

Who does what in the apprenticeship process

What is an apprenticeship?

An apprenticeship is a genuine job with paid wages. The Golf Greenkeeping Apprentice can be an existing or new employee at the Golf Club and through their apprenticeship they will gain wider skills and knowledge to progress within their chosen golf greenkeeping career. An Apprentice can be any age. Recent reforms have been introduced to simplify the whole process and to increase the quality of apprenticeships. New changes ensure apprentices are fully competent in the complete range of Knowledge, Skills and Behaviours required to be a qualified Golf Greenkeeper. For employers it's a great way of ensuring their staff are engaged and committed to their careers, while also gaining the knowledge they need to become outstanding members of the team.

Who is the Employer?

The **Employer** – depending on the type of club, may be:

- The Owner
- The Committee
- The General Manager.

How do you find a prospective Apprentice?

- Advertise locally - Contact local schools and colleges
- Advertise on-line, or through Job Centre Plus or Greenkeeper International
- Contact a Training Provider
- Government website www.gov.uk/government/publications/recruit-an-apprentice-creating-and-managing-vacancies-and-applications
- Apprenticeship Service - www.getingofar.gov.uk/employers.

Apprentice recruited – unsure what to do next?

Contact the GTC or BIGGA for more detailed advice or contact your local Training Provider.

What is the Employer's role in the apprenticeship process?

- **Liase** with Training Providers to see what options for training and education are available to the Apprentice
- **Negotiate** with the Training Provider, the cost and delivery of the training
- **Register** the Apprentice with their chosen Training Provider
- **Guide**, monitor and assess the Apprentice to the Standards with their **mentor**
- **Carry out** regular appraisals.

What funding is available?

If you're an Employer **with a pay bill over £3 million** each year, you must pay the **apprenticeship levy**.

- Visit www.gov.uk/guidance/manage-apprenticeship-funds
- Email Helpdesk@manage-apprenticeships.service.gov.uk or call 08000 150 600.

Non-levy paying employers will share the cost of training and assessing their apprentices with government - this is called 'co-investment'. As of May 2017, the Employer pays 10% towards the cost of apprenticeship training and the Government pays the rest (90%), up to the funding band maximum which is £6000 for the Level 2 Certificate in Golf Greenkeeping.

Training Providers (colleges)

Generally, the Training Provider – selected after negotiations by the Employer – will visit the Golf Club and meet with the Employer and Apprentice and explain the process from start to finish.

The Training Provider will:

- Carry out an initial assessment
- Sign a learning agreement with the Employer
- Carry out an induction and workplace assessment
- Work in partnership with the Employer, liaising with the Head Greenkeeper / Course Manager who carry out a lot of the training.

The programme of education and training (**The Apprenticeship Journey**) will be carried out by the Training Provider and Employer who will probably appoint a **Mentor** – usually the Head Greenkeeper. It will consist of:

- On-the-job training. All apprentices must be given 20% of their working hours to train
- Off-the-job training
- GTC Training Portfolio
- GTC Learning Materials
- Coaching, mentoring, formative assessments, regular appraisals and review feedback.

The Gateway

When the Apprentice, Training Provider and Employer agree that the Apprentice has completed their programme of education and training and is ready to be tested the Apprentice will enter **The Gateway**. The Training Provider will notify the Awarding Body who assign an **Independent End-point Assessor (IEPA)**, to carry out the **End-Point Assessment (EPA)**. The Apprentice then has 3 months to prepare for their EPA.

EPA

Apprentices are expected to achieve a number of end-point assessments to conclude their apprenticeship.

- The Apprentice will submit their portfolio for marking
- A Trainee Statement will be submitted, with a report from the **Employer** and the **Training Provider** for marking
- The Apprentice will complete an on-line test
- The IEPA will spend a day at the Apprentice's Golf Club to carry out a series of practical EPA tasks.

These will be graded Pass, Merit, Distinction or Fail. On achievement, the Apprentice will be a fully competent Golf Greenkeeper and will be awarded the Level 2 Certificate in Golf Greenkeeping.

To follow the Apprenticeship Journey see the diagram to the right.

The Apprenticeship Journey



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