



# Line Managers' Guidance



Welcome to our need-to-know guide for Line Managers. Your organisation has chosen to partner with Intec Business Colleges to invest in your team, enrolling them onto an Apprenticeship.

## What is an Apprenticeship?

An Apprenticeship is a work-based training programme that develops the knowledge, skills and behaviour of the Learner to help them excel in their job role. Upon completion they will have achieved a national recognised Apprenticeship Standard in their vocational area.



## What does the programme involve?

Depending on the programme, the course will be delivered over a 12 to 24 months period and Learners are expected to attend a monthly face to face session with their Tutor. This session can take up to 3 hours and will take place in the Apprentice's place of work.

Their Tutor will set them work to be completed outside of these sessions via our online learning platform, Learning Assistant; this could be in the form of tasks, a reflective journal or a longer term project.

If the Learner has not already achieved their Level 2 (GCSE or equivalent) in maths and English, they will be required to undertake a Functional Skills programme. This is delivered online, through one hour virtual one-to-one session with a specialist Functional Skills Assessor.

At the end of their Apprenticeship programme the Learner will complete a final End Point Assessment which evaluates their performance. If they succeed they will achieve a pass, merit or distinction grade.



# What will you be expected to do?

Having your support as a Line Manager enables learner to get the most out of their Apprenticeship programme.

Providing the Learner with time out to complete their apprenticeship, meet with their Tutor and complete their End Point Assessment is essential if they are to succeed.

Alongside the learner, you will be required to sign an Individual Learner Agreement with Intec. This commits you to provide the Learner with the time to complete the 20% off the job learning they need to succeed on their apprenticeship programme.

We recommend you sit in on the learners programme induction to gain an overview of the programme. You are also invited to a quarterly review meeting which looks at the Learner's progress. As their line manager it would be great if you could catch up with the learner on a monthly basis to review what they've been learning and offer support and guidance where needed.

## CONTACT DETAILS

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