Skills Office Network

APPRENTICESHIP CURRICULUM DEVELOPMENT / SUPPORT

DELIVERY MODEL

Our delivery model helps to clearly visualise your apprenticeship and the learning journey.

Our delivery models outline the learning interventions and activities that take place during each month.

This provides tutors, learners and employers with an easy-to-follow overview that helps to manage expectations and convey a large amount of information in a simple and attractive format.



DELIVERY MODE

THIS DELIVERY MODEL MEETS THE 20% YOFF-THE-IOB' RULE

WORKSHOP: AN INTRODUCTION TO ENERGY MANAGEMENT 6-HOUR ASSIGNMENT: ENERGY MANAGEMENT STRATEGIES AND POLICIES

4-HOUR ASSIGNMENT: ENERGY RECORDING AND AUDITING OFF-THE-IOB TRAINING: ENERGY MONITORING AND TARGETING

SELF-DIRECTED LEARNING: WATER USAGE BY ICT SYSTEMS

OFF-THE-JOB TRAINING: PERFORMING A SWOT ANALYSIS

4-HOUR ASSIGNMENT: CALCULATING YOUR ORGANISATION'S

OFF-THE-JOB TRAINING: LIQUEFIED PETROLEUM GAS

2-HOUR LARGE ENERGY MANAGEMENT PROJECT SELF-DIRECTED LEARNING: DEVELOPING INFLUENCE

1-HOUR LARGE ENERGY MANAGEMENT PROJECT

SELF-DIRECTED LEARNING: ENERGY ESSENTIALS WORKSHOP: COACHING AS A DEVELOPMENT TOOL WORKSHOP: CHALLENGING EXTREMISM

e-LEARNING: PREVENT ASSESSMENT

WORKSHOP: PRESENTATION SKILLS

1-HOUR COACHING SESSION

WORKSHOP: TRAIN THE TRAINER

OBSERVATIONS

CARBON FOOTPRINT

1-HOUR COACHING SESSION

WORKSHOP: SAFEGUARDING

PROGRAMME INDUCTION AND ENROLMENT

MONTH 1

e-LEARNING: SAFEGUARDING ASSESSMENT 2-HOUR ASSIGNMENT: HEALTH & SAFETY AT WORK RESEARCH PROJECT e-LEARNING: HEALTH & SAFETY ASSESSMENTS OFF-THE-JOB TRAINING: WORKPLACE RISK ASSESSMENTS PREPARATION FOR COACHING SESSIONS

MONTH 3 e-LEARNING: HOME OFFICE e-LEARNING

WORKSHOP: ENERGY CONSUMPTION AND EFFICIENCIES 6-HOUR ASSIGNMENT: IMPROVING ENERGY EFFICIENCY SELF-DIRECTED LEARNING: BUSINESS ENERGY EFFICIENCY OFF-THE-JOB TRAINING: PRESENTING TO MANAGEMENT 1-HOUR COACHING SESSION WORKSHOP: EQUALITY AND DIVERSITY e-LEARNING: EQUALITY AND DIVERSITY ASSESSMENT

MONTH 5

WORKSHOP: ICT IN ENERGY MANAGEMENT 4-HOUR ASSIGNMENT: WALK-ROUND ENERGY SURVEY 1-HOUR COACHING SESSION OFF-THE-JOB TRAINING: COMMUNICATION STYLES 2-HOUR LARGE ENERGY MANAGEMENT PROJECT SELF-DIRECTED LEARNING: THE ECONOMY & ENERGY MANAGEMENT OFF-THE-JOB TRAINING: ENERGY-SAVING LIGHTING

MONTH 7

- WORKSHOP: BEHAVIOURAL CHANGE AND MOTIVATION
- 2-HOUR ASSIGNMENT 1-HOUR COACHING SESSION
- BUSINESS IMPROVEMENT PROJECT



SUPPORTING LEARNERS

Learners sit at the heart of apprenticeships.

We create a range of resources to support them during their induction and beyond in evidencing their learning and successfully achieving their qualification.

Resources we offer include learner handbooks, guidance documents and materials to support goal-setting and documenting CPD and off-the-job activities.





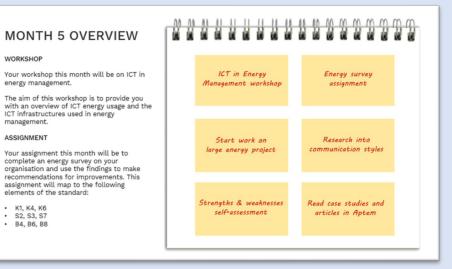
WORKSHOP

management. ASSIGNMENT

K1, K4, K6

 S2, S3, S7 B4, B6, B8





WORKSHOPS AND SLIDES

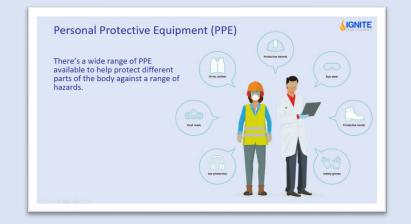
We can create workshops supported by attractive slides using your own organisation's branding.

Each workshop is an interactive session that features group activities and discussions that are linked to clear learning outcomes.

If you already have workshops we can create slides to help bring the subject to life, engage your learnings and enrich their learning experience.









ACTIVITY What could your organisation do to overcome transport-related challenges and which initiatives could support this?



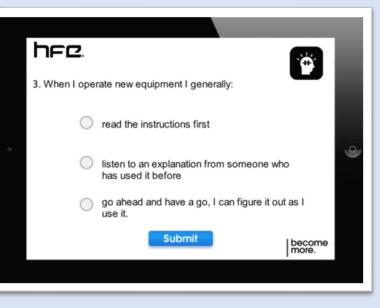
e-LEARNING

We can provide a range of e-learning options to support leaners both during, and away from, face-to-face sessions.

e-Learning can automatically feed into the learner's e-portfolio and is a great way to capture knowledge, add value to the learning journey and make the most out of your learning platform.



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CONSTRUCTION (DESIGN & MANAGEMENT)
REGULATIONS (CDM) 2015
Answer the questions below which all relate to the Construction (Design & Management) Regulations (CDM) 2015
 What must a contractor possess before they can be appointed to a project?
ielect your answer
eners your anomen
 What must a designer consider when preparing a design (in addition the general principles of prevention)?
Select your answer
All risk assessments on-site
Nothing (the principal contractor should manage all risk)
Any pre-construction information
How to secure the site
4. What must contractors and designers check before they begin work?
Select your answer
5. Where would you find details of the health and safety arrangements f
managing the construction phase?
ielect your answer 🗸 🗸
6. Which of the following documents must the principal contractor and
contractor keep under review?
Select your answer 🗸 🗸
7. When needs to be in place before work begins on-site?
Select two answers.
Select your answer 🗸 🗸





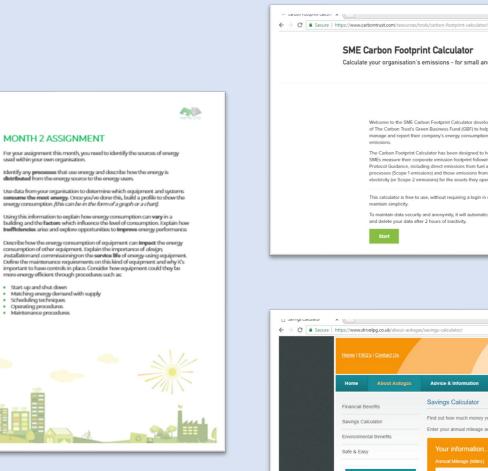
OFF-THE-JOB LEARNING

Off-the-job training is a vital feature of quality apprenticeships, as emphasised by the Richard Review (2012) and required by Ofsted.

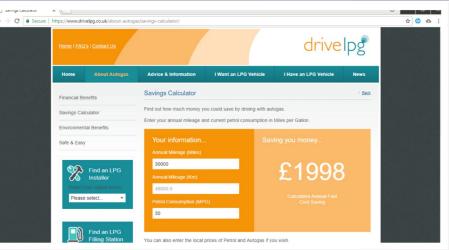
It reinforces work-based learning with technical and theoretical learning and focuses on acquiring new skills, rather than assessing existing ones.

We can devise off-the-job training activities that foster critical thought, capture the required skills and behaviours and provide learners with a toolkit of business-ready skills.





	E Carbon Footprint Calculator		
Calcu	late your organisation's emissions - for small and medium-si	zed businesses	
	Welcome to the SME Carbon Footprint Calculator developed as part		
	of The Carbon Trust's Green Business Fund (GBF) to help businesses manage and report their company's energy consumption and carbon emissions.	A A	
	The Carbon Footprint Calculator has been designed to help UK based SMEs measure their corporate emission footprint following GHG		
	Protocol Guidance, including direct emissions from fuel and processes (Scope 1 emissions) and those emissions from purchased electricity (or Scope 2 emissions) for the assets they operate.		Ē
	This calculator is free to use, without requiring a login in order to maintain simplicity.		
	To maintain data security and anonymity, it will automatically refresh and delete your data after 2 hours of inactivity.	A W BY D C Y	
	Start		



QUALITY ASSURANCE

Quality underpins the development of the apprenticeship and we use a number of tools and strategies to ensure we meet our objective of making the apprenticeship compliant and fit for purpose.

We use a guided learning hour (GLH) calculator to ensure the apprenticeship has the required number GLHs and meets the 20% off-the-job rule and create a mapping matrix that shows where the apprenticeship maps to each element of the standard over its duration.

We also make sure to weave in the themes of safeguarding, British values and equality and diversity into the apprenticeship.







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www.skillsofficenetwork.co.uk info@skillsofficenetwork.co.uk 0191 466 1615