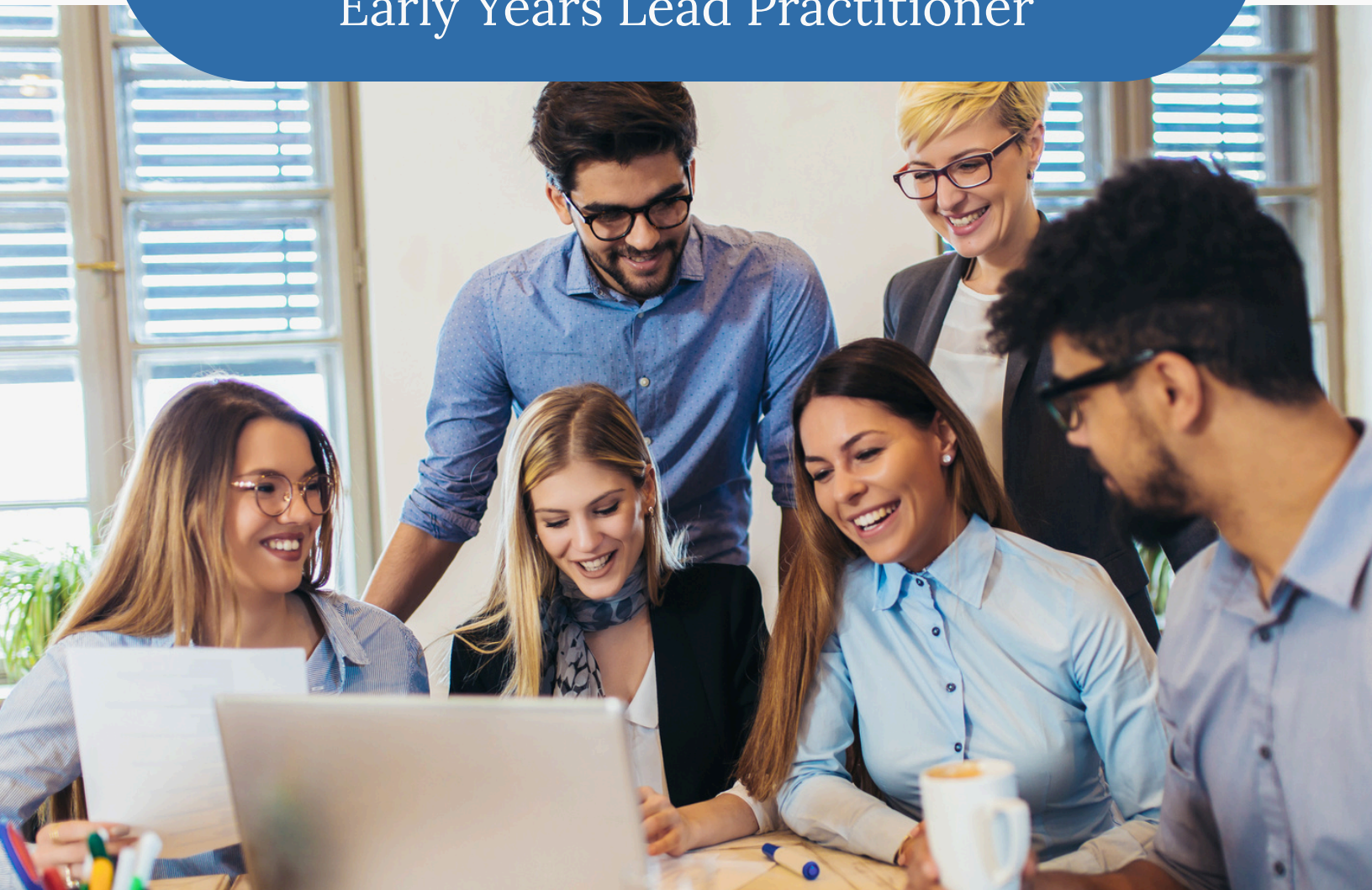




# Employer Handbook

Early Years Practitioner  
Early Years Educator  
Early Years Lead Practitioner



Excellence-Solutions Ltd  
T/A Lanvey

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# Welcome to Lanvey Funded Training Programmes

## Our Mission

To empower individuals and organisations by delivering exceptional, industry-aligned apprenticeship programs that build practical, digital, and professional skills, driving success in today's dynamic economy.

## Our Vision

To be the leading provider of tailored apprenticeship training, shaping a resilient, innovative workforce that advances businesses and elevates the nation's standing in the global digital landscape.



## Our Values

A clear, actionable path to bring our values to life.



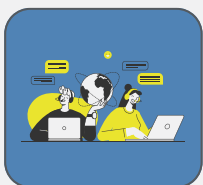
### **Excellence & Adaptability:**

We uphold the highest standards in all we do, ensuring quality training that delivers measurable results. We design flexible, tailored programs that meet the evolving needs of industries and learners.



### **Integrity & Innovation:**

We are committed to ethical practices, building trust with learners, employers, and partners. We encourage new ideas and forward-thinking approaches that drive transformation.

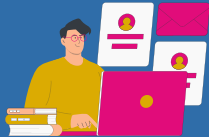


### **Support & Impact:**

We provide personalised guidance to help every learner and business thrive. We focus on equipping individuals with skills and values that contribute meaningfully to their careers and communities.

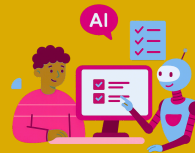
# Why work with Lanvey?

We don't just train apprentices. We transform potential into performance.



## Industry-Focused Expertise

Partnering with Lanvey means tapping into deep, industry-specific knowledge. Our training programs are designed by experts who understand the demands of your sector, ensuring apprentices develop the exact skills your business needs.



## Tailored & Flexible Training Solutions

We offer customised apprenticeship programs that adapt to your business operations. Whether it's scheduling, content, or delivery method, our flexible approach ensures training fits seamlessly into your workflow.



## Exceptional Support for Employers & Learners

Lanvey provides end-to-end guidance, supporting both employers and apprentices throughout the entire journey. From recruitment to completion, we're with you every step of the way to ensure success.



## Proven Results & Future-Ready Workforce

With consistently high success rates, our training helps build skilled, confident teams. Investing in Lanvey means preparing your workforce for the future and staying competitive in a fast-changing market.



# Support from Lanvey

Lanvey supports you and your apprentice from recruitment through to completion.

You'll work with three key teams:



## **Employer Engagement Officers (EEO):**

Help you advertise, recruit, and arrange interviews for apprenticeship vacancies, and coordinate the start of your new apprentices.



## **Optimised Service Operations:**

Provide training and workplace assessments, arranging visits in advance. They deliver day-release sessions and support apprentices in gaining their qualifications.



## **Delivery Management:**

Monitor apprentice attendance and progress, offer support, and help address any issues alongside your internal processes.

## **Additional Support:**

We're committed to supporting apprentices with disabilities, learning difficulties, or other needs. Our team works with EEOs, tutors, and delivery managers to provide tailored help, ensuring each apprentice develops the skills to succeed at work.

## Testimonials

‘This apprenticeship has been life-changing. I’ve gained hands-on experience with children, developed my confidence, and achieved a qualification while working. The support from my employer and training provider has been amazing.’

**Sanah Sakhi - Level 2 Early Years Apprentice**

‘Before starting my apprenticeship, I was nervous about working with young children. Now, I can plan activities, manage routines, and build relationships with the children and their families. My confidence has grown so much.’

**Ejana Chowdhury - Level 3 Early Years Apprentice**

‘College was too theoretical for me – I wanted real experience. The apprenticeship gives me the chance to put everything I learn straight into practice with the children’

**Preeti Singh - Level 3 Early Years Apprentice**

‘Our Early Years apprentice has been an incredible addition to the team. She came in eager to learn and quickly developed the skills to work independently with the children. The apprenticeship has given her the confidence and knowledge to provide outstanding care and support to the children in our setting.’

**Little Steps Nursery Manager**

‘We’ve seen how apprentices build wonderful relationships with the children, supporting their development while growing in confidence themselves.’

**Kiddies Lounge Owner**

‘The training provider keeps us updated, supports the apprentice, and ensures all learning links to our daily practice. It’s a seamless process.’

**Sunnyside Nursery**



# Introduction to Apprenticeships

Apprenticeships combine paid, hands-on work with structured learning to build skills, experience, and industry-recognised qualifications. Unlike traditional study routes, apprenticeships let individuals earn while they learn, gaining practical and professional abilities directly relevant to their careers. For employers, apprenticeships are a smart way to grow tailored talent, boost productivity, and address skills gaps. Available across sectors like tech, healthcare, finance, and engineering, apprenticeships develop both technical and soft skills, preparing learners for the demands of today's job market. They're a powerful pathway for personal growth, career progression, and strengthening industries and communities.

## Apprenticeship Requirements

Apprenticeships are structured programs with clear standards to ensure quality. Typically:



Apprentices must be 16+ and meet any role-specific entry criteria.



Each apprenticeship leads to recognised qualifications and ends with an End-Point Assessment (EPA) to test skills, knowledge, and behaviours.



They're employed under a contract with lawful apprenticeship and a clear training plan.



Levels range from intermediate (Level 2) up to degree and master's (Level 7).



At least 20% of their paid time is spent on off-the-job learning, through workshops, online courses, or classroom study.



Programs last 1-2 years, with regular assessments and progress reviews.



Apprentices receive mentorship, fair pay, legal protections, and often have opportunities for permanent roles and career progression after completing their program.

# Employer Responsibilities

**Employers play a vital role in apprenticeships, ensuring high-quality training and support. Their responsibilities include:**

Choosing the right standard: Work with the training provider to select an apprenticeship that fits the role and the apprentice's career goals.

Supporting onboarding: Help verify eligibility and prepare the apprentice for their role.

Providing a suitable environment: Ensure the role allows the apprentice to develop required skills in a safe, supportive workplace.

Allowing off-the-job training: Allocate at least 20% of paid hours to structured learning during normal working hours.

Offering supervision and mentorship: Assign mentors and give regular feedback to bridge theory and practice.

Helping create a training plan: Collaborate on a plan that aligns job duties with program requirements.

Monitoring progress: Take part in reviews, track milestones, and adjust support as needed.

Considering prior learning: Recognise previous experience to tailor the program effectively.

Preparing for EPA: Ensure the apprentice is ready for their final assessment and coordinate with the assessment body.

Handling concerns: Address complaints promptly and fairly.

Supporting progression: Explore opportunities for continued employment or advancement after completion.



# Employer Contribution

If you don't pay the levy: You pay 5% of the training cost directly to the provider, and the government pays 95% up to the funding if the apprentice is over 21 years.

If you pay the levy: You use your levy funds (with a 10% government top-up) through your apprenticeship service account to pay for training and assessments.

## Additional Cost Support

**You can receive £1,000 if your apprentice is:**



16-18 years old,



19-24 with an EHC plan,



19-24 and formerly in care.



Paid in two instalments (£500 at 90 days, £500 at 1 year), provided the apprentice is still employed. Payments come via your training provider after eligibility is confirmed.

# Apprenticeship Service Account & Reserving Funds

## Setting up an account:

Employers must create an Apprenticeship Service Account to manage apprenticeships, access funding, and connect with training providers. You'll need:

- Your Government Gateway ID (create one on HMRC if needed).
- PAYE reference and Accounts Office numbers.
- Company registration or charity number if applicable.

Go to: <https://accounts.manage-apprenticeships.service.gov.uk> Log in, add your PAYE details, verify your organisation, accept the employer agreement, and invite any team members. Once set up, you can add apprentices, link with training providers, and manage payments.

## Managing apprenticeships:

Use your account to:

- Set up apprentices and give permission to training providers.
- Access levy funds or get up to 100% government funding if you don't pay the levy.

Reserving funds (for non-levy employers):

- Log in and go to "Finance" or "Funding reservations."
- Select the apprenticeship standard, planned start date, and confirm reservation.
- Select a training provider and collaborate with them to launch the apprenticeship.
- Monitor your reservations—if plans change, update or re-reserve funds.



By setting up an account and reserving funds, you can secure government support covering up to 100% of apprenticeship training costs, making it easy to grow skilled talent for your business.

# Monthly Delivery Model

## Structured Learning – 8 Hours

### **Tutor-Led Session – 2 Hours**

Interactive online session led by a tutor to introduce key concepts, build foundational knowledge, and provide targeted support aligned with the module.

### **Personal Development – 1 Hour**

Activities and discussions focused on applying learning to real-life scenarios, enhancing professional growth and soft skills.

### **Research and Development – 2 Hours**

Independent learning time dedicated to exploring relevant topics, conducting research, and expanding understanding beyond the core content.

### **Assignments and Assessments – 3 Hours**

Time allocated to completing tasks, assignments, and formal assessments that demonstrate knowledge, understanding, and progress.

## Workplace-Based Application – 18 Hours

### **Work-Based Tasks - 10 hours**

Structured activities designed to reinforce and apply learning directly within the apprentice's job role, ensuring relevance and context.

### **Independent Applied Learning - 8 hours**

Integration of newly acquired skills into day-to-day responsibilities, enabling continuous learning through practical experience in the workplace.

Approx 26 hours per month



## Programmes we offer

### Early Years Practitioner

#### Phase 1

##### **Module 1: Working in Partnership**

- Develop effective communication and collaborative working practices with families and professionals.
- Understand how to share child development knowledge with families.
- Promote inclusive practices for children with additional needs.

##### **Module 2: Play and Healthy Choices**

- Understand the link between play and holistic development.
- Use play-based approaches to promote healthy eating, hygiene, physical activity, and emotional wellbeing.

##### **Module 3: Safeguarding and Child Protection**

- Recognise signs and symptoms of abuse or neglect.
- Follow safeguarding procedures and know how to report concerns.
- Understand your role in protecting children's welfare.

#### Phase 2

##### **Module 4: Reflective Practice and Professional Development**

- Reflect on practice to identify strengths and areas for improvement.
- Set personal development goals.
- Engage in professional learning to improve quality of care.

##### **Module 5: Health, Safety, and Hygiene**

- Maintain a clean, safe, and hygienic environment.
- Follow policies for food handling, toileting, cleaning, and infection control.
- Promote children's safety and wellbeing at all times.

##### **Module 6: Planning and Delivering Learning Experiences**

- Plan age-appropriate, engaging activities in line with EYFS.
- Support child-led and adult-led play opportunities.
- Build positive interactions that promote learning and language development.



## Phase 3

### Module 7: Observation, Assessment, and Planning

- Accurately observe and record children's development.
- Understand the role of documentation in shaping next steps.
- Use assessment records to inform future learning opportunities.

### Module 8: Inclusive Practice and Wellbeing

- Understand the physical, emotional, and mental wellbeing needs of children.
- Promote inclusion and support equality and diversity.
- Recognise and support individual needs, particularly for those with SEND.

### Gateway and independent preparation for end point assessment (EPA) 12-15 Months

- Preparing for workplace observation
- Practice professional discussion

**Typical Duration to Gateway: 12 months - Level 2 Early Years Practitioner Apprenticeship**



## Early Years Educator

### Curriculum Plan

## Phase 1

### Module 1: Pedagogy, Observation and Planning

- Understand key theories of learning and development.
- Use observation and assessment effectively to plan next steps.
- Facilitate purposeful play and create enabling environments based on children's interests.

### Module 2: Key Person Role and Building Relationships

- Build strong, trusting relationships with children and families.
- Act as an advocate for children in your care.
- Collaborate with families to support wellbeing and development.

### Module 3: Health, Wellbeing, and Physical Care

- Meet children's physical, nutritional, and emotional needs.
- Promote wellbeing and safety through high-quality care routines.
- Apply risk assessment and follow health and safety protocols.

## Phase 2

### Module 4: Partnership Working

- Understand roles of external professionals (e.g. SENDCOs, health visitors).
- Work collaboratively to improve outcomes across education, health, and care.
- Support Early Help strategies and transitions between settings/services.

### Module 5: Safeguarding and Child Protection

- Recognise signs of abuse or harm and follow safeguarding protocols.
- Understand your responsibilities under safeguarding legislation.
- Maintain accurate records using digital tools and reporting systems.

### Module 6: Equality, Diversity and Inclusion

- Apply inclusive principles in practice to support every child.
- Respect cultural, religious, and social backgrounds in care and education.
- Challenge bias and promote equitable access to learning opportunities.

## Phase 3

### Module 7: Reflective Practice and Professional Development

- Reflect on your strengths and areas for improvement.
- Plan and engage in learning opportunities for personal growth.
- Contribute to continuous improvement within the setting.

### Module 8: Compliance with Statutory and Regulatory Frameworks

- Understand and apply the Early Years Foundation Stage (EYFS) statutory framework.
- Ensure policies, procedures, and everyday practice meet legal obligations.
- Maintain accountability and quality in provision.

### Gateway and independent preparation for end point assessment (EPA) 18-21 Months

- Preparing for workplace observation
- Practice professional discussion

**Typical Duration to Gateway: 18 months    Level 3 Early Years Educator Apprenticeship**



## Early Years Lead Practitioner

### Curriculum Plan

## Phase 1

### Module 1: Child Development, Wellbeing & Play

- Health and wellbeing promotion
- Self-regulation and resilience theories
- Safe risk-taking in play
- Daily routines and personal care
- Playful and sensitive interactions

### Module 2: Safeguarding & Inclusion

- Safeguarding frameworks and procedures
- Equality, diversity and inclusion in practice
- Health & safety, risk assessment and infection control

## Phase 2

### Module 3: Observation & Assessment for Learning

- Observation techniques
- Formative & summative assessment
- Planning cycles and individualised learning
- Record keeping and report writing

### Module 4: The Key Person & Relationship Building

- Key person approach and attachment theories
- Working with parents, carers and multi-agencies
- Supporting transitions and emotional development

## Phase 3

### Module 5: Leaderful Practice & Team Development

- Leadership styles and team motivation
- Mentoring, coaching and feedback
- Managing people and resources effectively
- Reflective practice for self and others

### Module 6: Curriculum, Environments & Pedagogy

- Creating enabling indoor & outdoor environments
- Stimulating creativity and curiosity
- Linking curriculum intent, implementation & impact

## Phase 4

### Module 7: Professional Practice & CPD

- Action research and pedagogical enquiry
- Professional conduct and ongoing CPD planning
- Leading practice improvements

### Module 8: Compliance & Partnership Working

- Safeguarding compliance
- Health & safety management
- Multi-agency partnership building
- Data protection and confidentiality

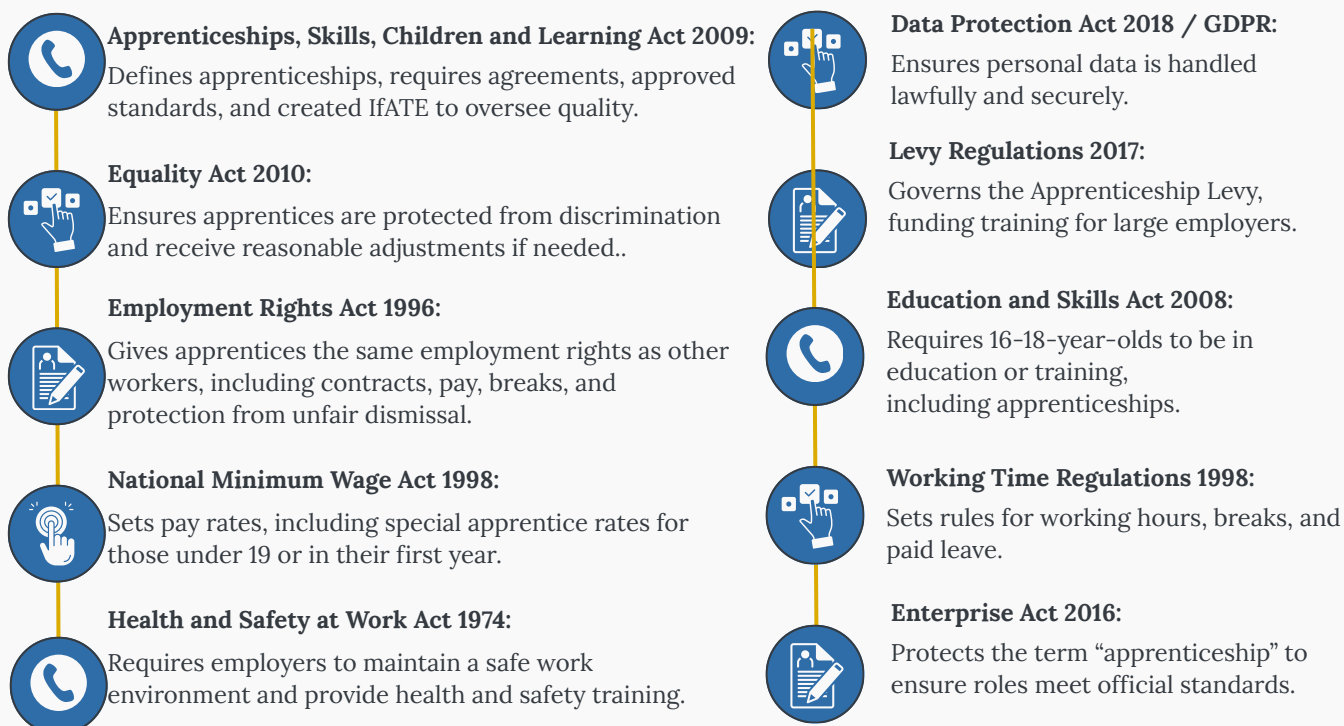
### Gateway and independent preparation for end point assessment (EPA) 18-21 Months

- Preparing for workplace observation
- Practice professional discussion

**Typical Duration to Gateway: 24 months    Level 5 Early Years Lead Practitioner Apprenticeship**

## Legislation

**Apprenticeships are governed by several laws that protect apprentices and define employer responsibilities:**



Together, these laws make apprenticeships structured, fair, and beneficial, supporting apprentices’ development while ensuring employers meet legal standards.



# Health and Safety

## Health and Safety

Ensuring apprentices' health and safety is a key responsibility for employers and training providers, as apprentices are often new to the workplace and need extra support.



## Key requirements include:

**Legal duties:** Under the Health and Safety at Work Act 1974 and related regulations, employers must provide a safe workplace, conduct risk assessments, and take account of young workers' needs.

**Risk assessments:** Identify hazards, consider apprentices' age and experience, and put measures in place to reduce risks.

**Training:** Provide thorough induction and ongoing health and safety training so apprentices understand workplace hazards, emergency procedures, and their own responsibilities.

**Supervision:** Offer close supervision and assign mentors to guide safe practices.

**PPE:** Supply and train apprentices on the proper use of protective equipment.

**Safe environment:** Maintain clear signage, well-kept equipment, and proper controls around hazards.

**Emergency procedures:** Ensure apprentices know how to respond to incidents and where to find first aid.

**Mental health:** Support apprentices' well-being by creating a positive environment and signposting mental health resources.

**Young apprentices:** For those under 18, restrict high-risk tasks, respect working hour limits, and provide suitable breaks.

**Safety culture:** Encourage apprentices to raise concerns and keep health and safety a visible priority through regular briefings.

# British Values

## British Values

British Values are an important part of apprenticeships, helping apprentices develop respect, responsibility, and inclusivity in the workplace. The core values include:



## Key requirements include:

**Democracy:** Encouraging apprentices to share ideas, participate in decisions, and understand different roles and responsibilities.

**Rule of Law:** Teaching the importance of following workplace policies and health and safety rules, and understanding the consequences of non-compliance.

**Individual Liberty:** Supporting apprentices to make choices about their career path, take initiative, and grow in a safe environment.

**Mutual Respect and Tolerance:** Promoting teamwork, valuing diverse backgrounds, and challenging discrimination to build an inclusive workplace

**Respect for Diversity:** Encouraging awareness and appreciation of different cultures and perspectives, and fostering clear, respectful communication.

Employers and training providers embed these values through induction, training, real-life scenarios, and discussions—helping apprentices become well-rounded, responsible professionals.

## Prevent Strategy

The UK's Prevent Strategy aims to stop people from becoming or supporting terrorists or violent extremists. It focuses on:

- Challenging extremist ideas and supporting mainstream voices
- Disrupting those who promote extremism
- Protecting individuals at risk of being recruited
- Strengthening community resilience and addressing grievances extremists exploit

**Lanvey** works with employers and local partners to help prevent extremism, spotting signs that someone may be at risk. If you have concerns about an apprentice's welfare or safety, please contact our Safeguarding Team (details in this Handbook).

Thanks for considering We're ready when you are.



Contact Us

If you have any further questions, please do not hesitate to contact us.  
We look forward to providing you any additional information you may require.

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