

Prospectus 2024

halifax  
opportunities  
trust

# Learning Your Way

Apprenticeships



apprenticeships

# Welcome



## **A better path for a career in education, childcare and early years**

Learning new skills and gaining industry recognised qualifications through HOT can unlock many career opportunities in the education, childcare and early years sectors.

There are many benefits of an apprenticeship programme and they have a positive effect on all involved. Apprenticeships can offer you the chance to leave school at 16 and go straight into work, enhance your skills if you're already in work, or give you the opportunity to take your career on a new path or in a new direction.



# Unlock Career Opportunities

**Apprenticeships give you the freedom to learn, work and earn, in a career path that suits you.**

Gain qualifications while you work in a real work setting and gain experience while earning a wage, from a real employer.

If you are looking to start or boost your career with an apprenticeship, HOT can provide a high level of support and expertise in your chosen field. Blending theory with hands-on practical skills and experience, the apprenticeship package will provide a nationally recognised qualification along with functional skills where these are a requirement of the apprenticeship standard.



# Your Journey Starts here

The programmes we offer will provide a solid foundation of skills and knowledge to build a career in your chosen field. The Government has identified apprenticeships as a huge growth area for training and up-skilling staff, as well as a key progression route after GCSEs.

We have developed high quality training programmes that incorporate Intermediate (2) and Advanced (3) levels of the framework. Additionally, the recently introduced Higher levels (4 & 5), including Level 5 Early Years Lead Practitioner framework, meaning we can offer a full package that will support you throughout your Early Years career journey.



# Learn Your Way

This prospectus will show why many apprentices choose this route and the positive impact they have.

## Do It Your Way

### Choose a career path and learn your way

There's much more to further education than college and sixth form. Apprenticeships give you the freedom to learn, work and earn, in a career path that suits YOU.

## Starting Out

## Career Building

## Your Next Steps

### Qualifications to progress your career

You can gain nationally recognised qualifications to boost your career, with an Apprenticeship. Climb the career ladder at your current job, or change direction in a new role and achieve your aspirations.

## Reach Your Goals

### Grow your skills for ongoing success

We can support you with work-based qualifications that match the environment you work in, so you can make your career work for you.

## Professional Development

# Why HOT?

**In 2021 - 2022 we recorded  
a 72% completion rate**

almost 20% higher than the 2021  
national average

We are a well-established and highly regarded learning provider throughout West Yorkshire and work with a range of employers to deliver specialist Apprenticeships.

We are registered with the ESFA (Education & Skills Funding Agency) to deliver work-based apprenticeships.

Our Apprenticeships team delivers nationally recognised work-based training and qualifications that are offered from Level 2 to Level 5, in a range of early years, education, special education needs and childcare settings.

## Quality Delivery

We follow the national standard set out by the government. Maintaining the Matrix Standard for over seven years is one of the ways we benchmark ourselves, as well as being directly registered with OFSTED as a Good provider



## Local Service

We work with local employers, education bodies and suppliers to deliver apprenticeships across Calderdale and Kirklees. This means we are dedicated to working with local people and helping them find a match with local employers, offering work-based apprenticeships that suit both parties.



## Specialist Expertise

Our team has experience in the fields of training, education and early years, which makes us specialists in the courses we provide. This means we have a deep understanding of the unique challenges, requirements and developments in the industry, so we can keep you up-to-date with any changes that may impact your learning.



# Our Courses

The Apprenticeships we provide are nationally recognised work-based qualifications, from Level 2 to Level 5 in a range of early years, education, special education needs and care settings.

These qualifications vary in type, with Awards, Certificates and Diplomas available in various levels and professions.

- **Level 2:** Equivalent to five GCSEs at grade 9-4
- **Level 3:** Equivalent to two A-Levels
- **Higher Level 4:** Equivalent to an HNC, CertHE, Level 4 NVQ, or BTEC (equivalent to first year at university)
- **Higher Level 5:** Equivalent to an HNC, HND or Foundation Degree

**In order to access our apprenticeships, you are required to have a placement with an employer - we can often support you with this.**

Please use the grid opposite for an overview of our apprenticeships and training courses, where you will be able to gain more information on the relevant page number.



Level	Qualification type	Role/Title	Qualification	Page	
<b>Level 2</b>	Certificate	Early Years Practitioner	Certificate (NCFE Level 2 Early Years Practitioner)	10	
<b>Level 3</b>	Award	Special Educational Needs (SENCo) Coordinator in Early Years Settings (EYS)	Award (NCFE Level 3 Special Educational Needs Coordinators in Early Years Settings)	11	
	Certificate	Understanding Playwork	Certificate (NCFE Level 3 in Understanding Playwork)	12	
	Diploma	Early Years Educator	Early Years Educator	Diploma (NCFE Level 3 Early Years Educator)	13
		Teaching Assistant	Teaching Assistant	Diploma (NCFE Level 3 in Specialist Support for Teaching and Learning in Schools (QCF))	14
		Business Administration	Business Administration	Diploma (NCFE Level 3 in Business Administration)	15
		Playworker	Playworker	Diploma (NCFE Level 3 in Playwork)	16
<b>Level 4</b>	Diploma	Children, Young People & Families Practitioner	Diploma (NCFE Level 4 in Children, young people, and families practitioner (community))	17	
<b>Level 5</b>	Diploma	Early Years Lead Practitioner	Diploma (NCFE Level 3 Early Years Lead Practitioner)	18	



# Early Years Practitioner Level 2

“

I am so proud to be part of the Halifax Opportunities Trust team. Working as an apprentice has given me an opportunity to gain a recognised qualification in an industry I love.

**Sumera - Level 2 graduate**

”

**Awarding Body:** NCFE CACHE

**Overview:** The Early Years Practitioner Level 2 Apprenticeship provides a great training opportunity for staff working in a range of private and public settings including; full day care, children’s centres, pre-schools reception classes, playgroups, nursery schools, home based provision and local authority provision who deliver the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development and care of children from birth to five, in both indoor and outdoor environments.

**Course Length:** 15-18 months

**Qualification:** Certificate (NCFE Cache Level 2 Early Years Practitioner)

**Course Content:** The Delivery Model is broken down over nine topics:

- The Role of the Early Years Practitioner
- Child Development
- Health and Safety in Early Years
- Supporting Children's Wellbeing
- Working within the Early Years Foundation Stage
- Protecting Children in Early Years
- Supporting Children with SEN and Partnerships in the Early Years

**Entry Requirements:**

- Level 1 Childcare qualification
- GCSE English and Maths grade 4/C or Level 2 Functional Skills in English and Maths
- Undertake the Disclosure and Barring Service process and provide the result

**Career Progression Opportunities:**

You can be an apprentice or work in an EYC provision such as:

- Private or school nursery
- School Reception
- Children’s centre
- Out of school / holiday club

**You can progress on to:**

- An apprenticeship
- Level 2 or 3 qualifications
- Play work



# Special Educational Needs Coordinator (SENCo) in Early Years Settings (EYS) Award

## Level 3

**Awarding Body:** NCFE CACHE

**Overview:** The Early Years Special Educational Needs Coordinator (SENCo) qualification is for a Level 3 practitioner in a private, voluntary, or independent setting. All early year's providers are required to have arrangements in place to identify and support children with Special Educational Needs and Disabilities (SEND) and to promote equality of opportunity for children in their care. The qualification is designed for those already working in a SENCo role as part of their early year's practitioner role, or those who are interested in doing so. This qualification is also appropriate for childminders.

**Course Length:** 12 months

**Qualification:** Award (NCFE CACHE Level 3 Special Educational Needs Coordinators in Early Years Settings)

**Course Content:**

- Explore the role and responsibilities of the Special Educational Needs Coordinator in an early year setting
- Understand the strategies and techniques for supporting children and their families
- Increase knowledge of SEND codes of practice

**Entry Requirements:**

- 16+ Years

**Career Progression Opportunities:**

This qualification is suitable for those interested in pursuing careers in:

- Health and social care
- Childhood studies
- Community, youth and families
- Social work
- Early years
- Primary teaching
- Nursing

**You can progress on to:**

- An apprenticeship or higher learning in Special Education Needs and other relevant sectors



# Understanding Playwork Certificate Level 3

**Awarding Body:** NCFE CACHE

**Overview:** This qualification provides in-depth information about the role of the Level 3 playworker when working with children and young people between the ages of 4 to 16. It allows you to gain an understanding of the management of play environments and the line management of other staff. The Diploma covers the knowledge and skills you will need when working unsupervised and requires you to demonstrate these in the workplace. It is aimed at experienced playworkers who have a wide knowledge and understanding of children and young people and a deep appreciation of playwork principles and practice.

**Course Length:** 12 months

**Qualification:** Certificate (NCFE CACHE Level 3 in Understanding Playwork)

**Course Content:**

- Understand Playwork principles
- Understand children and young people's self-directed play
- Understand how to safeguard the well-being of children and young people.

**Entry Requirements:**

- 18+ Years
- Either working as a supervisor in a playwork setting or would like to take on a supervisory role (after-school club, adventure playground or play scheme).

**Career Progression Opportunities:** This qualification is suitable for those interested in pursuing careers in the following areas:

- Playworker
- Childminder
- Holiday centre worker or manager
- Holiday representative
- Leisure centre assistant or manager
- Play therapist
- School lunchtime supervisor
- Youth and community worker

**You can progress on to:**

- A Level 3 Diploma in Playwork
- A Level 3 Award in Transition to Playwork (from Early Years)



# Early Years Educator Diploma Level 3

**Awarding Body:** NCFE CACHE

**Overview:** The Early Years Educator Level 3 Apprenticeship provides a great training opportunity for those who work in a range of private and public settings including; full day care, children's centres, pre-schools, reception classes, playgroups, nursery schools or home-based provision. They may be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

**Course Length:** 15-18 months

**Qualification:** Diploma (NCFE Cache Level 3 Early Years Educator)

**Course Content:** The Diploma is made up of banks of shared units, grouped under the following nine modules:

- Children's Behaviour
- Welfare and Care
- The Early Years Foundation Framework
- The Role of the Early Years Practitioner
- Child Development Safeguarding in Early Years
- Theories and Philosophical Approaches in Early Years
- Health and Safety in Early Years Equality, Diversity and Inclusion-Teaching and Learning in Early Years

## Entry Requirements:

- GCSE's in English and Maths at Grade C (4) or above or able to achieve Level 2 English and Maths whilst on programme
- Level 3 Early Years Educator or Equivalent Qualifications / Extensive Experience
- Must have held a residency in the UK for the last three years

## Career Progression Opportunities:

This qualification is suitable for those interested in pursuing careers in the following areas:

- Playgroup Leader
- Learning Mentor
- Assessor / Trainer
- Childminder
- Special Educational Support Worker
- Assistant Manager / Manager of an early years setting.

## You can progress on to:

- A Level 5 Diploma in Early Years Lead Practitioner



# Teaching Assistant Diploma Level 3

I have successfully flourished with the help and support of a professional and highly skilled team.

**Current apprentice**

**Awarding Body:** NCFE CACHE

**Overview:** The Teaching Assistant Level 3 Apprenticeship provides a great training opportunity for those who work in primary, special and secondary education across all age ranges, as well as special educational needs, who support a class teacher to enhance pupils' learning. Key responsibilities may include: Supporting the class teacher

**Course Length:** 15-18 months

**Qualification:** Diploma (NCFE Cache Level 3 in Specialist Support for Teaching and Learning in Schools (QCF)

**Course Content:** The Diploma is delivered in modules under the following nine topics:

- The Role of the Teaching Assistant
- Communication, Relationships and Teamwork
- Equality, Diversity, Inclusion and British Values
- Safeguarding Children
- Keeping Children Safe in Education
- Child Development
- Positive Behaviour Teaching and Learning
- Literacy and Numeracy in Schools

### Entry Requirements:

- Hold or are working towards a Functional Skills qualification at level 2 or a GCSE Grade C/4 or above in English and maths.
- Hold a Level 2 in Supporting Teaching & Learning in Schools qualification.
- Minimum of 6 weeks experience in a School setting prior to starting the course.

### Career Progression Opportunities:

This qualification is suitable for pursuing careers in the following areas:

- Teaching Assistant in a special school
- Teaching Assistant in a secondary or independent school
- Senior Teaching Assistant
- Senior Learning Support Assistant
- Senior Special Educational Needs Assistant

### You can progress on to:

- Level 4 Higher Level Teaching Assistant
- Teaching Degree



# Business Administration Diploma Level 3

**Awarding Body:** NCFE CACHE

**Overview:** The Business Administrator Level 3 Apprenticeship provides the opportunity for team members to grow and develop their skills towards management capabilities. On completion of the standard, learners will be able to demonstrate a range of leadership skills, customer and product knowledge as well as industry knowledge, skills and behaviours.

**Course Length:** 15-18 months

**Qualification:** Diploma (NCFE Cache Level 3 in Business Administration)

**Course Content:** The Delivery Model is broken down over the following topics:

- Personal Development
- Interpersonal Skills and Communication
- Planning and Organising
- Team Building and Personal
- Organisation and Business Fundamentals
- Value of Skills
- Managing Own Performance
- Process Management
- Project Management
- Stakeholder Requirements and External Factors
- Quality Assurance
- Regulations, Policies and Procedures
- Record and Document Production

### **Entry Requirements:**

- 16 Years +
- Four GCSEs at grade 4/C or above, plus GCSE English at grade 4 or above OR have a Level 2 Business Administration

### **Career Progression Opportunities:**

This qualification is suitable for those interested in pursuing careers in the following areas:

- Administration Clerk
- Administration Officer
- Administration Team Leader
- Secretary
- Executive Officer
- Office Supervisor
- Personal Assistant

### **You can progress on to:**

- Business Studies or related Higher-level Degree



# Playwork Diploma Level 3

**Awarding Body:** NCFE CACHE

**Overview:** This qualification provides in-depth information about the role of the Level 3 playworker when working with children and young people between the ages of 4 to 16. It provides an understanding of the management of play environments and the line management of other staff. The Diploma covers the knowledge and skills needed when working unsupervised. It is also a must-have for all those undertaking the Level 3 Playwork Apprenticeship or if you're working as a supervisor in a playwork setting or would like to take on a supervisory role, like in a job at an after-school club, adventure playground or play scheme.

**Course Length:** up to 20 months

**Qualification:** Diploma (NCFE CACHE Level 3 in Playwork)

**Course Content:** The Delivery Model is broken down over the following topics:

- Promoting positive behaviour
- Communication
- Health, safety and wellbeing

**Entry Requirements:**

- 18 years +
- Either working as a supervisor in a playwork setting or would like to take on a supervisory role (after-school club, adventure playground or play scheme).
- A good level of literacy is needed

**Career Progression Opportunities:**

This qualification is suitable for those interested in pursuing careers in the following areas:

- CACHE Assessor Training after experience
- Playworker
- 'Foundation Degree in Childhood Studies'
- Childminder
- Holiday centre worker or manager
- Holiday representative
- Leisure centre assistant or manager
- Play therapist
- School lunchtime supervisor
- Youth and community worker
- Playwork Development Officer
- Adventure Centre Supervisor
- Hospital Playworker
- Manager of any Playwork Provisions

**You can progress on to:**

- A degree in a related discipline





# Children, Young People & Families Practitioner (Community) Diploma

## Level 4

**Awarding Body:** NCFE CACHE

**Overview:** This level 4 apprenticeship training programme develops the knowledge, skills and behaviours required to work with children, young people and families across a range of multi-agency services to achieve positive outcomes and sustainable solutions in their daily lives. You will work within a specific social care role in community settings such as education, youth services, early years, youth justice, family support and special educational needs.

**Course Length:** 11-18 months

**Qualification:** Diploma (NCFE Cache Level 4 in Children, young people, and families practitioner (community))

**Course Content:** The delivery model is broken down over four modules and will cover:

- Responsibility, ethics and professional development
- Policies and procedures
- Equality and diversity
- Effective communication and multi-agency working
- Resilience and wellbeing
- Identifying risk, welfare systems, interventions and evaluation
- Principles of development, preparation, planning and working with a particular group
- Families and group types
- Working with your target group
- Behaviours: The six C's
- National systems of social welfare

### **Entry Requirements:**

- You must have been a UK, EEA, or EU resident for at least 3 years
- Level 2 or equivalent in Maths and English OR work towards these as part of your apprenticeship

### **Career Progression Opportunities:**

This qualification is suitable for those interested in pursuing careers in the following areas:

- Residential Care Worker
- Youth and Community Worker
- Assessor / Trainer
- Family Support Worker
- Care Worker
- Senior Youth Worker



# Early Years Lead Practitioner Diploma

## Level 5

**Awarding Body:** NCFE CACHE

**Overview:** The aim of the Level 5 Diploma for the Early Years Senior Practitioner qualification is to support leadership and management skills in early years and the knowledge and skills relating to the early years practice. The Early Years Senior Practitioner will be a positive role model for the team. Through clear leadership and effective management, the Senior Practitioner will support and promote best practice within legislative requirements to enable quality provision. Working collaboratively with colleagues, other professionals and parents/carers the Senior Practitioner engages and motivates all involved for improved outcomes for babies and children.

**Course Length:** 18 - 24 months

**Qualification:** Diploma (NCFE Cache Level 3 Early Years Lead Practitioner)

**Course Content:** The areas covered in this qualification include:

- Leadership and management
- Child development and theory
- Pedagogy
- Health and wellbeing
- Health and safety
- Equality, diversity, inclusion and SEN
- Safeguarding
- Partnership working

**Entry Requirements:**

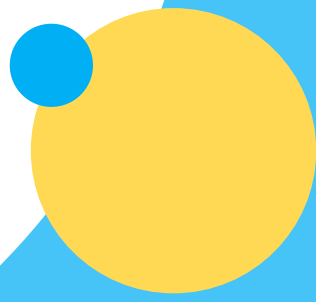
- 18 Years +
- GCSE's in English and Maths at Grade C (4) or above or able to achieve Level 2 English and Maths whilst on programme
- Level 3 Early Years Educator or Equivalent Qualifications/ Extensive Experience
- Must have held a residency in the UK for the last three years

**Career Progression Opportunities:**

This qualification is suitable for those interested in pursuing careers in the following areas:

- Early Years Senior Practitioner within the Early Years Workforce across the private, voluntary and independent sector
- Progress to Higher Education in a relevant subject area.





# What our learners say...

“ I feel I have accumulated a lot of knowledge from the SEN programme, which then helped me with my related unit and also with my day to day job at the school. ”

“ I have gained plenty of valuable experience. I am very excited about working for Halifax Opportunities Trust and continue my learning on apprenticeship programme. ”

“ I feel positively motivated and this inspires me to follow this exciting apprenticeship journey. ”

“ I have successfully flourished with the help and support of a professional and highly skilled team. ”

“ Sessions with my tutor are very informative and I gain a better understanding of my job. ”

“ I am so proud to be part of the Halifax Opportunities Trust team. Working as an apprentice has given me an opportunity to gain a recognised qualification in an industry I love. ”

**Sumera - Level 2 graduate**

# Prospectus 2024



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