Coaching Qualification (in any discipline) and this element of the framework will be delivered at no additional cost.



This qualification will need to be completed during the time scale of the apprenticeship. Candidates undertaking their Level 2 coaching qualification must be 17 years of age when they start a course.

Their award will be accredited when they reach their 18th birthday.



Please find below a summary of the qualification and pre-requisites for this pathway:

Role	Apprenticeship Standard	Pre-Requisite	Residential event Information
Gymnastics Coach	Level 2 Community Activator Coach 16-month programme	Essential - Age 16 years + Essential - Must be willing to undertake either Level 1 or Level 2 coaching qualification Essential - Minimum of 5 GCSEs Grade A* - E Inc. English and Maths or equivalent qualification (9-2 in new GCSE grading) Essential - The right to work in the UK Essential - British Gymnastics Bronze / Silver Membership minimum Desirable - Experience of coaching and working in a club environment	2 residential events throughout the apprenticeship Complete Level 1 or 2 Gymnastics Coaching Qualification ^{**}

^{**}Please note the Level 1 or Level 2 coaching qualification can be completed in any discipline. However, this qualification must still be completed within the apprenticeship timeframe and is therefore subject to the availability of courses.

Course Summary – Level 2 Community Activator Coach

The Community Activator Coach Standard enables the apprentice to demonstrate, the following competencies:

- An ability to plan, deliver, evaluate and reflect on delivery of sport and activity opportunities within a local community, predominately for inactive members from different sections of society.
- The ability to work in partnership with, amongst others, local sports clubs, youth work settings, community centres, educational institutions and public service personnel, to deliver engaging and sustainable opportunities for people to come together and get active.
- Understanding how to modify their behaviour and style and use customer insight to tailor activities that appeal to different audiences from diverse cultures and backgrounds.
- Being equipped with the range of tools and techniques that are needed to offer different sports and activities in different environments. This includes both formal and informal activities.
- An ability to understand their limitations and boundaries, and knowing how and when to work with specialists from other professions – this may include the police and uniformed services, health professionals, counsellors, personal trainers, sports development staff or youth workers.

For further information on this new standard, please visit: <https://www.instituteforapprenticeships.org/apprenticeship-standards/community-activator-coach/>



Coaching Pathway (Level 3 Sports Development Framework):

This course is no longer available after 15 July 2020

This apprenticeship is designed for individuals who wish to build on an existing coaching qualification or Level 2 Apprenticeship and develop a full-time career in Sports Development. Individuals on the programme will study the **Level 3 Sport Development Apprenticeship**. For this pathway the apprentices will receive additional CPD via two residential training events throughout their 13-month programme, which will take place at Lilleshall National Sports Centre. These training events will provide further information and knowledge that the apprentices can then utilise back in their club environment. This apprenticeship includes a Level 3 Diploma in Sports Development and a further knowledge qualification in either managing sport volunteers or sports development and does **not** include a funded gymnastics coaching qualification.

Please find below a summary of the qualification and pre-requisites for this pathway:

Role	Framework/ NVQ	Pre-Requisite	Residential event Information
Level 3 – Gymnastics Development Coach	Level 3 Sport Development 13-month programme	<p>Essential – Age 16 years +</p> <p>Essential – Minimum of 5 GCSEs Grade A* – C Inc. English and Maths or equivalent qualification (9–4 in new GCSE grading)</p> <p>Essential – The right to work in the UK</p> <p>Essential – British Gymnastics Bronze Membership minimum</p> <p>Desirable – Experience of coaching and working in a club environment</p>	2 residential events throughout the apprenticeship



Course summary – Level 3 Sport Development

Completion of the Level 3 Sport Development Framework, will enable the apprentice to demonstrate the following competencies:

- Working with local communities to identify the need and demand for new activities
- Improving access to sport for young people, people with disabilities and people from disadvantaged communities
- Supporting community amateur sports clubs
- Organising National Governing Body qualification courses
- Organising sport and physical activity events supporting initiatives to reduce crime and rehabilitate offenders
- Making sure resources are used and all available funding is accessed
- Putting local and national policies into practice
- Identifying opportunities for funding
- Organising, promoting, running, monitoring and evaluating projects
- Attending meetings, seminars and conferences
- Finding and training suitable staff, coaches and volunteers for projects
- Managing resources and budgets

Apprentices will become skilled in:



- The use of multiple IT packages and systems relevant to the organisation to: write letters or emails, create proposals, perform financial processes, record and analyse data.
- Making recommendations for improvements and present solutions to management.
- Maintaining records and files, handles confidential information in compliance with the organisation's procedures.
- Demonstrating their ability to influence and challenge appropriately.

What will apprentices learn?

Apprentices will work towards evidencing their skills knowledge and behaviours at an End Point Assessment where they will be expected to demonstrate competence in the following:

Skills: IT, record and document production, decision making, interpersonal skills, communication, quality, planning and organisation, project management.

Knowledge: of their organisation, value of their skills, managing stakeholders, relevant regulations, policies and processes, business principles and external environmental factors.

Behaviours: professionalism, adaptability, responsibility and self management.

An assessment of the suitability of the role will need to take place between Bridgwater & Taunton College and the employer prior to sign-up, full details of this apprenticeship can be found online:

www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/

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