BUSY BEES
Early Years
Training Academy

Apprenticeships
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Busy Bees are committed to training and developing the capable staff we recruit.

Busy Bees’ dedicated Training Academy delivers in-house training for staff at all levels to build upon their knowledge and skills to deliver high quality childcare and a successful nursery.

We believe that training not only keeps our employees up to date on the latest sector developments, but also empowers and inspires them, so they have the knowledge and vision to carry out their role to a high standard.

Busy Bees’ commitment to training and development has been recognised as we have retained the Investors in People Award since 1994.

In this booklet you will find information for each of the Apprenticeships that are available through the in-house Training Academy.

We understand the importance of regular training and therefore provide you with a wide variety of courses that are tailored to meet all aspects of your chosen career.

Within this booklet you will be able to read about each individual course and its content to see if it is suitable for you.

Many of the courses are run at several locations and on several different dates throughout the year to ensure there is always one for you. Other courses are available online and are accessible from either nursery or personal computers.
The Intermediate Apprenticeship comprises of the following components:

- **Level 2 Certificate for the Children and Young People’s Workforce**
  The Level 2 certificate is a generic qualification and confirms competence under supervision. It evidences your ability to work with children and young people and increases your knowledge and understanding of children and young people from 0-19 years. It recognises the skills you already have, enables you to build and develop your performance and improve your job prospects. It is also a progression route to the Level 3 Diploma.

- **Functional Skills at Level 1 in English, Maths and ICT**
  These skills recognise and develop the skills needs to function in work, learning and life and involve you choosing and using your skills to solve problems you may experience.

- **Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People’s Settings**
  This unit ensures you gain information about careers, contracts and legislation, along with employer and learner rights.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

- **Paediatric First Aid**
  This is a two-day (12 hour) training course, which gives you the knowledge and skills to be able to administer first aid to children and infants in the nursery.

- **Level 2 Food Safety Certificate**
  This is an on-line course and gives you understanding of food hygiene and food safety in the workplace.

The duration of this apprenticeship is 12 months.
If you enjoy working in a practical environment, value “hands-on” experience, are self-motivated and have initiative, then an apprenticeship may be the right route for you!

Who is the Apprenticeship aimed at?

The Intermediate Apprenticeship is suited to people wanting to work within the childcare sector and have little or no experience of working with children under the age of 5 years.

Entry Requirements

To be suitable for an Intermediate Apprenticeship with Busy Bees Early Years Training Academy, you will need:

- To have gained (or expected to achieve) a GCSE grade C or above in English and Maths
- To be able to commit to your training for a period of 14 months and have a long-term commitment to working in the childcare sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references
The Advanced Apprenticeship comprises of the following components:

- **Level 3 Diploma for the Early Years Workforce (Early Years Educator)**
  The level 3 diploma prepares learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5 to 7 years. The Early Years Educator pathway is for those working in childcare, such as nurseries, pre-schools, crèches, etc.

- **Level 2 Functional Skill in ICT**
  This Functional Skill recognises and develops the skills needed to function in work, learning and life and involves you choosing and using your skills to solve problems you may experience.

- **Level 2 Award In Employment Responsibilities and Rights In Health, Social Care or Children and Young People’s Settings**
  This unit ensures you gain information about careers, contracts and legislation, along with employer and learner rights.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

- **Paediatric First Aid**
  This is a two-day [12 hour] training course, which gives you the knowledge and skills to be able to administer first aid to children and infants in the nursery.

- **Level 2 Food Safety Certificate**
  This is an on-line course and gives you understanding of food hygiene and food safety in the workplace.

**Entry Requirements**

To be suitable for an Advanced Apprenticeship for the Children and Young People’s Workforce with Busy Bees Early Years Training Academy, you will need:

- To have gained a GCSE grade C or above in English and Maths
- To hold a Level 2 childcare qualification or equivalent
- To commit to your training for a period of 21 months and have a long-term commitment to working in the childcare sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references

The duration of this apprenticeship is 18 months.
Who is the Apprenticeship aimed at?

The Advanced Apprenticeship is ideal for supervisors or first line managers with responsibility for managing budgets, allocating work to team members and/or colleagues, achieving specific results and with some degree of decision making. This qualification is suitable for job roles in any sector that involve management and leadership responsibilities.

Advanced Level Apprenticeship in Management

The Advanced Apprenticeship comprises of the following components:

- **Level 3 Diploma in Management**
  The level 3 diploma aims to give learners an opportunity to develop their management performance, become more effective and to progress in their career. The qualification focuses on the principles of business, leadership, team and people management and managing own personal and professional development.

- **Functional Skills at Level 2 in English, Maths and ICT**
  These skills recognise and develop the skills needed to function in work, learning and life and involve you choosing and using your skills to solve problems you may experience.

- **Employee Rights and Responsibilities (ERR)**
  This workbook enables learners to work through a series of questions and activities which will bring the ERR to life, making the learning more meaningful and long lasting and enhance the employability skills of the apprentice.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

The duration of this apprenticeship is 18 months.

To be suitable for an Advanced Level Apprenticeship in Management with Busy Bees Early Years Training Academy:

- You need to be working as a supervisor or a first line manager
- You need to be able to commit to your training for a period of 21 months
- You need to be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- You will need to be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references

Entry Requirements
Intermediate Apprenticeship in Catering and Professional Chefs – Pathway 1: Food Production and Cooking

The Intermediate Apprenticeship comprises of the following components:

- **Level 2 NVQ Diploma in Food Production and Cooking**
  This is a work-based qualification, which allows learners to develop the knowledge and skills essential for working in a catering environment, such as food production and cooking, working with others and improving their own performance. Learners will complete units, which cover aspects of maintaining a safe, hygienic and secure working environment, working effectively as part of a catering team and maintaining food safety.

- **Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking)**
  This is a knowledge based qualification, which allows learners to develop the generic knowledge, skills and understanding essential for working in a catering environment, such as maintaining a safe, hygienic and secure working environment, working effectively as part of a hospitality team and maintaining food safety in a catering environment.

- **Functional Skills at Level 1 in English and Maths**
  These skills recognise and develop the skills needed to function in work, learning and life and involve you choosing and using your skills to solve problems you may experience.

- **Employment Rights and Responsibilities in the Hospitality, Leisure, Travel and Tourism Sector (ERR)**
  The nine outcomes for the ERR are embedded in one of the units for the Level 2 NVQ Diploma. This unit covers employment rights, responsibilities and legislation, as well as looking at career pathways in the sector.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

The duration of this apprenticeship is 12 months.
Who is the Apprenticeship aimed at?

The Intermediate Apprenticeship is suited to people wanting to work within the catering sector. It is designed for learners employed in catering roles such as kitchen assistant, school or general cook, team member or chef who need to develop or consolidate their skills.

Entry Requirements

To be suitable for an Intermediate Apprenticeship with Busy Bees Early Years Training Academy, you will need:

- To have gained (or expected to achieve) a GCSE grade D or above in English and Maths
- To be able to commit to your training for a period of 14 months and have a long-term commitment to working in the catering sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references

If you enjoy working in a practical environment, value “hands-on” experience, are self-motivated and have initiative, then an apprenticeship may be the right route for you!
The Advanced Apprenticeship comprises of the following components:

- **Level 3 NVQ Diploma in Hospitality Supervision and Leadership**
  This is a work-based qualification, which allows learners to develop the generic competence and understanding essential for working in a supervisory role within the hospitality sector, such as setting objectives and provide support for team members, contributing to the control of resources, leading a team to improve customer service, developing working relationships with colleagues and maintaining the health, hygiene, safety and security of the working environment.

- **Level 3 Award in Hospitality Supervision and Leadership Principles**
  This is a knowledge based qualification, which allows learners to develop the generic knowledge, skills and understanding essential for working in a supervisory role within the hospitality environment, such as leading a team and supervising operations in a hospitality environment.

- **Functional Skills at Level 2 in English and Maths**
  These skills recognise and develop the skills needed to function in work, learning and life and involve you choosing and using your skills to solve problems you may experience.

- **Employment Rights and Responsibilities in the Hospitality, Leisure, Travel and Tourism Sector (ERR)**
  The nine outcomes for the ERR are embedded in one of the units for the Level 2 NVQ Diploma. This unit covers employment rights, responsibilities and legislation, as well as looking at career pathways in the sector.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

The duration of this apprenticeship is 12 months.
To be suitable for an Advanced Apprenticeship with Busy Bees Early Years Training Academy, you will need:

- To have at least 9 months experience of working in the hospitality industry OR have completed an Intermediate Level 2 Apprenticeship in Hospitality, Licensed Hospitality or Catering and Professional Chefs
- To be working as a supervisor or a first line manager
- To be able to commit to your training for a period of 14 months and have a long-term commitment to working in the catering sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references
The Intermediate Apprenticeship comprises of the following components:

- **Level 2 Diploma in Playwork**
  The Level 2 Diploma aims to provide learners with the necessary skills, knowledge and competence required to work in the Playwork sector.

- **Functional Skills at Level 1 in English and Maths**
  These skills recognise and develop the skills needed to function in work, learning and life and involve you choosing and using your skills to solve problems you may experience.

- **Level 2 Award in Employment Awareness In Active Leisure and Learning**
  This unit ensures you gain information about careers, contracts and legislation, along with employer and learner rights.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

- **Paediatric First Aid**
  This is a two-day (12 hour) training course, which gives you the knowledge and skills to be able to administer first aid to children and infants in the nursery.

- **Level 2 Food Safety Certificate**
  This is an on-line course and gives you understanding of food hygiene and food safety in the workplace.
Who is the Apprenticeship aimed at?

The Level 2 Diploma is aimed at staff working directly with children and young people in a setting whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play.

Entry Requirements

To be suitable for an Intermediate Apprenticeship with Busy Bees Early Years Training Academy, you will need:

- To have gained (or expected to achieve) a GCSE grade D or above in English and Maths
- To be able to commit to your training for a period of 14 months and have a long-term commitment to working in the childcare sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references

If you enjoy working in a practical environment, value “hands-on” experience, are self-motivated and have initiative, then an apprenticeship may be the right route for you!
The Advanced Apprenticeship comprises of the following components:

- **Level 3 Diploma In Playwork**
  The Level 3 Diploma aims to provide learners with the necessary skills, knowledge and competence required to work in a supervisory role within the Playwork sector.

- **Level 2 Functional Skills in English and Maths**
  These Functional Skills recognises and develops the skills needed to function in work, learning and life and involves you choosing and using your skills to solve problems you may experience.

- **Level 3 Award in Employment Awareness in Active Leisure and Learning**
  This unit ensures you gain information about careers, contracts and legislation, along with employer and learner rights.

- **Personal, Learning and Thinking Skills**
  This part of the framework comprises of six groups of skills, which are essential to success in work, learning and life. They develop your skills in managing yourself, managing relationships with others and managing your own learning, performance and work to enable you to enter work and adult life as a confident and capable individual.

- **Paediatric First Aid**
  This is a two-day (12 hour) training course, which gives you the knowledge and skills to be able to administer first aid to children and infants in the nursery.

- **Level 2 Food Safety Certificate**
  This is an on-line course and gives you understanding of food hygiene and food safety in the workplace.

The duration of this apprenticeship is 18 months.
Who is the Apprenticeship aimed at?

The Advanced Apprenticeship is aimed at staff working directly with children and young people in a setting whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play.

If you enjoy working in a practical environment, value “hands-on” experience, are self-motivated and have initiative, then an apprenticeship may be the right route for you!

To be suitable for an Advanced Apprenticeship in Playwork with Busy Bees Early Years Training Academy, you will need:

- To have gained a GCSE grade C or above in English and Maths
- To hold a Level 2 Playwork qualification or equivalent
- To commit to your training for a period of 21 months and have a long-term commitment to working in the childcare sector
- To be willing and able to access a Busy Bees training centre on occasions throughout your course to aid your learning
- To be able to gain a satisfactory Data Barring Service (DBS) and provide satisfactory references
How do I apply and what are the costs?

Visit our webpage www.busybeestraining.co.uk to find out more about our apprenticeships or contact:

**Apprenticeships** - Abigail.jones@busybees.com

or call us on: **01543 711 150**