



# Employer Handbook

Learning and Skills Assessor  
Learning and Skills Mentor  
Learning and Skills Teacher  
Specialist Teaching Assistant  
Academic Professional



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.



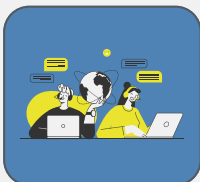
### **Excellence & Adaptability:**

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.

### **Additional Support:**

We're committed to supporting apprentices with disabilities, learning difficulties, or other needs. Our 4 team works with EEOs, tutors, and delivery managers to provide tailored help, ensuring each apprentice develops the skills to succeed at work.

# 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.



# 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

Learning and Skills Assessor  
Curriculum Plan

### Phase 1

#### **Module 1: Understanding the Assessor Role & Legal/Ethical Frameworks**

- Role of the assessor within organisational, legal, and ethical frameworks
- Confidentiality & safeguarding principles
- Inclusive assessment planning

#### **Module 2: Assessment Methods & Principles**

- Types and methods of assessment
- Principles of validity, authenticity, currency, sufficiency, reliability
- Planning for holistic learner needs

#### **Module 3: Sustainable Assessment Planning**

- Approaches to sustainable assessment
- Making informed decisions on methods and tools

### Phase 2

#### **Module 4: Communication & Constructive Feedback**

- Verbal and non-verbal communication in assessment
- Questioning techniques to gather evidence
- Giving timely, constructive feedback

#### **Module 5: Quality Assurance & Standardisation**

- Standardisation and moderation processes
- The organisational quality cycle

#### **Module 6: Record Keeping & Data Management**

- Recording, storing and sharing assessment outcomes
- Use of digital tools for tracking
- Confidentiality & GDPR compliance

#### **Module 7: Using Assessment Data for Learner Progression**

- Linking assessment outcomes to learning goals
- Setting progression targets



## Module 8: Information, Advice & Guidance (IAG)

- Sources of vocational/pastoral guidance
- Professional boundaries in IAG
- Referral pathways

### Phase 3

## Module 9: Holistic Assessment for Wider Skills

- Role of holistic assessment in developing employability & transferable skills
- Embedding wider skills into assessment activities

## Module 10: CPD & Occupational Competence

- Maintaining sector competence
- Sustainable practice and digital literacy in assessment
- Tracking and recording CPD activities

### 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 3 Learning and Skills Assessor Apprenticeship**



## Learning and Skills Mentor

### Curriculum Plan

### Phase 1

## Module 1 – Understanding the Role and Responsibilities of a Mentor

- Legal and ethical frameworks (incl. safeguarding)
- Organisational boundaries and professional conduct
- Sustainable mentoring practices

## Module 2 – Establishing the Mentoring Contract

- Setting expectations and boundaries
- Assessing mentee starting points & barriers
- Stakeholder engagement

## Module 3 – Planning and Recording Mentoring Activities

- Planning sessions & revising action plans
- Maintaining quality and confidentiality in records
- Recording sustainable practice

## Phase 2

### Module 4 – Mentoring Models and Techniques

- Selecting and adapting models
- Implementing tools to achieve outcomes
- Responding to individual needs

### Module 5 – Communication & Relationship Building

- Questioning and listening skills
- Maintaining objectivity
- Reviewing progress with stakeholders

### Module 6 – Providing Information, Advice & Guidance

- Vocational & pastoral guidance
- Referrals to specialist services

## Phase 3

### Module 7 – Evaluating Mentoring Effectiveness

- Evaluation and reflection models
- Reviewing outcomes with mentee
- Evidence-based practice

### Module 8 – Reflecting on Own Practice

- Self-evaluation and supervision feedback
- Sustainable decision-making

### Module 9 – Maintaining CPD and Records

- CPD planning and logging
- Maintaining mentoring records
- Evidence-based development

### 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 4 Learning and Skills Mentor Apprenticeship**



## Learning and Skills Teacher

### Curriculum Plan

## Phase 1

### Module 1 – Professional Standards & Resilience

- Understand and apply professional standards in teaching.
- Demonstrate resilience and adaptability in challenging situations.
- Embed sustainable practices in teaching delivery.

### Module 2 – Legal, Ethical & Inclusive Practice

- Promote equality, diversity, and inclusion.
- Work within legal, ethical, and safeguarding frameworks.
- Set clear expectations for learner engagement.

## Phase 2

### Module 3 – Inspiring Learners

- Promote a passion for learning.
- Set and maintain high expectations for all learners.
- Support personal skills development and career progression.

### Module 4 – Progression & Next Steps

- Provide effective IAG (Information, Advice & Guidance)
- Prepare learners for transitions into work or further study.
- Use data to support learner progression planning.

## Phase 3

### Module 5 – Subject & Curriculum Mastery

- Demonstrate expert subject and industry knowledge.
- Engage learners through effective pedagogy.
- Keep knowledge up-to-date through CPD.

### Module 6 – Evidence-Informed Teaching

- Plan and deliver lessons using research-informed strategies.
- Incorporate assessment and feedback to enhance learning.
- Use technology safely and effectively.

## Phase 3

### Module 5 – Subject & Curriculum Mastery

- Demonstrate expert subject and industry knowledge.
- Engage learners through effective pedagogy.
- Keep knowledge up-to-date through CPD.

### Module 6 – Evidence-Informed Teaching

- Plan and deliver lessons using research-informed strategies.
- Incorporate assessment and feedback to enhance learning.
- Use technology safely and effectively.

## Phase 4

### Module 7 – Professional Collaboration

- Maintain positive relationships with students, colleagues, and stakeholders.
- Use communication techniques to handle sensitive or challenging situations.

### 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 5 Learning and Skills Teacher Apprenticeship**

## Phase 1

### Module 1– Equality, Diversity, Inclusion & Sustainability

- Understand and promote equality, equity, diversity, and inclusion.
- Embed sustainable practices within the learning environment.
- Uphold the aims and ethos of the organisation.

### Module 2 – Legal & Statutory Compliance

- Act in accordance with statutory and non-statutory frameworks.
- Apply organisational policies and safeguarding procedures.

## Phase 2

### Module 3 – Planning & Delivering Learning Activities

- Plan sequences of teaching informed by curriculum, assessment, and pedagogy.
- Implement activities using safe and effective resources.
- Contribute to differentiated learning to meet individual needs.

### Module 4 – Assessment & Feedback

- Conduct and record assessment activities.
- Analyse outcomes to inform learner progress.
- Identify when to refer to other professionals.

### Module 5 – Behaviour & Well-being Management

- Promote positive values for behaviour and self-regulation.
- Support social and emotional well-being of learners.
- Use proactive strategies to create an inclusive environment.

## Phase 3

### Module 6 – Collaborative Relationships

- Build relationships with colleagues, agencies, and parents/carers.
- Share information to advance learning outcomes.
- Support and train colleagues within the specialist option.

### Module 7 – Reflective & Research-informed Practice

- Apply reflective practice to improve delivery.
- Use evidence-based approaches to inform teaching.

## Phase 4

### Option A – SEND Specialism

- Apply SEND policy and assessment tools.
- Adapt provision to meet SEND learner needs.
- Advocate for children and young people with SEND.

### Option B – Social & Emotional Well-being Specialism

- Promote social and emotional well-being in learning.
- Identify and support learners in need of intervention.
- Advocate for learners in this specialist area.

### Option C – Curriculum Provision Specialism

- Plan and deliver learning in a specific curriculum area.
- Use appropriate assessment tools for the subject.
- Promote the curriculum area across the educational context.

## Gateway and independent preparation for end point assessment (EPA) 24-27 Months

- Preparing for workplace observation
- Practice professional discussion

**Typical Duration to Gateway: 24 months - Level 5 Specialist Teaching Assistant Apprenticeship**



## Academic Professional

### Curriculum Plan

## Phase 1

### Module 1 – Higher Education Context & Professional Standards

- Structure of UK HE, FHEQ levels 4–8.
- Policy, legal, cultural, and economic context.
- Professional standards, ethics, sustainability, equality, diversity, inclusion.
- Regulatory, financial, quality assurance/enhancement frameworks.

### Module 2 – Core Pedagogy & Student Learning

- How students learn in HE.
- Inclusive teaching, learning differences, and disabilities.
- Teaching, assessment, and feedback methods.
- Supporting independent learning.

### Module 3 – Core Research Literacy

- Introduction to research design, methodologies, and ethics.
- Interdisciplinary research approaches.
- Critical thinking and synthesis skills.



## **Module 4 – Academic Digital Literacy & Information Management**

- Digital tools for teaching, learning, and research.
- Information literacy and data management.
- Safe, ethical use of technology.

### **Phase 2 Option 1 – Specialist Role in Teaching**

## **Module 5 – Advanced Pedagogy & Curriculum Innovation**

- Subject-specific and pedagogic research.
- Curriculum design, award/programme development, and evaluation.
- Designing innovative learning environments.

## **Module 6 – Innovative Teaching, Assessment & Feedback**

- New teaching techniques for diverse learners.
- Inclusive assessment strategies.
- Embedding employability and skills development.

## **Module 7 – Learning Technology & Digital Pedagogy**

- Digital learning platforms and blended delivery.
- Technology-enhanced assessment and engagement tools.

### **Option 2 – Specialist Role in Research**

## **Module 5 – Advanced Research Design & Methodologies**

- Complex research questions and interdisciplinary approaches.
- Qualitative, quantitative, and mixed-methods research.
- Ethical and risk management processes.

## **Module 6 – Research Leadership, Funding & Collaboration**

- Major funding streams and proposal writing.
- Budget and project management.
- Collaborating with industry, public sector, and international partners.

## **Module 7 – Research Dissemination & Impact**

- Academic publishing and peer review.
- Public engagement and media communication.
- Measuring and evidencing research impact.

### **Phase 3**

## **Module 8 – Mentoring, Supervision & Academic Leadership**

- Supervising students and mentoring peers.
- Leading teaching or research teams.
- Managing conflict and difficult conversations.

## **Module 9 – Evaluation, Reflection & Continuous Professional Development**

- Reflective practice models.
- Evaluating teaching/research effectiveness.
- CPD planning and sector engagement.

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

- Preparing for Academic Professional Practice Assessment
- Practicing Professional Conversation
- Preparing Written Submission

**Typical Duration to Gateway: 18 months - Level 7 Academic Professional Apprenticeship**

### Legislation

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



**Apprenticeships, Skills, Children and Learning Act 2009:**

Defines apprenticeships, requires agreements, approved standards, and created IfATE to oversee quality.



**Equality Act 2010:**

Ensures apprentices are protected from discrimination and receive reasonable adjustments if needed..



**Employment Rights Act 1996:**

Gives apprentices the same employment rights as other workers, including contracts, pay, breaks, and protection from unfair dismissal.



**National Minimum Wage Act 1998:**

Sets pay rates, including special apprentice rates for those under 19 or in their first year.



**Health and Safety at Work Act 1974:**

Requires employers to maintain a safe work environment and provide health and safety training.



**Data Protection Act 2018 / GDPR:**

Ensures personal data is handled lawfully and securely.



**Levy Regulations 2017:**

Governs the Apprenticeship Levy, funding training for large employers.



**Education and Skills Act 2008:**

Requires 16-18-year-olds to be in education or training, including apprenticeships.



**Working Time Regulations 1998:**

Sets rules for working hours, breaks, and paid leave.



**Enterprise Act 2016:**

Protects the term “apprenticeship” to ensure roles meet official standards.

**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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