

Guidance on:

Early Learners Apprenticeship

Level 3 Early Years Educator
Diploma (EYE)





Want to become an Early Years Educator with Early Learners?

EMPLOYER

Early Learners Nurseries

QUALIFICATION

Level 3 Early Years Educator

DURATION

We offer a 42.5 hour per week full time contract of employment, working Monday to Friday.

Full time Apprentices will spend typically 18-24 months on programme working towards the apprenticeship standard, with a minimum of 20% off-the-job training.

WHO IS IT FOR?

The Early Years Educator Diploma is for candidates wishing to become a qualified Nursery Nurse. Our early years professionals play a key role in ensuring that young children learn and develop and are kept healthy and safe.

LOCATION

Whilst you complete your apprenticeship you will be assigned a workplace as stated on your contract of employment.

This course will involve independent learning, remote visits and training sessions at our chosen providers learning premises. There also may be virtual learning sessions and/or awards to attend online.

A free uniform is provided to all employees when they commence employment. Additional items can be purchased at a cost via our website. You are required to wear our uniform at all times during 'off-the-job' training.

Our Checklist

- ✓ Provide an up-to-date CV.
- ✓ Achieved GCSE grade A-C or 4-9 or equivalent in Maths and English or to achieve Level 2 Functional Skills in Maths and English.
- ✓ Proof of the 'right to work in the UK'. Provide a copy of your National Insurance Number and two forms of identification, (passport, drivers licence, utility bill, birth certificate).
- ✓ Relevant certificates, GCSEs, A-levels or any other relevant qualification (*for example: level 1 or 2 diploma in Early Years*)
- ✓ Home Address (Other addresses you have lived at in the past 5 years)
- ✓ Contact Number(s) (siblings and partners for emergencies)
- ✓ Any copies of Safeguarding/ Child Protection training and level.
- ✓ Two contacts and addresses for written references (one needs to be current employer)
- ✓ Any other relevant awards (Paediatric First Aid, EYFS training, personal accomplishment)
- ✓ Clean & clear DBS. No criminal convictions.



WHAT IS 'OFF-THE-JOB' TRAINING?

Early Learners assign one day per week, (8 ½ hours a day) flexible to suit the needs of the business. This 20% allocated 'off-the-job' time is for training and studying during the working week. 'off-the-job' training is provided to ensure our apprentices are successful in acquiring their diploma.

Here at Early Learners we adhere to government guidelines on apprenticeships. It is mandatory requirement for both for us '*the employer*' and you '*the trainee*' to attend the 'off-the-job' training. If the 'off-the-day' training is cancelled, planned to be a shorter day/ session or finishes early, then you will be expected and required to return to work to complete your contracted hours. Depending on the needs of the business, your manager may authorise you the opportunity to make these hours back up within the working week.

Unfortunately our apprentices do not have permission to work from home nor do you have permission to start or finish your shift pattern early or late. You will be expected to provide evidence of registration and progression each week. Failure to attend and complete the relevant working hours per week for the 'Off-the-job' day may result in the deduction of hours. We take unauthorised absences very seriously and this may lead to disciplinary action. You must be able to evidence and show continuous progression whilst on your apprenticeship. Your tutor and Manager will monitor your attendance and progression closely.

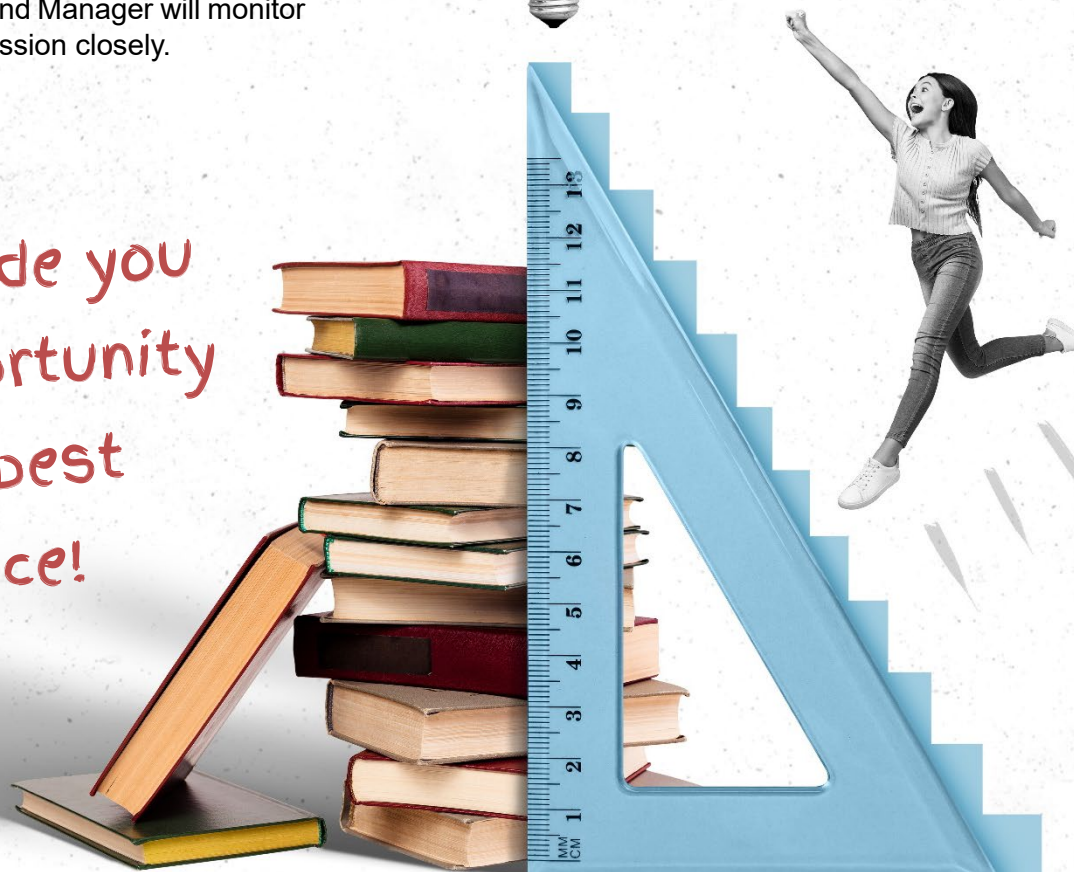
Did you know!

Early Learners was first established as a childcare provider in 1985.

We have apprentices who have been successful in their careers and worked for the company for over 30 years.



We will provide you with the opportunity to be the best apprentice!



ROLES & RESPONSIBILITIES

Below is a list of some tasks and responsibilities that you are required to fulfil in your role.

Overview of Key Functions

- To understand and respect the need for consistency of care for the children. You have a duty to report on time, maintain regular attendance, give appropriate notice of holiday requests and report nonattendance through sickness promptly and appropriately.
- To communicate effectively with your assigned tutor. To attend 'Off-the-day' sessions and fulfil your mandatory obligations.
- To assist in providing a safe, supportive and caring environment for young children in the care of Early Learners; to ensure that all aspects of each individual child's development are given full consideration in line with national statutory guidance's.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties (toys/ bedding/ carpets/ staff room/ workstations/ garden).
- To maintain, and follow all Health and Safety policies and procedures at all times.
- To develop a thorough knowledge of all of the company's operational essential policies and procedures; ensuring that they are followed and respected at all times.
- To have a firm understanding and practical knowledge of Safeguarding and Welfare.
- To be fully up to date with the requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.
- To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your Supervisor and Manager.
- To ensure that communication with children, parents and the staff team is polite and courteous at all times. To share relevant information and ensure that information passed between parents and staff is communicated to your Supervisor/ Manager as appropriate.
- To be an effective key person to those children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
- To Safeguard and protect children. Attended courses on child protection, prevent duty and British values.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues. Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative atmosphere within the group.
- To provide staff cover within the nursery group periodically, as requested by the Management team. This may include working at other settings.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend supervisions, staff meetings, professional development training and any other events as requested by your line Manager.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.
- To be flexible to suit the needs of the business. This is not an exhaustive list.

Did you know!

Early Learners prides itself on being one of the leading employers to pay apprentices above and beyond government recommendations.

Work hard & be rewarded!



Your Commitment!



WHAT IS EXPECTED OF ME?

- To be able to communicate effectively and listen to others
- To be efficient, to use your own initiative and be creative
- Being observant and alert of potential risks when caring for children
- To be enthusiastic, loving and caring
- Being organised and practical. To time manage effectively.
- To promote and accept equality, diversity and other cultures, languages and beliefs into our daily practice
- Enjoying working with early years children
- Be confident in handling emergency situations
- To have a vivid imagination
- To work well in a team and support fellow working colleagues
- To support in the completion of children's daily diaries, tracking and assessments.
- To keep our classroom environments clean and fresh.
- To uphold high health and safety standards.
- To refer to the statutory guidance of the EYFS and keep up-to-date with CPD (continuous professional development) opportunities
- Take an active approach to understand children's behaviour and care. Take an active approach to learn about implementing positive behaviour strategies.
- Be able to multitask
- To be patient, to ask for support when needed
- To have a positive attitude
- To have excellent time & attendance record and follow our recording procedures correctly
- Have good organizational skills
- Be adaptable
- Have the ability to work under pressure
- Have good computer skills
- To work to deadlines
- To complete assignments on time
- Have a willingness to learn
- To complete the Apprenticeship Programme within the designated time period.

WHAT HAPPENS AT THE START OF THE APPRENTICESHIP?

Stage 1

Interview with Early Learners

Candidates apply via our website and send a up-to-date copy of their CV & a cover letter explaining why they would like to work for Early Learners. If successful you will be invited to an interview. It is important you bring with you any relevant awards & qualifications, two forms of identification and proof of the 'right to work in the UK'. If successful, you will be sent an offer letter of employment, once formally accepted you will then be sent a contract of employment and welcome to the team email with all employment documentation.

Stage 2

Interview with Workplace Development Advisor

If you are successful at your interview with Early Learners, you will be invited to a welcome meeting with our training provider. This is the initial meet-&-greet and enrolment session onto the apprenticeship course. We will be required to take your national insurance number, proof of 5 years of home address and any relevant qualifications.

Completion of online Skills Scan & Review Meeting

Following this meeting you will be sent 'skills scan assessments' on Maths & English. Each candidate must complete a skills scan prior to being accepted onto the course. The link is sent via email to access an online English & Maths assessment. Any delay may impact an apprentice's ability to start, therefore we advise this is completed immediately. Once completed your tutor will organise a 1-hour individual review session to discuss your results. At this meet you will be provided with a start date of the apprenticeship course.

Stage 3

Start of Employment

Once you have successfully completed stages 1 & 2 you will then be able to commence employment and start work. Prior to commencing you will be asked to read and agree to our contract of employment. You will also be asked to read and sign to acknowledge our employment handbook, policy and procedures and risk assessments. All employees take part in a full induction which will continue over a three month probationary period. You are assigned a designated Supervisor and classroom where you will be based. During your apprenticeship we will ensure you have the opportunity to work with a range of age groups and classrooms.

Stage 4

Start of Apprenticeship

This is your first official full day on the apprenticeship course. From this date you will be expected to attend each and every week unless instructed by your manager or tutor. There are occasions where you will be expected to return to work. We kindly ask all apprentices to wear their uniforms at all times.

Important Information

It normally takes approximately a maximum of 4 weeks to complete stage 1 to 4. We work closely in partnership with our training providers to ensure we provide an excellent apprenticeship.

Our managers will work in collaboration with tutors and access individual apprentices documents regularly on the secure cloud-based system to monitor progression. It is very important assignments and deadlines are adhered to.



Take your first steps in
becoming an Early
Learners Apprentice!



OUR APPRENTICESHIP INCLUDES

- ✓ Excellent hourly rates of pay
- ✓ Full time employment
- ✓ Mentoring & supervision from your line managers and our Early Years workforce
- ✓ Tutorials and training sessions
- ✓ E-Learning portfolio
- ✓ Awarding Body registration and quality assurance
- ✓ Regular contact with a dedicated Training Adviser / Tutor who reviews progress
- ✓ Learning on the job, mixture of classroom and e-learning
- ✓ Free Paediatric First Aid Training
- ✓ Free Uniform (2 polo shirts)
- ✓ Access to over 100 free online training courses via [FlickLearning](#)
- ✓ 50% on Childcare Discounts
- ✓ Company Events

COST OF COURSE

Early Learners has a list of providers which have a UKPRN number. Early Learners take great pride in searching for excellent training companies to look after our employees. We provide them permission to be registered as our Apprenticeship provider and make claims for the appropriate funding.

If an apprentice is aged 19+ then the 5% co-investment would apply. Level 3 Early Years Educator Diploma (EYE) is a maximum of £300 + Vat per person which is covered and paid upfront by Early

OUR FAQs

When can I start my apprenticeship?

Applications can be submitted at any time. Our course start dates are advertised on our website. We run our apprenticeship cycles in groups.

What will I be paid?

If you are under 19 you must be paid at least the Apprenticeship Minimum Wage of £5.28 an hour (from April 2023). However Early Learners minimum rate of pay for apprentices is £8.25 per hour. This may vary depending on if you have already completed an apprenticeship programme.

What happens when I have finished the apprenticeship?

We would expect you to continue work at an Early Learners Nursery as a qualified Nursery Nurse.

What is the 'End Point Assessment'?

Towards the end of your apprenticeship you will have a meeting with your tutor and manager to determine whether you are ready for your End Point Assessment (EPA). The EPA is completed to assess the knowledge, skills and behaviours that you have learnt throughout the apprenticeship. You will practice parts of the EPA assessment throughout the apprenticeship and you will only take the final assessment when you feel ready.

Apply Today!



HOW TO APPLY

As a childcare company we must ensure that people working within a childcare profession are suitable to fulfil the requirements of their roles and understand their responsibilities.

We have effective systems in place to ensure that all candidates applying for a position and any other person who is likely to have regular contact with children are suitable, prepared and ready to commence employment.

Please send a curriculum vitae and cover letter explaining why you would like to work for Early Learners. If unsuccessful your CV will remain on file for a period of 3 months, then will be deleted.

If successful you will be selected to take part in our interview process. A member of the management team will contact successful candidates to organise a date and time slot. Send to:

Recruitment@e-l-n.co.uk

For more information visit:

www.earlylearnersnurseries.co.uk/careers

