

L2 Diploma for Hair Professionals Apprenticeship Delivery Model - August 2017

Learner Journey Stage	Key Apprentice Objective	Completed by / Resources used	Key Employer Objective	Completed by / Resources used	Key Delivery Objective	Completed by / Resources used
1. Apprenticeship Programme Marketing	Ensure potential apprentice applicants are aware of the opportunities available through CT and the academy partner	CT using resources managed by CT <ul style="list-style-type: none"> • Find Apprenticeship Training 	Ensure potential employers are aware of the apprenticeship opportunities available through CT and the academy partner	CT using resources managed by CT <ul style="list-style-type: none"> • Find Apprenticeship Training 	Ensure all current vacancies are notified to CT for placing on the Find Apprenticeship Training system	Jointly by CT and the academy partner using systems / procedures developed by CT <ul style="list-style-type: none"> • Monthly Attendance Report
2. Employer Contracting	Not applicable		Ensure the employer understands the content of the apprenticeship programme; employer details are collected and passed to CT; and a check is made to ensure all legal workplace requirements are in place using the Salon Health Check	The academy partner using systems / procedures developed by CT <ul style="list-style-type: none"> • Salon Start Pack • Employer Guide to Apprenticeships • New Employer Checklist • Salon Health Check 	Ensure the employer understands the role of CT, the contracting requirements, any co-investment they need to make and how the apprenticeship will be delivered. It is at this point the Employer Training Agreement must be signed	Jointly by CT and the academy partner using systems / procedures developed by CT <ul style="list-style-type: none"> • Academy Start Pack • Employer Guide • Employer Training Agreement • Individual Training Plan
3. Apprentice Selection	Ensure the potential apprentice fully understands the requirements / content of the apprenticeship prior to recruitment onto the programme	The employer using systems / procedures developed and managed by CT and available on the CT website <ul style="list-style-type: none"> • Apprentice Role Description • Apprentice Interview Form 	Ensure employer has chosen a potential apprentice who is capable of completing the apprenticeship programme	Jointly by CT and the academy partner during the Regional Training Advisor applicant interview using resources managed by CT <ul style="list-style-type: none"> • Apprentice Induction Review 	Ensure all required information is collected for each applicant and this is passed to CT in a timely manner	The academy partner using systems / procedures developed by CT <ul style="list-style-type: none"> • Apprentice Details and Eligibility Check (A-DECS)

V2.3 Key: Blue shading = CT activity; Yellow = Academy Partner; Green = Joint activity. Bold Red bullet points = new documents; Bold Black = major updates to documents

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4. Apprentice Recruitment and Salon Induction	Ensure the potential apprentice understands the nature of the work, is happy at the salon and has the level of commitment required to complete the programme in a timely manner	The employer using systems / procedures developed and provided by CT <ul style="list-style-type: none"> • Salon Induction Guide 	Ensure the employer is confident that the potential apprentice fits into the salon team and operations and has the commitment required to complete the programme in a timely manner	The academy partner using systems / resources developed and managed by CT <ul style="list-style-type: none"> • Apprenticeship Agreement • Commitment Statement • Confirmation of Employment 	Ensure all required data is collected on the apprentice	Jointly by CT and the academy partner using systems / resources developed and managed by CT <ul style="list-style-type: none"> • Apprentice Enrolment Pack
5. Apprentice Initial Assessment	Ensure the apprentice understands the level of their basic skills at start of apprenticeship programme	Jointly by CT and the academy partner using systems / procedures managed by CT <ul style="list-style-type: none"> • BKS system • Individual Learning Agreement (ILA) 	Not applicable		Ensure the starting point for each new apprentice is recorded accurately	CT using systems / procedures managed by CT <ul style="list-style-type: none"> • BKS system • Individual Learning Agreement • ALS System
6. Apprentice Enrolment with ESFA	Not applicable		Ensure the employer receives confirmation of learner's enrolment, the results of their initial assessment and funding contribution made by government	CT using systems / procedures managed by CT <ul style="list-style-type: none"> • Apprentice Start letter (sent to the employer) 	Ensure apprentice information is correct and submitted to the Education and Skills Funding Agency in a timely manner	CT using systems / procedures managed by CT <ul style="list-style-type: none"> • PICS system
7. Apprentice Enrolment with Awarding Organisation	Not applicable		Not applicable		Ensure apprentice information is correct and submitted to the awarding organisation in a timely manner	CT (in a few cases the academy partner) using systems / procedures managed by CT <ul style="list-style-type: none"> • C&G Walled Garden • (VTCT systems)

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8. Apprentice Portfolio Pack	Not applicable		Not Applicable		Ensure appropriate Apprentice Portfolio Pack is couriered to the academy in a timely manner	CT using systems / procs managed by CT • Apprentice Portfolio Pack
9. Apprentice Start Confirmation	Not applicable		Ensure employer has copies all key details of the agreed programme for the apprentice	CT by sending a Start Confirmation Pack to the employer • Start Confirmation Pack	Ensure the Start Confirmation Pack is sent to the employer in a timely manner	CT using systems / procedures managed by CT • Start Confirmation Pack
10. Apprentice Programme Induction	Ensure the apprentice understands all parts of the apprenticeship programme and what they can expect to achieve at the end of their training	The academy partner using systems / procedures developed and managed by CT • Apprentice Logbook • Apprentice Handbook • Learning Story	Ensure the employer has information about the apprentice's induction to the apprenticeship programme	CT by providing information contained in the Employer Guide • Employer Guide to Apprenticeships	Ensure that the apprentice receives an effective induction to their apprenticeship	Jointly by CT and the academy partner using systems / procedures developed by CT • Apprentice Induction Review
11. Planning Apprentice Learning	Ensure the apprentice understands their Individual Training Plan and Individual Learning Agreement	CT at the induction review using systems / procedures developed and managed by CT • Apprentice Logbook • Apprentice Handbook • Learning Story	Ensure the employer has information about the apprentice teaching and learning process	CT by providing information contained in the Employer Guide • Employer Guide to Apprenticeships	Ensure the apprentice has an effective Individual Training Plan that covers all subject areas	Jointly by CT and the academy partner using systems / procedures managed by CT • Individual Training Plan • Annual Training Plan
12. Functional Skills Teaching and Learning	Ensure the apprentice understands the functional skills teaching and learning process	CT at the induction review using systems / procedures developed and managed by CT • Apprentice Logbook • Apprentice Handbook • Learning Story	Ensure the employer has information about the functional skills teaching and learning process	CT by providing information contained in the Employer Guide • Employer Guide to Apprenticeships • Individual Training Plan	Ensure the apprentice receives high quality functional skills teaching and learning	The academy partner using materials and systems developed by CT or by the academy partner • Lesson Plans • Teaching Resources

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13. Hairdressing and Barbering Teaching and Learning	Ensure the apprentice understands the Hairdressing and Barbering teaching and learning process	CT at the induction review using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Apprentice Logbook Apprentice Handbook Learning Story 	Ensure the employer has information about the hairdressing and barbering teaching and learning process	CT by providing information contained in the Employer Guide <ul style="list-style-type: none"> Employer Guide to Apprenticeships Individual Training Plan 	Ensure the apprentice receives high quality vocational teaching and learning and this is recorded	Jointly by CT and the academy partner using materials and systems developed by CT or by the academy partner <ul style="list-style-type: none"> Teacher Handbook Lesson Plans and Teaching Resources Apprentice Monthly Review
13 b. Observation of Teaching and Learning	Not applicable		Not applicable		Ensure that teaching and learning of all apprentices meets Ofsted requirements	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> TALOS Report
14. Apprentice On-Programme Assessment	Ensure the apprentice understands how and why their work is assessed	CT at the induction review meeting using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Apprentice Logbook Apprentice Handbook Learning Story 	Ensure the employer is informed about the assessment process	CT by providing information contained in the Employer Guide <ul style="list-style-type: none"> Outline Assessment Plan 	Ensure the apprentice has continuous access to assessment across all relevant subject areas	Jointly by CT and the academy partner using systems / procedures managed by CT and Awarding Organisation <ul style="list-style-type: none"> Apprentice Logbook Evolve Online systems
14 b. Internal Quality Assurance	Not applicable		Not applicable		Ensure that the assessment of each apprentice meets the requirements of the Awarding Organisation	Jointly by CT and the academy partner using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Internal Verification Report

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15. Review of Apprentice Progress and Target Setting	Ensure the apprentice understands how and why their progress is reviewed and how targets are set	CT at the induction review meeting using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Apprentice Logbook Apprentice Handbook Learning Story Twelve-weekly Visit Report 	Ensure the employer receives regular information about apprentice progress	The academy partner at least quarterly using systems / procedures developed by CT and managed by the academy partner <ul style="list-style-type: none"> Twelve-weekly Visit Report 	Ensure the progress of the apprentice is effectively reviewed, targets are set and outcomes accurately recorded and the following key stakeholders informed <ul style="list-style-type: none"> The learner The employer Academy partner Cheyne's Training 	CT at twelve-weekly review meetings using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Twelve-weekly Visit Report Apprentice Monthly Target / Wall Chart / Unit Progress Meeting Action Plan
15 + Apprentice Support	Ensure the apprentice understands the range of available support to help them to complete their programme	CT at the induction review and during progress reviews using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Apprentice Handbook Learning Story Twelve-weekly Visit Report 	Ensure the employer receives information about apprentice support arrangements	The academy partner at least quarterly using systems / procedures developed by CT and managed by the academy partner <ul style="list-style-type: none"> Twelve-weekly Visit Report 	Ensure the needs of the apprentice are accurately assessed and, where required, the apprentice is provided with an effective programme of support to help them to complete their programme	Jointly by CT and the academy partner using systems / procedures developed and managed by CT <ul style="list-style-type: none"> Candidate at Risk Register ALS System
16. Gateway Process	Ensure the apprentice is aware when all the requirements of the Gateway Process have been met	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> EPA Confirmation 	Ensure the employer is aware when all the requirements of the Gateway Process have been met	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> EPA Confirmation 	Ensure all of the requirements for the Gateway Process have been met and all key stakeholders agree the learner is ready for End Point Assessment <ul style="list-style-type: none"> The learner The employer Academy partner Cheyne's Training 	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> EPA Confirmation End Point Assessment Plan End Point Assessment Pack

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17. End Point Assessment	Ensure the apprentice is fully prepared for End Point Assessment	The academy partner using systems / procedures developed and managed by CT <ul style="list-style-type: none"> • EPA Plan • Guide to End Point Assessment 	Ensure the employer is kept informed of the End Point Assessment process	Jointly by CT and the academy partner using systems / procedures developed and managed by CT <ul style="list-style-type: none"> • EPA Plan • Guide to End Point Assessment 	Ensure all End Point Assessment processes and procedures are managed effectively	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> • AAO Contract • EPA Plan • Guide to End Point Assessment
18. Apprentice Achievement	Ensure the apprentice is promptly informed of the outcome of End Point Assessment	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> • EPA Plan 	Ensure the employer is promptly informed of the outcome of End Point Assessment	CT using systems / procedures developed and managed by CT <ul style="list-style-type: none"> • EPA Plan 	Ensure stakeholders are promptly informed of the outcome of End Point Assessment and all completion evidence is collected to support certification	CT using information provided and managed by CT <ul style="list-style-type: none"> • EPA Plan • ESFA Apprentice Certificate
19. Apprentice Progression	Ensure the apprentice is aware of the range of options available when they complete their programme <ul style="list-style-type: none"> – Continue in employment – Progression to an advanced apprentice – Other opportunities 	Jointly by CT and the academy partner using systems / procedures provided by CT <ul style="list-style-type: none"> • Progression Interview form • Apprentice Completion Survey • Apprentice Destination Conf. 	Ensure the employer receives information about the range of options available when apprentice completes their programme	Jointly by CT and the academy partner using systems / procedures provided by CT <ul style="list-style-type: none"> • Apprentice Completion Letter 	Ensure all stakeholders are aware of the options available to the apprentice and that all audit trail evidence is in place	CT using systems / procedures provided and managed by CT and information collected and stored at CT head office <ul style="list-style-type: none"> • Learner File • Career Progression Pack
20. Essential Information Flows	Ensure the apprentice continues to receive essential information relating to the apprenticeship programme	CT using the following: <ul style="list-style-type: none"> • Apprentice email alerts • Apprentice Zone on CT Website • CT Facebook • Letters from CT 	Ensure the employer continues to receive essential information relating to the apprenticeship programme	CT using the following: <ul style="list-style-type: none"> • Apprentice Start / Completion Letter • Employer email alerts • Employer Zone on CT Website • ETB Newsletter 	Ensure academy partner continues to receive essential information relating to the apprenticeship programme	CT using the following: <ul style="list-style-type: none"> • Educator email alerts • Educator / Assessor Zones on CT website • ETB Newsletter • e-Update Newsletter • QPR meetings • Academy Briefings

New Document Packs – August 2017

Salon Start Pack – Section 2 – sent when the first A-DECs from an employer or academy is sent to CT

- Salon Start Pack Letter from Cheynes Training
- Employer Guide to Apprenticeships
- Employer Training Agreement with Cheynes Training
- Recruit an Apprentice information*
- Apprentice Role Description*
- Apprenticeship Interview form*
- Salon Induction Guide*

plus

- Copy of Salon Health Check*
- Copy of most recent ETB*
- Reply envelope

All items marked * may be downloaded from the Cheynes Training website

Academy Start Pack – Section 2 - sent when first A-DECs is received from an employer the academy is working with

- Academy Start Pack Letter from Cheynes Training
- Academy Training Agreement
- Academy Handbook
- 2017 Apprenticeship Delivery Plan*
- New Employer Checklist*
- Academy Teaching Register*
- Employer Induction Review*

plus

- Employer Guide
- Apprentice Handbook
- Sample Employer Contract
- Learning Story Folder

All items marked * may be downloaded from the Cheynes Training website

Apprentice Enrolment Pack – Section 4 - sent when a signed Employer Contract is returned to Cheynes Training

- Apprentice Enrolment Pack guidance
- Individual Learning Agreement
Initial Assessment Summary
Hair Professional Diploma details
Apprentice Weekly Review
- Commitment Statement x 2
- Individual Training Plan x 2
- Apprentice Agreement form
- Contract of Employment form
- Apprentice Support Checklist
- Employer Invoicing letter for 19+ only
- Invoice(s) for 19+ apprentices

plus

- Individual Learner Record
- Apprentice Prevent Factsheet x 2
- Salon owners / managers Prevent letter and Factsheet x 2
- Proxy and Exemptions pro-forma*
- Client Consultation form*

All items marked * may be downloaded from the Cheynes Training website

Apprentice Portfolio Pack – Section 8 – sent when Apprentice Enrolment Pack is returned to CT

- CT 4 ring binder
- Laminated sheet outlining award details
- C&G logbook (for each apprentice registered with C&G by Cheynes Training)
- Consultation Sheets
- Apprentice Handbook
- Learning Story Folder
- Candidate Diary
- Apprentice Details Summary

Start Confirmation Pack – Section 9 - sent when apprentice is registered with ESFA

- Start Confirmation Letter to employer from Cheynes Training
- Copy of L2 Standards or L3 Framework
- [Employer Details Summary] *not yet available*
- Disputes and Issues Resolutions procedure details
- Employer Feedback Questionnaire + Freepost envelope

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plus

- Apprentice Details Summary
- Copy of Commitment Statement
- Copy of Individual Training Plan
- Copy of most recent ETB

End Point Assessment Pack – Section 16 – sent when apprentice enters the Gateway

- Gateway Checklist / EPA Confirmation
- End Point Assessment Plan
- EPA Confirmation Letter
- Guide to End Point Assessment

Career Progression Pack – Section 19 – Sent when apprentice completes EPA

- Apprentice Progression Interview form
 - Apprentice Completion Survey
 - Apprentice Destination Confirmation
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