

Welcome

A caregiver's guide



Hello, welcome to Busy Bees Education and Training

This information has been put together to inform you, as the main caregiver of a current apprentice here at Busy Bees Education and Training, of what you can expect to be delivered within a typical learning journey. We have also aimed to provide you with information advice and guidance relevant as a caregiver.

A little about us

As a training provider with over 19 years of experience, Busy Bees Education and Training are committed to developing and empowering world-class professionals.

Our team of experienced certified training professionals are on hand to ensure apprentices have a positive learning journey every step of the way.

We take full and complete responsibility for the quality of our courses. We operate ethically, reliably, and honestly, as integrity is fundamental to our culture.

Find out more here <https://busybeestraining.co.uk>

Contact Us

We value all feedback.

If you have any concerns or feedback or would like to contact us – please use the email below.

trainingfeedback@busybees.com



Learning Journey

Who is involved in the learning journey?

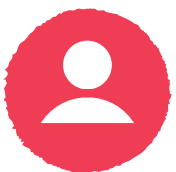


LEARNER RECRUITMENT OFFICER

A Learner Recruitment Officer will be one of the first people an Apprentice comes into contact with here at Busy Bees Education and Training. The Learner Recruitment Officer supports apprentices with the application and onboarding process providing impartial IAG and signposts where necessary. The Learner Recruitment Officer will enroll Apprentices onto their Apprenticeship, starting their learning journey here at Busy Bees Education and Training.

DEVELOPMENT COACH

Every Apprentice is allocated a Development Coach who is a sector expert in their field of competency. The Development Coach delivers the main sector qualification and or standard to the apprentices individually to support them to progress and develop their knowledge, skills, and behaviours ready for the Apprentices to sit their End Point Assessment confirming their Apprenticeship achievement.

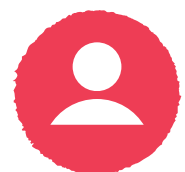


FUNCTIONAL SKILLS OFFICER

Apprentices are required to show a level of Math and English learning and achievement as part of their Apprenticeship. If valid transferable evidence is not provided to exempt the Apprentice from completing the required level of Functional Skills, they will be required to complete this as part of their Apprenticeship. A Functional Skills Tutor can be allocated to deliver and support functional skill learning in an individual way to the Apprentices, enabling them to retain integral lifelong skills.

IQA

An IQA monitors the delivery of apprenticeships at milestone points and supports the Development Coach and Functional Skills Officer to deliver to Apprentices in an agreed standardised way in line with awarding bodies and within regulatory body requirements. The IQA provides feedback and points for improvement to ensure that the evidence captured reflects the distance being traveled by the Apprentices and demonstrates their long-term learning has been impacted. An IQA can also carry out a mock EPA to support them in preparation for their EPA with an independent End Point Assessment Organisation.





OTJ - What does it mean?

The ESFA defines off-the-job training as 'learning which is undertaken outside of the normal day-to-day working environment and leads towards achieving an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties'.

Key Facts about OTJ

- Off-the-job training must make up at least 20% of your normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.
- Off-the-job training can take place in the normal workplace or at an external location.
- Time spent on initial assessments, onboarding, progress reviews on program assessments, and English and Maths up to level; 2 do not count towards the OTJ training.

Find out more here

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Health and Wellbeing



Cost of Living

The UK is currently in a Cost-of-Living crisis, with fuel, shopping, and amenities at an all-time high. The impact of this can be stressful for many families. Please use the below link for support with the cost of living -

<https://workingfamilies.org.uk/articles/cost-of-living-support-for-families/>

<https://www.moneysavingexpert.com/family/cost-of-living-survival-kit/>



Couch to 5k

Taking up running can seem like a scary prospect, especially if you feel out of shape or unfit.

NHS Couch to 5K will help you gradually work up towards running 5km in just 9 weeks.

<https://www.nhs.uk/live-well/exercise/running-and-aerobic-exercises/get-running-with-couch-to-5k/>

YOUNG MINDS

Parent Mental Health Support

We know parenting isn't always easy especially when children are going through transitions. It can feel especially hard if your child's mood and behaviour seem different and you're not sure why, or what you can do to help. But you are not alone.

Young Minds provide practical advice and tips on supporting your child - from how to encourage your child to open up about their feelings to dealing with mental health services. No matter what you and your child are going through, things can get better.

<https://www.youngminds.org.uk/parent/>



Healthy Eating on a Budget

As food costs continue to rise, eating healthy on a budget can be a challenge. Please use the below as a support link on ways to eat well on a budget:

<https://www.bhf.org.uk/information-support/heart-matters-magazine/nutrition/eat-well-on-a-budget>

Child Benefit

If you are currently in receipt of Child benefits you entitlement may now change dependent on your child's Post 16 education choices. For more information please visit:

<https://www.gov.uk/child-benefit-16-19>

For support with benefits please visit:

<https://www.gov.uk/benefits-calculators>



Support Materials

Please use the below link for support and resources provided by the NSPCC and NHS on a range of topics designed for Caregivers of Young People:

NSPCC

<https://learning.nspcc.org.uk/research-resources/leaflets/parent-leaflets>

NHS

<https://learning.nspcc.org.uk/research-resources/leaflets/parent-leaflets>

Safeguarding

Meet our Safeguarding team



Samantha Parker
Head of Operations



Dawn Richards
Regional Manager



Kim Baxter
Compliance Manager

If you have a Safeguarding or Prevent concern, please email bbt.safeguarding@busybees.com

Domestic Violence

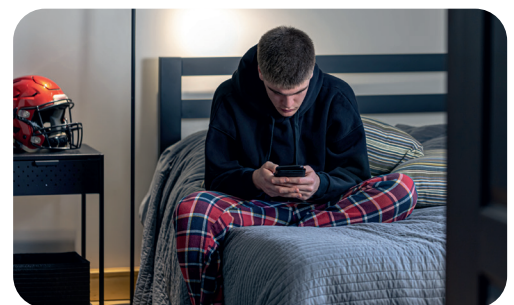
It is estimated 6.9% (1.7 million) of women and 3% (699,000) of men experienced domestic in the year ending March 2022.

Nearly 2 million people in the UK suffer some form of domestic abuse. 1 in 5 children has been exposed to domestic violence.

Help and support is available:

<https://www.womensaid.org.uk/information-support/>

<https://mensadviceline.org.uk/>



Prevent

Prevent is about safeguarding people and communities from the threat of terrorism.

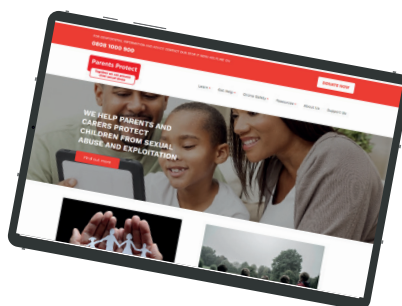
To support your own understanding of Prevent, please use this link to complete a government awareness course:

<https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/onboarding/awareness-course/country>

Parents Protect

This child sexual abuse awareness and prevention website was created by the child sexual abuse prevention campaign. For more information please visit:

<https://www.parentsprotect.co.uk>



British Values

The government introduced British Values to underpin what it is to be a citizen in a modern and diverse Britain. As a Training Provider, this is what we promote and instill:

Democracy - A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities

Rule of Law - The need for rules to make a happy, safe and secure environment to live and work.

Mutual Respect and Tolerance - Understanding that we all don't share the same beliefs and values. Respecting the values, ideas and beliefs of others whilst not imposing our own others.

Individual Liberty - Protection of your rights and the right of others you work with.



Stay Safe Online

- S** **SAFE** Stay Safe online by not sharing your personal information.
- M** **MEET** Do not meet anyone who you have only become friends with online on your own. If you are meeting someone new go with a family member or friend. Ensure you share your location with others and meet in a busy environment.
- A** **ACCEPT** Do not accept messages and friend request from people you do not know. Make use of the privacy settings on all of your social media accounts.
- R** **RELIABLE** Not everything online is reliable. People online are strangers, and you can't always trust everything they say.
- T** **TELL** Tell a someone you trust if anything happens online that you do not like, and ensure you report effectively and immediately.

