



Bespoke Consultancy & Education Ltd



01275 876733



info@bcelearn.co.uk



www.bcelearn.co.uk



EARLY YEARS

The early years of life are the most important for learning and shaping the foundation for childhood. They nurture, care and have a genuine interest in each individual child's well being.

We work in partnership with you to upskill an existing team member, your whole team or recruit an apprentice.



**CALL
NOW**

Call our friendly team now on **01275 876733**
for more information and to get started.

LEVEL 2 APPRENTICESHIP

EARLY YEARS PRACTITIONER

Duration

17 months + 6 months EPA

Overview

This occupation is found in a range of private and public settings including; full day care, children's centres, pre-schools, reception classes, playgroups, nursery schools, home based provision, hospitals, social care settings, out of school environments and local authority provision to deliver the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development and care of children from birth to 5 in both indoor and outdoor environments.

They will be responsible for supporting child initiated and adult led activities based around the needs and interests of each individual child, supporting children's learning through planned, purposeful play opportunities and educational programmes and working as part of a team to ensure each child feels safe and secure. An EYP will also support the observation and assessment of each child and contribute to their learning experiences and assist with the care needs of the individual child such as teeth, skin, hair, feeding, changing nappies and toileting under direction of a more senior member of the team.



Job titles include

Assistant childminder, early years practitioner, nanny, early years worker, nursery assistant, nursery nurse and nursery practitioner.

Entry requirements

The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check, must be employed and working more than 16 hours per week.

Modules

The apprentice will be expected to complete 14 mandatory diploma units as listed below.

1. Roles and responsibilities of the Early Years Practitioner
2. Health and safety of babies and young children in the early years
3. Equality, diversity and inclusive practice in Early Years Settings
4. Safeguarding, protection and welfare of babies and young children in Early Years Settings
5. Understand how to support children's development
6. Support care routines for babies and young children
7. Support the planning and delivery of activities, purposeful play opportunities and educational programmes
8. Promote play in an Early Years Setting
9. Support well-being of babies and young children for healthy lifestyles
10. Support babies and young children to be physically active
11. Support the needs of babies and young children with Special Educational Needs and Disability
12. Promote positive behaviour in Early Years Settings
13. Partnership working in the early years
14. Support the needs of the child in preparing for school



Qualification gained:

- Early Years Practitioner Apprenticeship Standard
- NCFE CACHE Level 2 Diploma for Early Years Practitioner
- Functional Skills in Maths and English Level 1/2 (if applicable)

How to apply?



Apply for this apprenticeship at any time of the year by calling our friendly team on **01275 876733** or email **info@bcelearn.co.uk**

LEVEL 3 APPRENTICESHIP

EARLY YEARS EDUCATOR

Duration

18 months + 6 months EPA

Overview

Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre schools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

An Early Years Educator plans and supervises child initiated and adult led activities which are based around the needs and interests of each individual child. Supports children to develop numeracy and language skills through games and play. Has key person responsibility to help ensure each child feels safe and secure. Observes each child and shapes their learning experience to reflect their observations. Meets the care needs of the individual child such as feeding, changing nappies and administration of medicine. Works in partnership with other colleagues, parents and/or carers or other professionals to meet the individual needs of each child.



Job titles include

Practitioner in day nurseries, nursery schools, reception classes in primary schools and pre-school worker.

Entry requirements

The requirement for Level 3 Early Years Educators (EYE) to hold GCSE English and maths A*-C, has been broadened to Level 2 qualifications, including Functional Skills. This will enable staff with an EYE qualification and Level 2 English and mathematics qualifications to count in the Level 3 staff: child ratios in childcare settings. This includes those who already hold an EYE qualification, began studying an EYE from September 2014 or will achieve an EYE in the future.

The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check, must be employed and working more than 16 hours per week.

Modules

For holistic delivery and assessment, we have structured the 23 mandatory units around the following three themes:

Theme 1: Health and well-being

- Support healthy lifestyles for children through the provision of food and nutrition and through exercise and physical care routines for children
- Promote children's emotional well-being
- Understand how to support children who are unwell

Theme 2: Legislation, frameworks and professional practice

- Understand legislation relating to the safeguarding, protection and welfare of children and health and safety of children
- Follow legislation relating to equality, diversity and inclusive practice
- Working in partnership
- Engage in professional development

Theme 3: Play, development and learning for school readiness

- Understand the value of play in Early Years
- Plan, lead and review play opportunities which support children's learning and development
- Promote enabling play environments
- Developing children's emergent literacy and mathematical skills
- Support children's transition to school
- Develop children's cognitive skills
- Promote children's speech, language and communication, physical development, personal, social and emotional development
- Support children with additional needs
- Use observation, assessment and planning to promote the development of children
- Use longitudinal studies to observe, assess and plan for children's needs



Qualification gained:

- Early Years Educator Apprenticeship Standard
- NCFE CACHE Level 3 Diploma for the Early Years Workforce
- Functional Skills in Maths and English Level 2 (if applicable)

How to apply?



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EARLY YEARS LEAD PRACTITIONER

Duration

24 months + EPA

Overview

Lead Practitioners are proactive, influential and work directly with children, skilfully leading day to day practice at an operational level. As active practitioners they are effective role models of play based learning, supporting others to develop their own practice. They are highly skilled professionals who take an operational lead for the care, learning and development of all young children within their care, adapting to individual needs providing inclusive and holistic provision. They engage with sector developments both locally and nationally, with a commitment to developing their own professional and educational competencies.

In their daily work, an employee in this occupation interacts with children aged birth to eight years, families, practitioners, other professionals and appropriate agencies.

An employee in this occupation will be responsible for supporting the quality of learning and development in their setting. They lead on the operational aspects of this provision and are typically responsible for leading other practitioners, an aspect or environment such as; Communication and Language, Planning and Assessment, Forest School, Physical Activity and Nutrition. They usually report directly to the head of the setting (The Manager, The Leader, The Director).

Job titles include

Lead Practitioners work in a range of settings which can include day nurseries, playgroups, nursery schools, pre-schools, kindergartens, primary schools, hospitals, social care settings, out of school environments and local authority provision.

Entry requirements

The requirement for Level 5 Early Years Lead Practitioner (ELP) to hold GCSE English and maths A*-C, has been broadened to Level 2 qualifications, including Functional Skills. This will enable staff with an EYE qualification and Level 2 English and mathematics qualifications to count in the Level 3 staff: child ratios in childcare settings. This includes those who already hold an EYE qualification, began studying an EYE from September 2014 or will achieve an EYE in the future.

The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check, must be employed and working more than 16 hours per week.



Modules

In order to aid holistic delivery and assessment there are the following themes:

- The Unique Child
- Learning and Development
- Leaderful Practice
- Effective implementation of Legislation and Guidance
- Effective Promotion of Development, Health and Wellbeing
- Continuing Professional Development
- Administrative
- Child Development
- Observation and Assessment Planning
- Reflective Practice

Early Years Lead Practitioners will demonstrate their new Knowledge, Skills and Behaviours through a variety of projects, studies, observations, professional discussions and research.

Qualification gained:

- Early Years Lead Practitioner Apprenticeship Standard
- NCFE CACHE Level 5 Diploma for the Early Years Senior Practitioner
- Functional Skills in Maths and English Level 2 (if applicable)

How to apply?



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Apprenticeships Employer Information

Benefits of Apprenticeships

Hiring an apprentice is a productive and effective way for any organisation to grow talent and develop a motivated, skilled and qualified workforce. 86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity.

What is the levy?

From the 6th April 2017 all companies in England with a payroll of £3 million or over will pay the Apprenticeship Levy regardless of whether you employ apprentices or not. The Government will add 10% to all of your Levy payments, for every £1 you pay, the Government will add 10 pence meaning a total of £1.10 will be added to your account. You have a maximum of 2 years to spend your Levy payments.

What is the cost for non-levy?

Smaller employers, who do not pay the apprenticeship levy share the cost of training and assessing their apprentices with the government. This is called 'co-investment'.

For new apprenticeships starting on or after 1 April 2019 you pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the funding band maximum.

Employer's Off-The-Job Training Commitment

At BCE we work with you, the employer, to design a bespoke learning experience for your employees. It is imperative that we sit together to plan out the journey.

It is a funding requirement that all apprentices receive paid working hours for off-the-job training to enhance and embed their knowledge. This is an opportunity for you to evaluate your current learning plan for your staff and make amendments to improve their learning.

Off-the-job training must be directly relevant to the apprenticeship. It can include the following:

- the teaching of theory (for example, lectures, role playing, simulation exercises, online learning, and manufacturer training)
- practical training, shadowing, mentoring, industry visits, and participation in competitions
- learning support and time spent writing assessments/assignments.



How to reserve funding?

Before setting up your Apprenticeship Service Account you'll need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

We'll ask you to:

- create an account
- add a PAYE scheme on behalf of your organisation
- accept the employer agreement with the ESFA

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it.

Employer's Commitment

- The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully including end-point-assessment.
- The employer is paying the apprentice a lawful wage.
- The employer and the apprentice have signed an apprenticeship agreement.
- The employer will give the apprentice appropriate support and supervision.
- The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual.
- The employer acknowledges that the apprentice requires off-the-job training over the duration of the training period.
- The employer will allow the apprentice to complete their off-the-job training during working hours. (including English and Maths if required)

For more information, please contact our friendly team by calling **01275 876733** or email **info@bcelearn.co.uk**.





CORE COMPETENCY & MANDATORY TRAINING

Training becomes a vital component of an organisation's consistency towards working standards and practices as companies grow. We currently deliver the following accredited courses.

- **Emergency First Aid at Work**
- **First Aid at Work**
- **Paediatric First Aid**
- **Safeguarding Children & Adults**
- **Manual Handling**
- **Moving & Handling of Object**
- **Mental Health Awareness**
- **First Aid for Mental Health**
- **Understanding Mental Health in the Workplace for Managers**

and many more...

We deliver the courses face-to-face in a classroom setting or online.

High quality learning is the key to creating solid foundations for future success.

How to apply?



You can apply for our accredited training courses at any time. These courses are commercially funded.

For more information, please contact our friendly team by calling **01275 876733** or email **info@bcelearn.co.uk**.



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Apprenticeships

SIGN UP TODAY.

Contact us by email or telephone for more information or to sign up. Alternatively, you can request a callback on our website and we will be sure to get back to you as soon as possible.

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