



# Advanced Apprenticeships and Apprenticeships in Sport and Recreation (Apprentice Guide)

## What is the course about?

An apprenticeship offers you the chance to earn a wage while you are employed and learning the practical skills required for the job. Once employment is secured within a sport and leisure organisation, you will be trained and given the opportunity to develop your skills further.

## Who is the course for and am I qualified to join it?

The apprenticeship is targeted at those over 16 years of age who would like the opportunity to pursue a vocational career and want an alternative to a formal academic course. The apprenticeship recognises that employment in the sport and leisure sector involves a diverse range of functions, tasks and activities, such as communicating with customers, working as part of a team, ensuring you are providing a safe environment for your customers and preparing facilities ready for the customers use.

Firstly you will need to be conscientious, mature and reliable. Apprenticeships are very popular and there are never enough placements to satisfy demand. Your employer will be committing time and resources to your training and you must be equally committed.

You will need to be absolutely sure that you are ready to begin your career. Any full time employment is challenging while an apprenticeship carries the extra demands of gaining your qualifications and being willing to continually learn new things and update your skills. You will need to be punctual, organised and able to meet deadlines.

## Minimum requirements:

### Apprenticeship

4 GCSEs at grade E including English and Maths preferably at grade C. You need to be motivated, enthusiastic and show a willingness to learn.

### Advanced Apprenticeship

Preferably 4 GCSEs at grade C including English and Maths. As the qualification is aimed at first line managers you need supervisory/management experience.

## What will the course cover?

### Apprenticeship

There are four pathways which you can choose depending on the career you wish to pursue:

#### *Operational Services*

You will study the NVQ in Operational Services and learn about different aspects of how sport/leisure centres work. This may include helping set up and take down equipment, cleaning duties, receptionist work, dealing with customers, pool life-guarding and general recreational assistant duties. You will also undertake qualifications specific to your employers' needs, these might include pool lifeguard, 1<sup>st</sup> aid or health and safety.

#### *Activity Leadership*

You will study the NVQ in Activity Leadership, which trains you to lead an activity session; you will spend time helping an already qualified activity leader and shadowing their work as well as taking a lead. This may include preparing, leading, concluding and reviewing sessions; promoting safety in the sport and activity environment; administering finance and information; developing customer relations; enabling people with disabilities to take part in activities; contributing to adventurous activities. You will also undertake qualifications specific to your employers' needs, these might include sport specific coaching awards, emergency 1<sup>st</sup> aid or health and safety.

#### *Instructing Exercise and Fitness*

You will study the NVQ in Instructing Exercise and Fitness which means learning about different aspects of how health clubs and fitness centres work. This may include supporting participants in developing and maintaining fitness: planning

and preparing gym based exercise sessions; instructing gym based exercise sessions; dealing with accidents and emergencies and general health club duties. You will also undertake qualifications specific to your employers' needs, these might include fitness instructing, 1<sup>st</sup> aid at work or health and safety certificate.

#### *Coaching, Teaching and Instructing (Football)*

You will study the NVQ in Coaching, Teaching and Instructing and learn about different aspects of coaching within different environments. This will include planning and preparing a series of coaching sessions, maintaining an environment in which participants can improve their performance, coaching participants to improve performance, evaluating coaching sessions and developing personal coaching practices, dealing with accidents and emergencies. You will also undertake qualifications specific to your employers' needs, these might include FA level 1 Football Coaching Award, 1<sup>st</sup> aid or health and safety certificate.

#### Advanced Apprenticeship

There are two pathways which you can choose depending on the career you wish to pursue:

##### *Sports Development*

This pathway is for those working in a range of sports development roles generally at supervisory or first line manager level. The NVQ can be achieved by staff working within organisations such as community outreach workers and voluntary groups, local authorities, leisure centres, private gyms and sports clubs, schools and colleges. You will also undertake qualifications specific to your employers' needs, these might include Certificate in Community Sports Work (CCSW) and 1<sup>st</sup> aid at work.

##### *Leisure Management*

This apprenticeship is aimed at leisure centre supervisors/managers, duty managers or facility managers. The NVQ can be attained by staff working within organisations such as swimming pools or leisure centres, local authority or private gyms, or community sports facilities. You will also undertake qualifications specific to your employers' needs, these might include any level 3 Customer Service NVQ units, pool plant operations and managing safely certificate.

For all of the above pathways you will also study a technical certificate at either level 2 or 3 where you will learn about your rights and responsibilities as an employee; legislation and regulations relevant to the sports industry; the organisation you work in and research the sport and leisure industry.

You will complete key skills in application of number and communications level 1 for an apprenticeship and level 2 for an advanced apprenticeship.

#### **What will I be able to do as a result of the course?**

Depending on the pathway you choose:

1. You should be able to understand how your organisation works to provide a reliable service to its customers and your role within it.
2. You should be confident in setting up equipment for activities and events.
3. You should be able to assist other staff members in the day to day operation of the organisation.
4. You should be able to work effectively in a team and communicate with others in a helpful and friendly way.
5. You should have a good knowledge of health and safety and understand its importance in the workplace.

#### **How will I be taught?**

##### Employment Skills Certificate

Before starting on the full apprenticeship programme you will be enrolled on to the Employment Skills Certificate. This is a short course to support you in finding a suitable placement for your apprenticeship. It will include preparing a CV, looking at different ways to apply for jobs and practising interview skills. This course will take between 4-8 weeks to complete and will involve you coming into college for 1 day a week.

##### NVQ Portfolio

As this is a student led apprenticeship you will be required to gather relevant evidence for the criteria specified to prove your competency. Don't worry you will not be doing this on your own, it is the tutor/assessor's role to assess your competence directly, they must be sure that you have met and shown evidence for all performance, knowledge and evidence requirements. The assessor/tutor will be allocated by Richmond upon Thames College.

##### Employment

You will be working with your designated employer for between 16-37 hours per week where you will be given the necessary on the job training to cover the organisation's specific operational needs. You will be required to attend any training sessions your employer deems necessary. Due to the nature of the leisure industry, you will be required to work shifts which may include weekends, early mornings and late evenings. It is essential that you have a flexible approach to work.

*NB. Although the college will support candidates to find a suitable placement, it cannot be guaranteed that all candidates will be matched with an employer within 6 weeks. If, after 6 weeks no placement has been found, the college will offer the candidate appropriate careers advice.*

##### College Attendance

You will attend college 1 day a week for the Employment Skills Certificate and thereafter, either twice a month (apprenticeship) or once a month (advanced apprenticeship), where you will attend the relevant key skills classes.

## Technical Certificate

You will complete your technical certificate portfolio in college. The technical certificate is about employment rights and responsibilities and organisation and industry awareness.

### **How will I know I am progressing and how is the course assessed?**

When your assessor is satisfied that you have met all of the requirements for a unit, they will confirm this by signing the evidence record sheet for that unit to show that the assessment process is complete. Your assessor will need to agree a number of issues with you including, finding the best source of evidence to use for particular units by setting you an action plan every time you meet, finding the best way of assessing you and confirming the best times, dates and places for your assessments to take place.

### **Will I have a chance to give my views on the course?**

You will have constant contact with your assessor throughout the course. In addition, quarterly reviews with your assessor and workplace supervisor will give you the opportunity to provide feedback on any aspect of the course. There will also be an opportunity to evaluate your course at the end.

### **What could the course lead to?**

You could continue to improve your skills by progressing on to an advanced apprenticeship in sport and recreation and eventually on to a Foundation Degree in Sport, Exercise and Fitness. Or, many of the apprentices find full time employment when completing their course.

### **How much will it cost?**

The cost of recruitment, training for the relevant qualifications, assessment and monitoring is funded by the South London Learning and Skills Council for 16-18 year olds. For anyone over 19, employers are required to make a contribution towards the cost.

### **How do I join the course?**

Applicants should complete and return an application form after which an interview can be arranged. As this is a roll-on roll-off course, interviews take place throughout the year, including over the summer period and half terms.

If you would like to apply or just make some initial enquiries telephone our **Apprenticeship Hotline on 020 8607 8368**.

*It may sometimes be necessary to modify the information in this leaflet. 01.09*

This PDF can also be provided as a leaflet (large print or audio cassette also available).

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