

# APPRENTICESHIPS

for school leavers

**Busy  
Bees.**  
Education and Training

**2024  
Guide**



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AS A **SCHOOL LEAVER**  
WHO JOINED THE  
APPRENTICESHIP  
SCHEME, I **WOULD**  
**100% RECOMMEND!**

**Chloe**  
BUSY BEES EDUCATION  
AND TRAINING  
APPRENTICE





# About US

**BUSY BEES EDUCATION AND TRAINING HAS BEEN PROVIDING QUALITY APPRENTICESHIP AND TRAINING OPPORTUNITIES TO YOUNG PEOPLE FOR ALMOST 25 YEARS. WE BEGAN LIFE AS AN INTERNAL TRAINING AND RECRUITMENT DEPARTMENT FOR BUSY BEES, THE LEADING PROVIDER OF CHILDCARE IN THE UK, BUT OUR SUCCESS PROMPTED US TO EXPAND INTO TRAINING FOR THE WIDER CARE SECTOR SO WE COULD SHARE OUR EXPERTISE AND KNOWLEDGE EVEN FURTHER.**

We have years of experience helping school leavers manage their transition into the workplace, with rewarding qualifications that will give you the tools to unleash your potential and work towards a successful and fulfilling career.

Our team of experienced certified training professionals will support you on your journey every step of the way.

As a training provider, we also value diversity. That's why we are proud holders of the Queen's Award for Enterprise: Promoting Opportunity, which recognises our social mobility programme and commitment to quality training for apprentices.

From entry-level to higher apprenticeships, to online CPD courses and first aid training, we have award-winning courses tailored for a wide range of sectors, so you can find training that is right for you.

**Providing quality  
apprenticeship and  
training opportunities  
to young people for  
almost 25 years!**



# About Apprenticeships

**Nearly two-thirds of young people surveyed by Which? said they didn't know enough about apprenticeships!**

**SIMPLY PUT, AN APPRENTICESHIP IS A PAID JOB WHERE YOU CAN LEARN AND GAIN VALUABLE EXPERIENCE. AN APPRENTICE'S TIME IS TYPICALLY SPLIT BETWEEN WHAT WE CALL 'ON-THE-JOB TRAINING' AND 'OFF-THE-JOB TRAINING'.**

On-the-job training takes up approximately 80% of an apprentice's working hours and might include spending time shadowing experienced colleagues or getting stuck in with practical work.

Off-the-job training accounts for the remaining 20% and will be spent completing classroom-based learning. This can also include the teaching of theory, practical training and learning support.

Apprentices will also study towards a final assessment to gain a nationally recognised qualification. Usually, apprenticeships don't usually involve exams, however job performance is assessed to ensure that you are putting what you are learning academically into practice.





# Is an apprenticeship right for me?

APPRENTICESHIPS ARE A GREAT OPTION FOR YOUNG PEOPLE WHO WANT AN EXCITING CAREER BUT ARE ON THE FENCE ABOUT GOING TO UNIVERSITY. IT ALSO GIVES YOU THE CHANCE TO IMMEDIATELY ENTER THE WORKPLACE AND EARN WHILE YOU LEARN!

They are best suited for someone who is clear about what type of job they want to move into after leaving school but would prefer to pick up more practical learning than purely academic means.

The best part is that apprenticeships are open to anyone over the age of 16, although some courses do have minimum Maths and English standards – find out more on each course breakdown.

**A survey by TotalJobs.com showed that 44% of respondents wished they'd picked a more vocational or hands-on subject as a way of boosting their chances of bagging a good job.**





# The perks of an apprenticeship

THERE ARE SO MANY BENEFITS THAT COME HAND IN HAND WITH STARTING AN APPRENTICESHIP!



IT'S A GREAT ALTERNATIVE TO FULL-TIME HIGHER EDUCATION, WITH NO TUITION FEES



YOU CAN GET STRAIGHT TO WORK



EARNING WHILE YOU'RE LEARNING



MANY APPRENTICES STAY WITH THE SAME EMPLOYER AFTER COMPLETING THEIR COURSE



YOU HAVE ALL THE SAME RIGHTS AS ANOTHER EMPLOYEE, INCLUDING HOLIDAY LEAVE ENTITLEMENTS



OPPORTUNITY FOR HANDS-ON, PRACTICAL WORK RATHER THAN PURELY ACADEMIC STUDIES



AN ESTABLISHED CAREER PATHWAY, WITH THE OPPORTUNITY TO CONTINUE TRAINING VIA HIGHER-LEVEL APPRENTICESHIPS



GAIN NEW SKILLS TO ADD TO YOUR PORTFOLIO OF QUALIFICATIONS AND ABILITIES

**Earn whilst you learn**

**No tuition fees**

**Get straight to work**





# Tailored support

**WHEN YOU ARE A BUSY BEES EDUCATION AND TRAINING APPRENTICE, YOUR GOALS BECOME OUR GOALS.**

We will be there for you throughout your apprenticeship, providing ongoing support and assistance to make sure you are getting the most out of your course.

Every one of our apprentices receives a work coach mentor to help develop your skills, provide advice and support, discuss any concerns you might have and assess how you are progressing with your qualification.



**ABI FORDHAM**  
BUSY BEES EDUCATION  
AND TRAINING APPRENTICE



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***I STRUGGLED A BIT WITH MY CONFIDENCE, PARTICULARLY WHEN IT CAME TO THE ASSESSMENTS, BUT MY COURSE LEADERS WERE AMAZING AND HELPED ME WITH ANYTHING I NEEDED. I FEEL VERY PROUD OF MYSELF THAT I MANAGED TO PASS THE COURSE, LET ALONE WITH A DISTINCTION, AND THIS TRAINING HAS GIVEN ME THE SKILLS I NEED.***

# Lifelong skills

**FUNCTIONAL SKILLS ARE QUALIFICATIONS DESIGNED TO HELP BOTH YOUNG PEOPLE AND ADULTS DEVELOP THEIR ESSENTIAL MATHS AND ENGLISH SKILLS TO APPLY THEM IN EMPLOYMENT AND EVERYDAY LIFE.**

All our apprenticeships require qualifications - but don't panic if you haven't achieved these results already. Busy Bees Education and Training offers a range of sessions and tools to help you secure your functional skills qualification.

Our friendly team will be able to help you to learn at your own pace. We offer training sessions on a variety of Maths and English topics, including BODMAS, Substitution and Fractions in Maths and Sentences, Paragraphs, Grammar, and Punctuation in English.

Our team helps learners apply skills and knowledge to real-life situations, giving you life skills you can apply both at home and work. We also offer revision sessions before sitting any exams to calm your nerves and support you to achieve your goals.

After completing your functional skills qualification, you will have developed your skills in English and Maths, whilst also gaining a qualification equivalent to a GCSE!



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I'VE ALWAYS STRUGGLED WITH UNDERSTANDING MATHS AND SINCE SCHOOL I'VE HAD LITTLE CONFIDENCE WHEN TAKING MATHS EXAMS. HOWEVER, **I HAVE FELT SUPPORTED BY THE FUNCTIONAL SKILLS TEAM WHICH BOOSTED MY CONFIDENCE.** THE TRAINERS WERE ALWAYS VERY INFORMATIVE AND EXPLAINED THINGS IN AN WAY THAT WAS EASY TO FOLLOW. THEY WERE ALWAYS WILLING TO ANSWERS ANY QUESTIONS AND PROVIDED VARIOUS METHODS FOR DIFFERENT WAYS OF LEARNING. I WOULD HIGHLY RECOMMEND THE LEARNER RESSOURCES TO ANYONE TAKING THE COURSE!



**CHLOE**

BUSY BEES EDUCATION  
AND TRAINING APPRENTICE





# Apprenticeships in childcare and education

ARE YOU READY TO HELP NURTURE THE NEXT GENERATION AND  
GIVE THEM THE BEST START IN LIFE?

OUR LEADING CHILDCARE AND EDUCATION APPRENTICESHIPS  
PROVIDE BOTH AN EXCITING AND EDUCATIONAL ROUTE INTO  
EARLY YEARS.

## EARLY YEARS PRACTITIONER LEVEL 2

➤ **Start date:**  
Flexible

➤ **Level:** 2

➤ **Typical duration:**  
13 months  
plus end point  
assessment.

➤ **Delivery:**  
Blended  
learning with  
one-to-one  
support.

Apprentices will work and interact directly with children on a day-to-day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within the ethos of the setting. They will work as part of a professional team ensuring the welfare and care for children under the guidance and supervision of an Early Years Educator, teacher or other qualified professionals in the Early Years Workforce.

### Entry requirements

- ABILITY TO ACCESS A BUSY BEES TRAINING CENTRE ON OCCASIONS THROUGHOUT THE COURSE
- ABILITY TO GAIN A SATISFACTORY DATA BARRING SERVICE (DBS)

## EARLY YEARS EDUCATOR LEVEL 3

➤ **Start date:**  
Flexible

➤ **Level:** 3

➤ **Typical duration:**  
18 months  
plus end point  
assessment.

➤ **Delivery:**  
Blended  
learning with  
one-to-one  
support.

Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full daycare, children's centres, preschools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by the Government for the learning, development and care of children from birth to 5 years old.

### Entry requirements

- ABILITY TO GAIN A SATISFACTORY DATA BARRING SERVICE (DBS)
- TO IDEALLY HOLD A LEVEL 2 QUALIFICATION OR EQUIVALENT AND A LEVEL 2 IN FUNCTIONAL SKILLS.

SCAN THE QR CODE TO  
DISCOVER OUR CHILDCARE AND  
EDUCATION APPRENTICESHIPS!

SCAN ME





# Childcare and education journey



IF YOU WERE TO  
BEGIN YOUR CAREER  
IN CHILDCARE AND  
EDUCATION WHERE COULD  
YOU BE IN 10 YEARS?

➤ **COMPLETION  
OF EARLY  
YEARS  
PRACTITIONER  
LEVEL 2**

**Possible jobs**

- Nursery worker
- Children's centre worker
- Pre-schools worker
- Reception class worker
- Playgroup worker
- Nursery school worker
- Childminding
- Youth work
- SENCO Role
- Home-based provision, hospitals, social care settings, out of school environments and local authority provision to deliver the Early Years Foundation Stage (EYFS) requirements set by the government for the learning, development and care of children from birth to 5, in both indoor and outdoor environments.

➤ **COMPLETION  
OF EARLY  
YEARS  
PRACTITIONER  
LEVEL 3**

**Possible jobs**

- Nursery worker
- Children's centre worker
- Pre-schools worker
- Reception class worker
- Playgroup worker
- Nursery school worker
- SENCO Role
- Childminder
- Private home worker
- Youth worker
- Family support worker

➤ **COMPLETION  
OF EARLY  
YEARS LEAD  
PRACTITIONER  
LEVEL 5**

**Possible jobs**

- Room leader
- Deputy manager
- Assistant manager
- Senior practitioner
- Early years co-ordinator
- Play leader
- Key worker
- Nursery officer

➤ **COMPLETION  
OF TEACHING  
ASSISTANT  
LEVEL 3**

**Possible jobs**

- Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities.

➤ **COMPLETION  
OF TEAM  
LEADING  
LEVEL 3**

**Possible jobs**

- Room Manager

➤ **COMPLETION  
OF  
OPERATIONS/  
DEPARTMENTAL  
MANAGER  
LEVEL 5**

**Possible jobs**

- Assistant Manager
- Manager





# Apprenticeships in catering and hospitality

AS WELL AS PROVIDING APPRENTICESHIPS WITHIN ADULT AND CHILDCARE SETTINGS, WE ALSO PROVIDE SEVERAL OPPORTUNITIES WITH THE HOSPITALITY AND CATERING INDUSTRIES.

## PRODUCTION CHEF LEVEL 2

- **Start date:**  
Flexible
- **Level:** 2
- **Typical duration:**  
13 months plus end point assessment.
- **Delivery:**  
Blended learning with one-to-one support.

Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. They apply highly methodical organisational skills, energy, accuracy, attention to detail and are mindful of the importance of sustainability and protecting the environment.

### Entry requirements

- ABILITY TO ACCESS A BUSY BEES TRAINING CENTRE ON OCCASIONS THROUGHOUT THE COURSE
- ABILITY TO GAIN A SATISFACTORY DATA BARRING SERVICE (DBS)

SCAN THE QR CODE TO  
DISCOVER OUR CATERING AND  
HOSPITALITY APPRENTICESHIPS.


SCAN ME





# Catering and hospitality journey

IF YOU WERE TO BEGIN YOUR  
CAREER IN CATERING AND  
HOSPITALITY WHERE COULD  
YOU BE IN 10 YEARS?



COMPLETION  
OF PRODUCTION  
CHEF LEVEL 2

**Possible jobs**

- Production chef in a restaurant, cafe, hotel, nursery, care home, schools



COMPLETION  
OF SENIOR  
PRODUCTION  
CHEF LEVEL 3

**Possible jobs**

- Senior production chef in a restaurant, cafe, nursery, hotel, care home, school
- Leading a team or supporting a head chef





# Short courses and cpd

**ALONGSIDE OUR APPRENTICESHIPS, WE ALSO OFFER A VARIETY OF CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) COURSES TO HELP YOU UPSKILL.**

These short courses are designed to allow you to develop skills in certain areas, in both face-to-face and online formats.

Join us for interactive live sessions with like-minded peers, hosted by one of our experienced trainers, and access hundreds of courses anywhere, anytime.

As part of our commitment to personal development and lifelong learning, we regularly update our virtual learning academy with free online training courses, which complement careers in:

CHILDREN AND YOUNG PEOPLE

CATERING AND HOSPITALITY

HEALTH AND SAFETY

LEADERSHIP AND MANAGEMENT

INFORMATION TECHNOLOGY (IT)

**SCAN ME**



**SCAN THE QR CODE TO  
DISCOVER OUR COURSES.**





# FIRST AID +

WHETHER YOU KNOW WHICH CAREER YOU WANT TO PURSUE OR NOT, FIRST AID TRAINING IS A GREAT SKILL TO HAVE UNDER YOUR BELT. HAVING THE CONFIDENCE TO TACKLE FIRST AID EMERGENCIES IS A BONUS FOR ANY WORKPLACE, SO YOU NEVER KNOW - THIS SMALL QUALIFICATION COULD MAKE YOU STAND OUT FROM THE CROWD!

**OUR FIRST AID TRAINING SESSIONS ARE ALSO AVAILABLE ONLINE OR OFFLINE, COVERING A WIDE RANGE OF SCENARIOS. SCAN THE QR CODE TO FIND OUT MORE.**

SCAN ME



**BE PREPARED  
AND SAVE A LIFE.**



# APPRENTICESHIPS

for school leavers



**FOR MORE INFORMATION  
OR TO TALK TO US:**

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