

# Advance Housing and Support Apprenticeships



# Learners Guide

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In partnership with Lifetime



 lifetime  
training

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# What is an apprenticeship?

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We typically think apprenticeships are only applicable to young people but the reality is very different. Today, apprenticeships suit a range of people and purposes, from supporting new recruits fresh out of formal education into employment, through to upskilling existing staff and supporting senior management. They promise valuable development opportunities, both personally and professionally.

The training on offer is aligned to job roles within Advance, meaning you can put your knowledge into practice at work every day, whilst simultaneously gaining an industry-recognised apprenticeship that has been accredited by the Institute for Apprenticeships.



# What are the benefits?

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Role and sector relevant training



Work-based and distance learning



Improve skills and knowledge in your role



Learn at your own pace



Enhance your career opportunities and find a career pathway to suit you



Take on new challenges



Dedicated trainers and tutors, experts in their field



Learn while you earn



Student discount (NUS apprentice Extra)



# Who is Lifetime Training?

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Lifetime Training (Lifetime) is the UK's largest apprenticeship training provider and, alongside its commercial training courses, delivers training to more than 20,000 learners a year. Founded in 1995, our team has over 20 years' experience delivering best-in-class, bespoke training courses at both a local and national level across retail and business administration, care, hospitality, and fitness and active leisure sectors. More than 400 Trainers and Tutors deliver exceptional training regionally, backed by a central support hub and superior resources.

# How will it work?

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An apprenticeship supports the development of knowledge, skills and behaviours required to effectively perform your job role and typically takes around 12-15 months to complete.

You will be supported by your dedicated Lifetime Trainer who will visit you regularly and conduct distance learning sessions using online social platforms or phone. The on-site visits will last for approximately two hours and dependent on your progression, distance learning sessions will take between 30 minutes to an hour.

Your Trainer will work with you and your Manager, or on-site Mentor, to identify areas of skills development and you will be taken through micro-teaching coaching sessions to help increase your skills and knowledge during your working day. These visits are flexible and will be organised in advance with you and your line Manager.



# Courses

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The following section includes an outline of all apprenticeships available to you and your site.

Adult Care Worker Level 2 (Standard)  
Lead Adult Care Worker Level 3 (Standard)

Lifetime's Care Worker programmes have a variety of pathways available to support all types of care services. Our Course Advisor team will support you with identifying the most appropriate programmes for your team members.

Hospitality Team Member Level 2 (Standard)  
Hospitality Supervisor Level 3 (Standard)

Business Administration Level 2 (Framework)  
Business Administrator Level 3 (Standard)

Team Leader Level 2 (Framework)  
Team Leader Supervisor Level 3 (Standard)

Higher Apprenticeship in Leadership for Health and Social Care and Children and Young Peoples Services L5 (Standard)  
Operations Departmental Manager Level 5 (Standard)

# Learner portal

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Lifetime's web-based learner portal helps you manage every stage of your learner journey, providing an at-a-glance view of course progression and an area for uploading your learning evidence. The Portal also gives you access to your Trainer's contact details and next visit appointment and links directly to other resources including your FUSE community.





# Apprentice Charter

## What you can expect from Lifetime.



A high standard of teaching.



Up-to-date information on all our courses.



Maintain and improve our internal standards of quality delivery.



Offer free, impartial and confidential information, advice and careers guidance.



Offer regular feedback on your work and progress.



Handle your queries and help quickly with any problems.



Assess your learning needs and goals.



Make sure everyone is treated fairly and equally and feels safe.



# How do I sign up?

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Speak to your Manager to find out more about the programmes available and to register your interest.



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Bristol BS8 1EJ

☎ 0333 0143 669

✉ [CustomerService@lifetimetraining.co.uk](mailto:CustomerService@lifetimetraining.co.uk)

🌐 [lifetimetraining.co.uk](http://lifetimetraining.co.uk)

For more information or to register  
your interest in an apprenticeship, visit:  
[insert client process]