

Lifelong Learning Sector Apprenticeship Framework

Level 1 Apprenticeship Framework

Vocationally Relevant Skills and Competence Qualification	Core Skills Qualifications	Other Supporting Qualifications
<p>Hospitality</p>	<p>FS English Level 1 FS Maths Level 1 FS IT Level 1 Customer Service NVQ L1</p>	<p>Customer Care</p> <ul style="list-style-type: none"> • Introduction to listening • Managing Challenging conversations • Giving Customers a Positive Impression • Principal of customer service in Hospitality, Leisure, Travel and Tourism • Giving Customers Information in Food Service <p>Business Administration Courses CPD Online</p> <ul style="list-style-type: none"> • Business Development, tools and techniques • Confidentiality in the Workplace • The Essentials of GDPR • Working Effectively with others • Equality & Diversity <p>Principles of Hospitality CPD Online</p> <ul style="list-style-type: none"> • Principles of managing Services and Dining Areas • Principles of serving food and Beverages to customers <p>Food Hygiene and Safety CPD Online</p> <ul style="list-style-type: none"> • Food Hygiene Level 1 • Food Hygiene Level 2 • Food Allergy Awareness
<p>Business Administration</p>	<p>FS English Level 1 FS Maths Level 1 FS IT Level 1 Business Admin NVQ L1</p>	<ul style="list-style-type: none"> • Business Administration Courses CPD Online • Time Management • Customer Services & Answering the telephone • Managing Challenging Conversations • Confidentiality in the Work Place • Working as a team • Decision making • Conflict Resolution in the workplace • managing Change • Giving customers a positive impression • Career Goals • Equality & Diversity • Email Etiquette • Working Effectively with others

Construction	FS English Level 1 FS Maths Level 1 FS IT Level 1 City & Guilds L1 Construction	<ul style="list-style-type: none"> • Business Administration • Customer Services • Decision making • Time Management • Conflict Resolution in the workplace • Working Effectively with others • Confidentiality in the Work Place •
Automotive	FS English Level 1 FS Maths Level 1 FS IT Level 1 City & Guilds L1 Auto Repair	Business Administration <ul style="list-style-type: none"> • Customer Services • Decision making • Time Management • Conflict Resolution in the workplace • Working Effectively with others • Confidentiality in the Work Place •
Health and Social Care	FS English Level 1 FS Maths Level 1 FS IT Level 1 Adult Health and Social Care L1	Business Administration <ul style="list-style-type: none"> • Customer Services • Decision making • Time Management • Conflict Resolution in the workplace • Working Effectively with others • Confidentiality in the Work Place
Working with Young People	FS English Level 1 FS Maths Level 1 FS IT Level 1 Children and Young People's Workforce L1	Skills for Success Safe Guarding Awareness of child abuse Equality & Diversity Awareness of child abuse and neglect Fire Safety Emergency First response Child/Primary/Secondary Time Management Customer Services Managing Challenging Conversations Confidentiality in the Work Place Working as a team Decision making Conflict Resolution in the workplace managing Change
Finance		

ACCA Introductory Certificate in Financial and Management Accounting FA1 Recording Financial Transactions MA1 Management Information Foundations in Professionalism	FS English Level 1 FS Maths Level 1 FS IT Level 1	Skills for Success Time Management Customer Services Managing Challenging Conversations Confidentiality in the Work Place Working as a team Decision making Conflict Resolution in the workplace managing Change Giving customers a positive impression Career Goals Equality & Diversity
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Level 2 Apprenticeship Framework

Vocationally Relevant Skills and Competence Qualification	Core Skills Qualifications	Other Supporting Qualifications
ACCA		
Introductory Certificate in Financial and Management Accounting FA2 Recording Financial Transactions MA2 Management Information Foundations in Professionalism	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Business Administration		
Business Administration NVQ L2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Hospitality		
Customer Service NVQ L2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Food Safety Skills for Success
Customer Service (Retail)		
Customer Service NVQ L2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success Point of Sale Systems https://www.mytrainingacademy.org.uk/courses/quickbooks-point-of-sale.html#
Environmental Studies		
City and Guilds Diploma in Countryside and Environment L2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Public Services		
Customer Service NVQ L2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Automotive		
City & Guilds L2 Auto Repair	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Health and Social Care		

Care Diploma Level 2 RQF	FS English Level 2 FS Maths Level 2 FS IT Level 2	Equality and Diversity Safety in Food Handling
Construction/Carpentry		
City & Guilds L2 Bench Joinery	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Childcare		
CACHE Childcare Level 2 www.reed.co.uk/courses/childcare-cache-level-2/71832#/courses/regulated?pageno=5	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success Food Allergies

Vocationally Relevant Skills and Competence Qualification	Core Skills Qualifications	Other Supporting Qualifications
Teaching and Learning		
Teaching Assistant CACHE Level 2 Award www.reed.co.uk/courses/teaching-assistant-cache-level-2-award/71823#/courses/regulated?pageno=5	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success EFR
Agriculture		
City & Guilds L2 Agriculture (for discussion with Leigh Morris)	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Entrepreneurship		
Cambridge Nationals Enterprise and Marketing	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success Point of Sale Systems https://www.mytrainingacademy.org.uk/courses/quickbooks-point-of-sale.html#
Marine Studies		
PADI Certification (for discussion with Anthony Thomas)	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success EFR
Art and Design		
BTEC Art and Design www.reed.co.uk/courses/btec-level-2-art-design/71728#/courses/art/regulated?sortby=PriceAsc	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
IT - Support		
MS Imagine Academy courses (to be agreed)	FS English Level 2 FS Maths Level 2 ECDL	Skills for Success
IT - Networking		
Cisco Academy courses (to be agreed)	FS English Level 2 FS Maths Level 2 ECDL	Skills for Success
Tourism		

GCSE Travel and Tourism (UK Open College)	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Hair and Beauty		
Hair and Beauty Level 2 (Open Study College)	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success
Sports and Leisure		
Children and Young People's Workforce Level 2 Safeguarding Level 2	FS English Level 2 FS Maths Level 2 FS IT Level 2	Skills for Success

Level 3 Apprenticeship Framework

Vocationally Relevant Skills and Competence Qualification	Core Skills Qualifications	Other Supporting Qualifications	Entry Requirements
Finance			
ACCA Certificate in Financial and Management Accounting Foundations in Professionalism Diploma in Financial and Management Accounting	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (D or above) GCSE Maths (C or above) 3 other GCSEs (C or above)
Business Administration			
Business Administration NVQ L3	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (C or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Hospitality			
Hospitality NVQ L3	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Food Safety Skills for Success	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Customer Service			
Customer Service NVQ L3	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Health and Social Care			

Health and Social Care L3	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Equality and Diversity Safety in Food Handling	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Construction			
Level 3 Certificate in Construction Technologies Theory	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Teaching and Learning			
CACHE Level 3 Teaching Assistant (RQF) Qualification	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success EFR	GCSE English (C or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
IT - Networking			
MS Imagine Academy Comp-TIA CISCO	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Journalism			
NCTJ Certificate in Foundation Journalism	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (C or above) GCSE Maths (D or above) 3 other GCSEs (C or above)
Surveying			
Level 3 Certificate in Surveying Technologies Theory	*GCSE English *GCSE Maths *GCSE IT or equivalent *Grade C/5 or above	Skills for Success	GCSE English (D or above) GCSE Maths (D or above) 3 other GCSEs (C or above)