

# Employability Practitioner

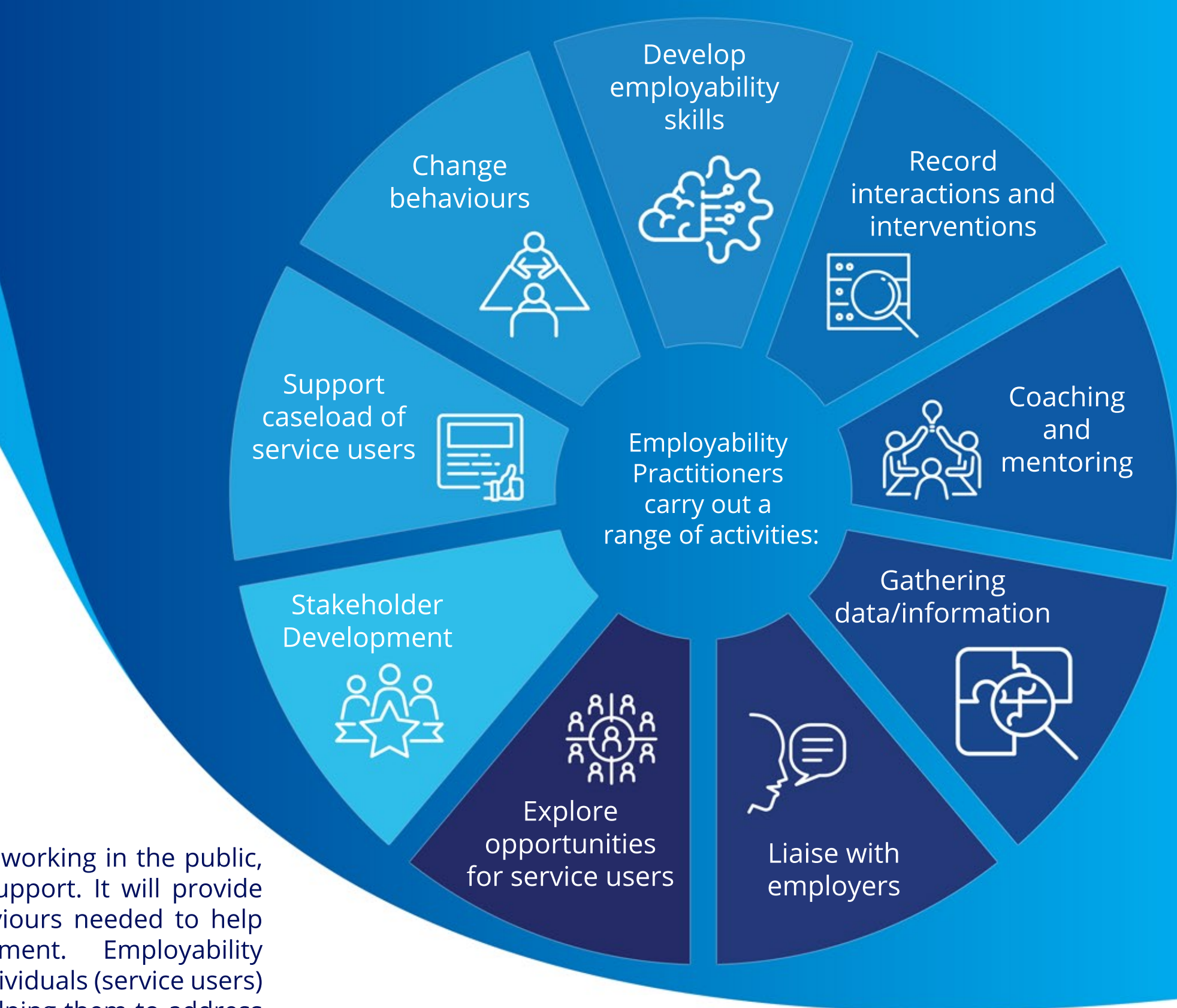
## Level 4



**“Reach your full potential”**



# Level 4 Employability Practitioner Overview



This programme is ideal for those individuals who are working in the public, private or charitable sector delivering employability support. It will provide these specialists with the knowledge, skills and behaviours needed to help individuals secure suitable and sustainable employment. Employability Practitioners are typically involved with working with individuals (service users) who are distanced furthest from the labour market, helping them to address and overcome obstacles to securing suitable and sustainable employment.

Employability Practitioners may specialise in working with a specific group of service users, devising strategies to address and overcome any barriers to employment, and to improve their employability prospects. The apprenticeship will provide apprentices with the skills and behaviours that enable them to work with and interact with service users who may have mental health conditions, disabilities, generational unemployment, social barriers or substance misuse.

# Who is it for?

This apprenticeship is suitable for staff and organisations who deliver employability support through local and national contracts across different public services such as back to work programmes, careers advice and guidance, housing, probation, health, social care, apprenticeships and skills development. This occupation is found in small, medium, or large organisations which sit within any of the public, private or charitable sectors. Apprentices in this role will gain a broad range of knowledge and skills that contribute to and improves the employability prospects of service users.



## Typical roles include:

- Employment Advisors/Coaches/Consultants
- Employability Tutors
- Job Coaches
- Careers Advisors
- IAG Advisors
- Student Support Workers
- Housing Officers
- Case Workers
- Case Managers
- Community Support Advisors

- Training Advisors
- Career or Employment Coordinators
- Personal Advisors
- Advanced, Lead or Senior Employment Advisors/Coaches/Consultants
- Senior or Lead Job Coaches/Careers Advisors
- Lead IAG Advisors
- Senior Student Support Workers
- Advanced Practitioners
- Key Workers



# Why do this apprenticeship – what are the benefits:

## Employer Benefits

- Enhances the skills of existing staff
- Brings latest knowledge and best practice into the business
- Development of workplace problem solving skills
- Apprentices develop the critical skills demanded by employers
- Enhances reputation, provides customer reassurance by investing in trained staff
- Support professionalisation of the sector providing a pathway for new recruits
- Clearly demonstrates the importance supporting social mobility and the UK economy
- Enable Practitioners to deliver and support social mobility and the UK economy through effective provision of Employability services
- Apprentices will demonstrate a range of excellent skills including supporting service users, developing employability skills whilst changing the behaviours of service users
- Creates a culture that better equips individuals to succeed

## Apprentice Benefits

- Progression to higher qualifications
- Applies learnt theories and models to practical situations within the workplace
- Gain skills from an industry driven approach
- Apprentices will be able to share their knowledge and replicate best-practice
- Enables Practitioners to gain recognition for their current skills whilst at the same time learning new ones
- Equips individuals working within the sector with the knowledge, skills and behaviours that they need now but also for the future
- Improve apprentice's knowledge and skills including knowledge around theories and models in supported employment, individual placement and support modules
- Develop and demonstrate a range of transferable skills and professional behaviours and attributes in the work environment
- Provides individuals with additional core knowledge, skills, techniques and tools to be more successful in undertaking their role
- Apprentices will be able to provide information, advice and guidance on employability, careers and local labour market information to service users, employers and colleagues

# Typical Programme structure

The course is delivered via a mixture of face to face and online workshops, webinars, coaching sessions and work-place learning.

Depending on the individual needs of the apprentice, the core areas of learning are:

- Holistic assessments and diagnostics
- Holistic action plans and reviews
- Designing, delivering and facilitating interventions
- Coaching and mentoring
- Managing challenging and complex caseloads
- Problem solving and risk/crisis management
- Stakeholder management and engagement

## Typical Programme Breakdown

A typical programme may be broken down into the following elements

- 12 x 6-hour workshops to cover knowledge elements of the standard (may include face to face and online workshop delivery)
- 4 x skills development workshops and workplace activities
- 3 x 4-hour EPA preparation workshops
- 6 x 1-hour virtual coaching sessions
- 6 x 1 ½ hour Reviews
- Completion of Portfolio of Evidence and Research Activity
- Completion of online learning modules as part of off the job activities
- Development of maths and English through our online learning platform, with the support of the LSC (if required)

## Programme Length

Course duration 18-24 months plus EPA



## How is training delivered?

An essential element of the ESP delivery model is to ensure you are supported at each stage in your journey to enable you to fully succeed.

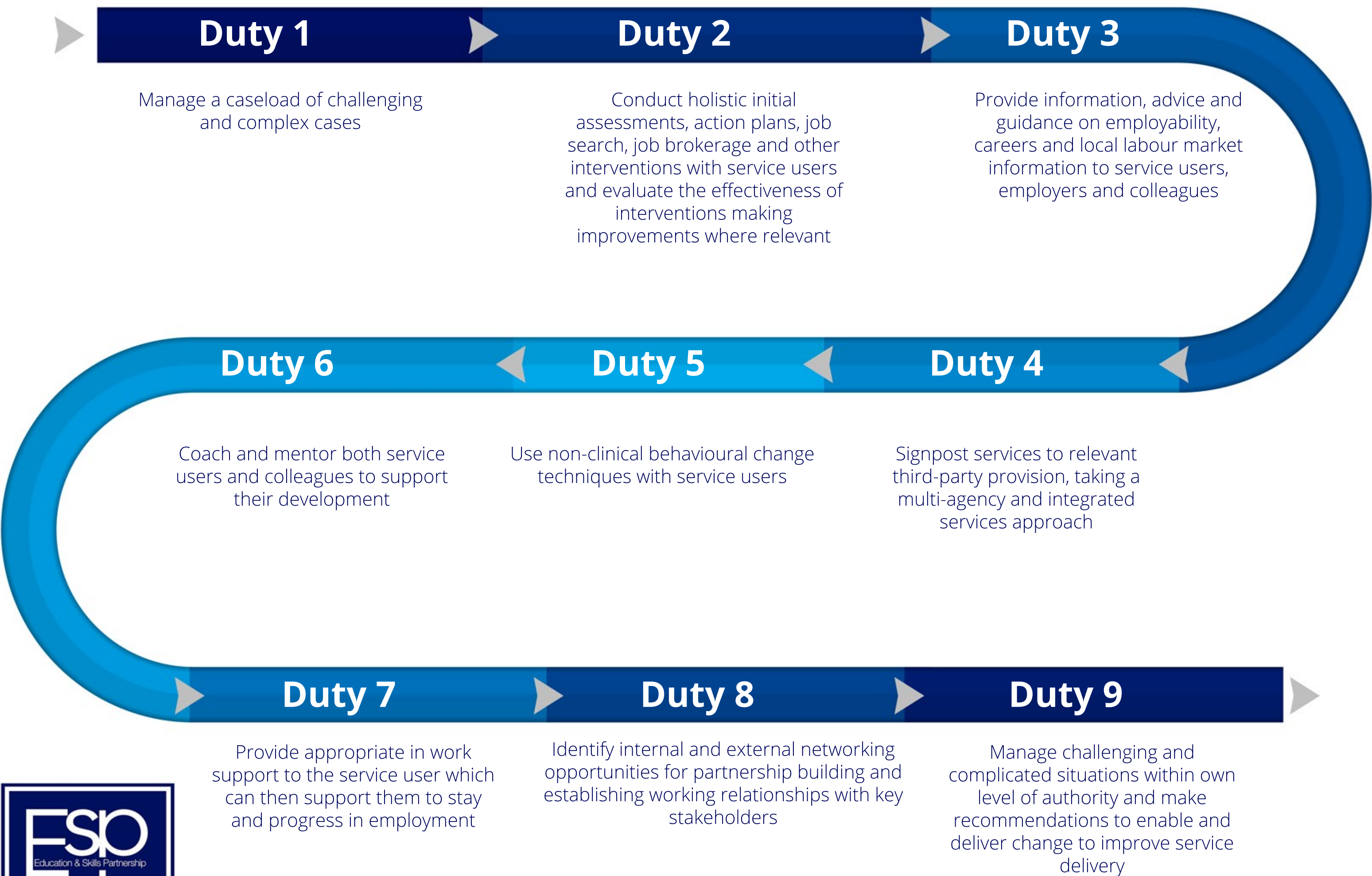
Learners will be supported by learning and skills coaches who are experts in their field, working closely with employers to ensure learners gain the skills, knowledge and behaviours to demonstrate competency as an Employability Practitioner.

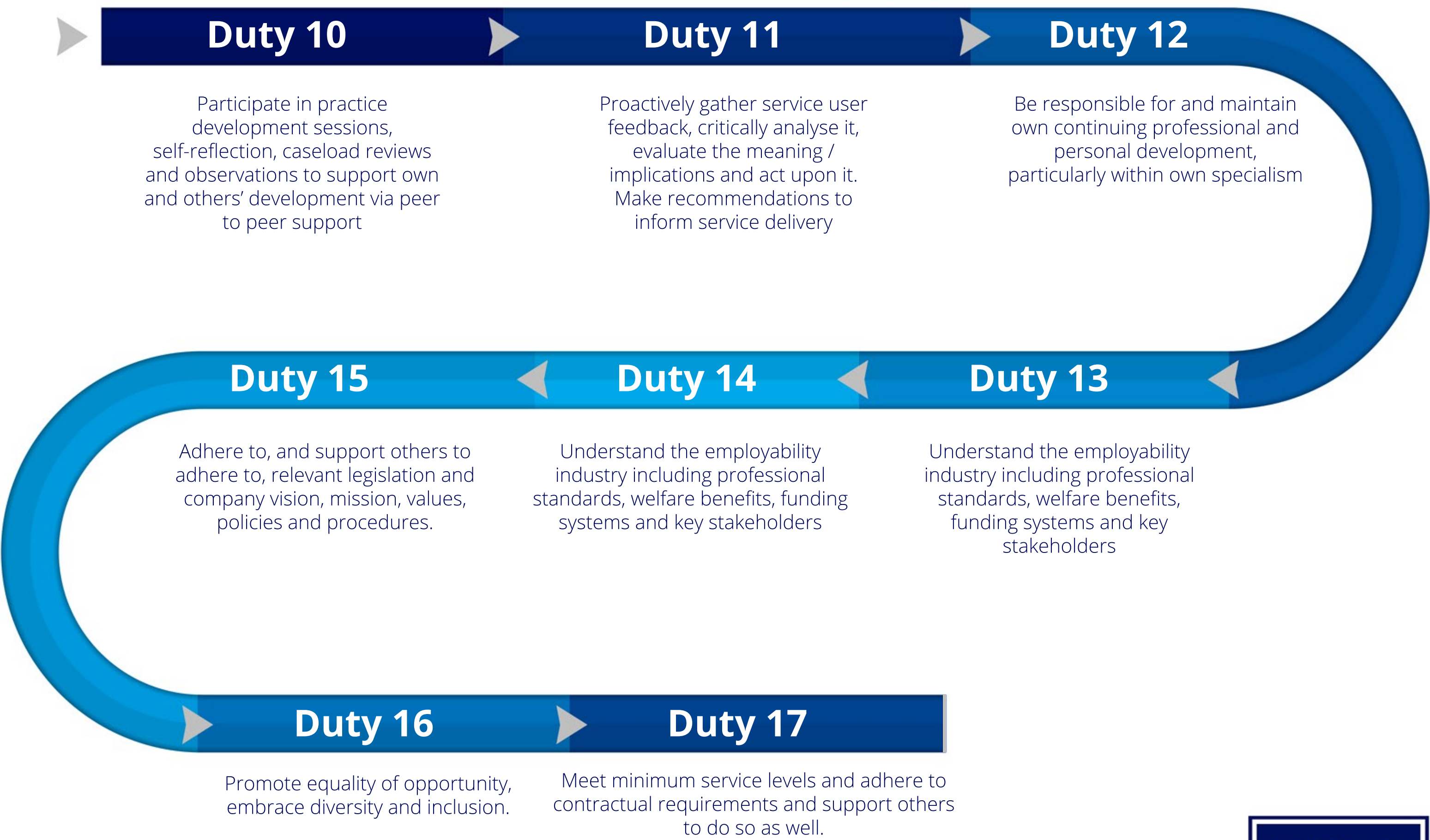


Our learning and skills coaches will:

- Deliver online and face to face workshops
- They will cover the knowledge needed for each module through interactive and informative sessions
- They will help plan independent learning activities
- They will provide one to one coaching via telephone, in the workplace or via virtual mediums like Teams
- They will provide feedback on written assignments and evidence submitted
- They will support you with preparation for end point assessment







# Programme Summary

## Behaviours

Pro-Active & Efficient  
Positive  
Professional  
Target Driven  
Flexible & Adaptable  
Resilient  
Emotional Intelligence  
Supportive  
Analytical  
Innovative & Creative  
Commercially Aware

## Skills

ICT & Digital Skills  
Assertiveness  
Manage CPD  
Networking  
Giving Feedback  
Evaluation & Critical Analysis  
Research Skills  
Holistic Assessments & Diagnostics  
Interviewing & Effective Questioning  
Attention to detail & Record Keeping  
Design & Deliver Interventions  
Stakeholder Management & Engagement  
Deliver Information, Advice & Guidance  
Performance Management Service Delivery  
Flexible Working  
Coaching & Mentoring  
Problem Solving & Risk/Crisis Management  
Managing Complex Caseloads  
Behaviour Management  
Change Management  
Business Development  
Communication

## Knowledge

Integrated Services  
Customer Service  
Coaching & Mentoring  
Supported Employment  
Challenging & Complex Caseloads  
Non-Clinical Behavioural Change  
Challenging Situations  
Employability Industry  
Practice Development  
Holistic Assessments & Diagnostics  
Job Search & Other Interventions  
Minimum Service Levels & Contractual Requirements  
Careers, Employability & Labour Market Information  
Legislation & Company Vision, Mission, Values  
Continuing Professional Development (CPD)  
Equality, Diversity & Inclusion  
Holistic Action Plans & Reviews  
IT Systems & Record Keeping  
Safeguarding



# Pre-Enrolment Activities

Before being accepted on to the apprenticeship you will need to complete the following pre-enrolment activities:

## IAG Workshop

Attend a virtual workshop session to provide an overview of the following  
Overview of the apprenticeship programme  
20% Off the Job Training  
Attendance at masterclasses and workshops

## Initial Assessment:

Complete BKSB maths and English initial assessments

## Diagnostic Assessment:

Complete BKSB maths and English diagnostic assessments

## Pre-Start Enrolment Form

This form will provide us with basic information about your qualifications and past and current experiences

## Skills Scan

Complete skills scan to identify the areas that will be covered during the course to determine whether there are development opportunities and scope for the learner to complete the apprenticeship

## Remote Pre-enrolment Review

Attend 1:1 remote session with the learning and skills coach to talk through the pre-enrolment activities and skills scan to confirm suitability

## Enrolment form (online):

Complete formal online enrolment form

## Apprentice Agreement and Commitment Statement (online):

Read, discuss and agree the apprentice agreement and commitment statement

## Formal on-boarding:

Apprentice invited to induction introduction to the apprenticeship programme and first learning session

Apprentices will need GCSE grade A to C or a Level 2 Functional Skill in maths and English. Apprentices who do not currently hold this are required to complete Level 2 Functional skills in maths and English prior to end point assessment (EPA)

## Eligibility

The eligibility criteria is as follows:

- UK/EU Resident for three years
- Not currently a student in Funded Learning

# Expectations and Commitment

## We ask apprentices to:

- Attend all face to face and virtual workshops and master classes as per the delivery plan
- Attend all programme reviews with the Learning and Skills Coach
- Submit and upload assignments and evidence to the online e-portfolio (OneFile) by the stipulated target date to ensure completion of the qualification and apprenticeship within the given timeframe
- Complete all off the job activities to meet the 20% of the job requirement. Record all activities and reflections on OneFile
- Complete at least 4 to 6 hours of self-study each week inclusive of any online learning activities
- Complete shadowing of colleagues and mentoring



# End Point Assessment

The end point assessment will begin once the employer, apprentice and ESP are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. As part of this process apprentices, employers and ESP will complete a 'Gateway' discussion to confirm competence.

The end point assessment consists of the following:

## Observation of Interventions with Service Users

- Observed by an independent assessor completing work in their normal workplace
- Observation should take 3 hours
- Assessor will observe the apprentice interact with a minimum of two service users.
  - Interactions could include conducting an initial assessment, writing an action plan, carrying out a progress review, conducting an intervention to improve their employability or providing in work support if have secured a job.
- Questions may be asked after the observation is complete. The independent assessor can ask up to 6 questions – 30 minute duration

## Knowledge Test

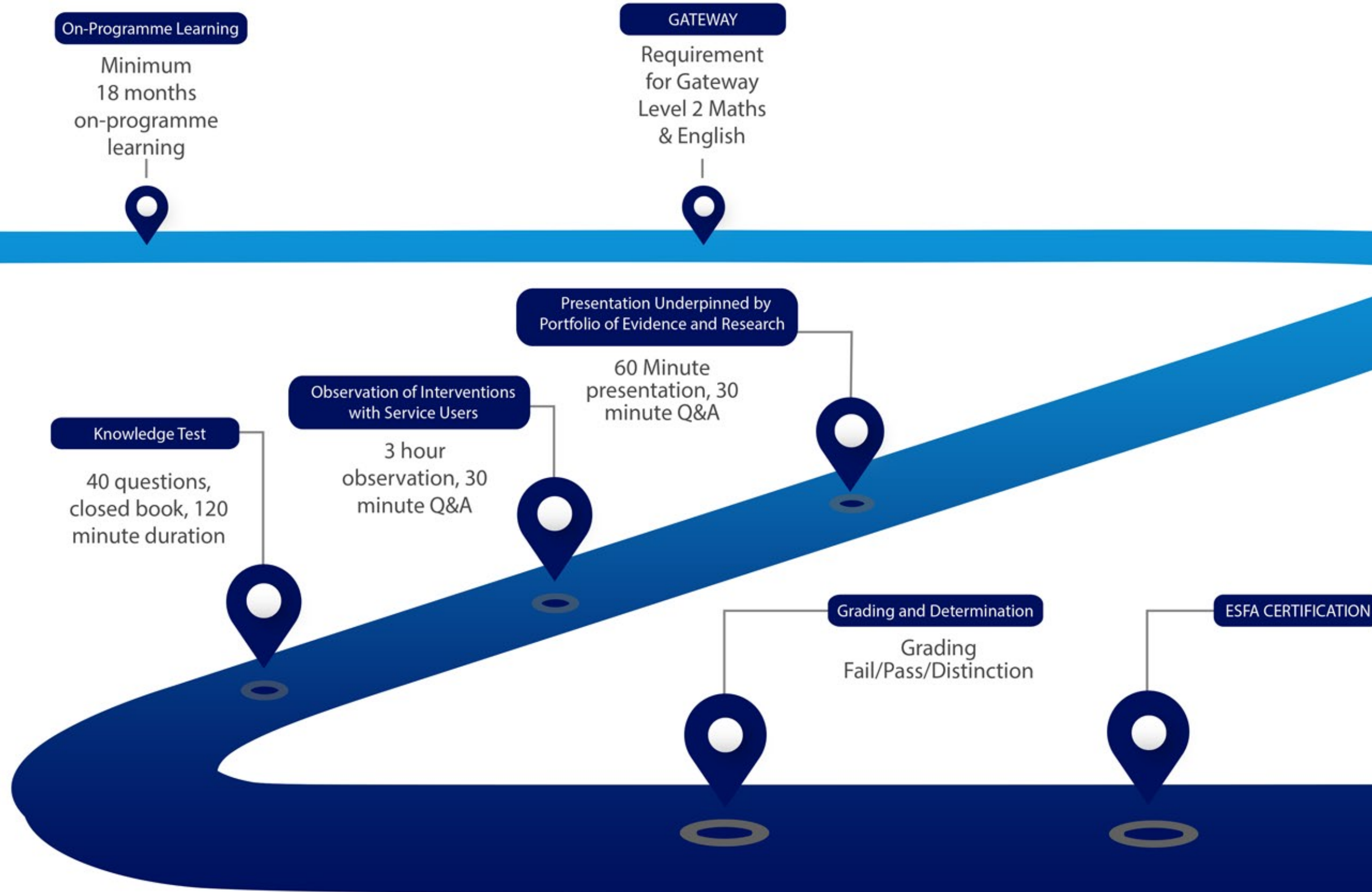
- Knowledge test will consist for 40 questions
  - Open questions requiring short and structured answers
  - Multiple choice questions
- Test duration 120-minute duration (maximum)
- Closed book test

## Presentation Underpinned by Portfolio of Evidence and Research

- Complete a portfolio of evidence, compiled throughout the apprenticeship and completed by the gateway, it must be sufficient to evidence the apprentice can apply the knowledge, skills and behaviours required as mapped to assessment method
- The title of the presentation will be "A Summary of Employability Practice, Using Evidence".
- The presentation will be underpinned by the portfolio demonstrating evidence to show the apprentice has taken a minimum of 4 and a maximum of 6 service users from first engagement through to achievement of agreed action plan goals.
- Presentation will last for 90 minutes (of which 30 minutes are Q&A)
- Assessor may ask up to 6 questions based on presentation to clarify



# EPA JOURNEY





# “Reach your full potential”

## Progression Opportunities

- Qualifications and further study
- Apprenticeship - Operational/departmental Manager Level 5
- Increased responsibility or promotion opportunities in work
- Eligible to apply to the Institute of Employability Professionals as an Associate or Member