

# Evolve



## Frequently Asked Questions

### What is Evolve?

Evolve is designed to focus on developing both our current and new employees joining our business. This will support our organisation's future goals. The qualifications will be funded by utilising the Government Apprenticeship levy to support training and development for our existing employees.

### What is an Apprenticeship and what is involved?

Apprenticeships are work-based training programmes and can lead to a nationally recognised qualification. They combine on the job training, vocational qualifications and functional skills (where relevant).

### Who is eligible for an Apprenticeship?

You are eligible for an apprenticeship if you:

- Have worked for The AA for a minimum of 12 months
- Your job role can provide off the job training that relates to the apprenticeship course.
- Are a British or EU citizen or have been for 3 years or more
- Work at least 50% of the time in England
- Are committed to 20% off the job training (OFJ). The Apprentice and the manager allows sufficient time to complete the OFJ activities relating to the Apprenticeship. (This could include: 121 coach visits, group sessions or completion of online learning)
- Have no performance issues and fall in line with expectations
- Do not hold the same or similar qualification.

### How long does an Apprenticeship last?

An apprenticeship will last at least a year and can last up to five years, depending on the specific pathway you choose.

### Are Apprenticeship available for existing employees?

Yes, current AA employees can be ideal candidates for an Apprenticeship. This is a great way to upskill and nurture our future talent.

## Can I do an Apprenticeship that is outside of my area?

Your current job role must be relevant to the Apprenticeship that you are applying for. This is because you will need to provide work-based evidence to show that you are acquiring knowledge and skills related to your course. More so, the Government funding rules dictate that at least 20% of your normal working hours must be spent on off-the-job training, and therefore, for this to be possible, the course must be relevant to your role.

## Who is an Apprenticeship aimed at?

An Apprenticeship is aimed at anyone who is living in England and not in full-time education. For employees who live in Wales and wish to express their interest in an Apprenticeship, please contact the Emerging Talent team as there are different funding rules and therefore they are not currently covered by the Apprenticeship levy.

## How do I achieve an Apprenticeship?

You are employed to do a job whilst also enrolling onto an Apprenticeship programme that is relevant to that role. You train towards your qualification through work-based learning, evidenced by a portfolio and continual assessments.

## What is a designated skills coach/tutor?

Each of our approved training providers will provide one of these roles to support the emerging talent learner throughout the entire qualification by doing the following:

- Answering technical questions
- Monitoring and discussing progress at regular reviews with the ETL and the line manager
- Making the employer aware of any concerns
- Addressing any issues identified
- Ensuring the Apprentice achieves the required standard and on time, supporting the ETL with assessment, assignments etc.

## What is mentoring?

Mentoring is a partnership, it's when one person shares information, knowledge, skills and perspective to support the professional growth of someone else - in this case, the Apprentice. This could be done through regular, confidential one-to-one meetings, which will often help your Apprentice identify and solve problems in and out of work. Mentoring should be built around a foundation of trust from the start - agreeing ground rules such as 'all conversations are confidential', 'let's meet every four weeks' and 'straight talking to each other'.

## What is an Apprenticeship equivalent to?

There are several levels available and these are equivalent to educational levels:

- Intermediate Apprenticeships (level 2) are equivalent to five GCSE passes A\*- C (9 - 4)
- Advanced Apprenticeships (level 3) are equivalent to two A Level passes
- Higher Apprenticeships (level 4, 5, 6 and 7) are equivalent to foundation degree and above
- Degree Apprenticeships (level 6 and 7) are equivalent to a bachelor's or master's degree

## As a manager, what support do I need to give the emerging talent learner (ETL)?

You may find during the first few weeks your ETL needs more support. This is perfectly normal as they're settling into their role and their qualification, this is likely to decrease over time. You will also need to commit to giving your ETL the 20% off-the-job training time that they require to complete their Apprenticeship.

## What happens if my Apprentice leaves before the end of their Apprenticeship?

Where an emerging talent learner (ETL) decides to leave the Organisation, all funding for the Apprenticeship they are studying will cease.



## **I am part-time, could I still undertake an apprenticeship?**

Yes, you can! The time it takes to complete the Apprenticeship is extended so that the total amount of training is not reduced.

## **What happens at the end of the Apprenticeship?**

There is an End Point Assessment (EPA) which will be carried out by an independent third-party organisation. The emerging talent learner can then look at progression options, such as a second Apprenticeship pathway at a higher level. Some Apprenticeships are available at different educational levels, these can start with Level 2 and progress to level 6 dependent on the specialism.

## **What does the mandatory 20% off the job training include?**

Apprenticeships require the employer to commit to 20% off the job training (OFJ) for each of their ETLs. The line manager must allow sufficient time for the ETL to complete the OFJ activities which relate to their chosen Apprenticeship.

This could include:

- Lectures e.g. apprenticeship lectures
- Day or block release for training courses
- Bitesize online learning
- Virtual training workshops
- External talks or meetings
- Online learning relating to Apprenticeship programme
- Reading articles relating to the Apprenticeship programme
- Internal development training courses e.g. communication courses, Insights, excel courses etc
- Corporate Inductions
- Compliance online learning e.g. GDPR, information security etc

- Completing Apprenticeship assignments
- Internal shadowing
- Internal coaching sessions
- 1-1s with Line Manager
- Internal projects relating to the Apprenticeship programme
- 121s and calls with the Provider Skills Coach
- Observations carried out by Provider Skills Coach
- Appraisals
- Study leave (time to revise for an exam)

## **What is a Break in Learning?**

An apprentice may take a break in learning where they plan to return to the same apprenticeship programme. The decision to take a break could include medical treatment, parental leave or leave for other personal reasons. A break in learning cannot be taken for any short-term absences up to 4 weeks. The break in learning should be agreed between your apprenticeship coach/tutor, your line manager and the Talent and Development team. The duration should also be included.

## **I would like to hire an early careers apprentice whilst having other apprentices in my team. What can I do?**

Please contact the Emerging Talent team who would be happy to help and support you, working with you every step of the way.

## **Where can I find more information?**

If you cannot locate an Apprenticeship Evolve that is suitable to you and your role, please contact the Emerging Talent team who will be happy to discuss your options with you. [ApprenticeshipQualifications@theaa.com](mailto:ApprenticeshipQualifications@theaa.com)

