

# Learner Guide To Apprenticeships

*Skills for Today. Confidence for Tomorrow. Success for Life.*





# About Fareport

Founded in 1981, Fareport Training started with a clear mission: to bridge the skills gap and provide accessible, high-quality training across various industries and offer young people a route into work through work based training. We have grown into a trusted training provider, working with leading UK employers to deliver qualifications that make a real impact.



At Fareport Training, we specialise in delivering **high-quality Apprenticeships** and professional qualifications that empower individuals and businesses to succeed.



Whether you're looking to **upskill your workforce** or **kickstart a new career**, we provide industry-recognised training tailored to real-world needs.

We collaborate with a network of trusted associates & industry experts to deliver high-quality training that meet the evolving needs of businesses and learners.

## Why choose Fareport Training?

- ✓ Industry-Recognised Training
- ✓ Expert Trainers & Assessors
- ✓ Flexible Learning
- ✓ Government-Funded Options

# Apprenticeships

## What are Apprenticeships?

An Apprenticeship is a structured training programme that blends on-the-job learning with classroom-based or remote study, giving individuals the skills and knowledge needed to thrive in their chosen field. Available across a wide range of industries – from business and IT to healthcare and engineering – Apprenticeships provide hands-on experience under the guidance of experienced professionals. Apprenticeships provide blended practical teachings with theory based learning to ensure that the apprentice is competent within their job role and can complete tasks efficiently.



## Training Method

When designing your Apprenticeship delivery model, we include a range of training options to suit both you and your employer. Your trainer will work with you to create the right blend of learning methods, ensuring your programme is tailored to your needs and provides a truly bespoke Apprenticeship experience.

## Delivery Models



**Classroom Training**



**1:1 Session**



**Webinars**



**Group Discussion**



**Exam Prep**



**Online Guided Study Tasks**



**Online Portfolio**



**Self Study Workbooks**

# How it Works

## Apprenticeship Delivery

Delivery is flexible and predominantly completed in the workplace. There are no set times for commencing an Apprenticeship and the start date will be agreed with you, your employer and the training provider. The cost of the Apprenticeship is covered by the employer. As an independent training provider, we also offer support as to how this works. Fareport Training only deliver Apprenticeships for individuals who are already employed.

Apprenticeships allow you to complete training and gain a qualification while working, so you don't sacrifice your wage. Apprenticeships provide the materials and training to improve on your **knowledge, skills and behaviours (KSBs)** which are relevant to your job role. majority of your training is completed during your working hours, with the off-the-job training making up approximately **20% of your training criteria.**



## Course Funding

One of the biggest benefits of Apprenticeships is that they are fully funded. This means you as an apprentice will not have to pay tuition fees for the training. The cost is covered either by the Government or by your employer through the **Apprenticeship Levy.**

Employers also pay apprentices a wage from day one. This helps to provide peace of mind that you will gain valuable skills, qualifications, and workplace experience without the financial burden of higher education.



If you are already employed and would like to complete an apprenticeship, you should first discuss this with your line manager. If your manager agrees, they can contact Fareport Training to explore suitable apprenticeship opportunities.

# Being an apprentice

## Functional Skills

If you're aged 16–18 and don't already have your English and Maths qualifications, you'll work towards achieving Functional Skills as part of your Apprenticeship. These skills not only support your learning but also give you valuable tools for everyday life and future employment. From 2025, learners aged 19 and over won't need to complete Functional Skills, but we'll still offer support if you'd like to improve your skills in these areas.



## Training Hours

All apprentices working 30 hours or more per week must receive a **minimum average of 6 hours per week of "off-the-job" training** over the duration of their programme. These hours must be planned, directly linked to the Apprenticeship standard, and recorded as evidence of learning.



## Who can do an Apprenticeship?

- ✓ Be 16 years or older
- ✓ Be employed in a relevant role or applying for an Apprenticeship vacancy.
- ✓ Not already be in full-time education.
- ✓ Be living in England.

This means that before you can enrol, you either need to apply for a new Apprenticeship role with an employer or already be working in a job that matches the Apprenticeship course you want to successfully complete.

## What we need from you

- ✓ Maths & English assessment
- ✓ Completed application form
- ✓ Identification
- ✓ Evidence of previous learning



# Onboarding Process

As part of our onboarding process, each apprentice will undergo a number of checks and assessments. These are vital to ensure that the apprentice gets the relevant support needed, and it helps us understand their Recognised Prior Learning (RPL) which can stop them repeating any modules they already achieved in other training.

**1**  **Application Form**  
Gathering information to check your eligibility for Apprenticeship Funding and to help us tailor the programme to your individual needs and goals.

**2**  **Eligibility Check**  
Fareport will review the information you've provided to ensure you meet the minimum criteria outlined in the Apprenticeship Funding Rules.

**3**  **Eligibility Confirmation & Initial Assessment**  
If eligible, you will be invited to complete mandatory Initial Assessments in Maths & English. If any learning support needs are identified application, a trainer may contact you to discuss them further. We may offer additional screening to ensure your course is suitably planned and supported. If you do not meet the requirements, we will inform you and explain the reasons why.

**4**  **Trainer Contact**  
A trainer will contact you & your line manager to arrange a meeting. You will be asked to complete a Training Needs Assessment (TNA) to identify your strengths & development areas within the Apprenticeship.

**5**  **Meet the Trainer**  
Meet with your trainer to finalise your Training Agreement and review your TNA. This ensures the Apprenticeship aligns with your role and supports your professional development.

**6**  **Final Approval**  
All required documentation will be reviewed by our compliance team. Once approved, your Apprenticeship programme will be fully set up and ready to begin.

# Additional Learner Support

**Additional Learning Support (ALS) is additional support tailored to your needs so you can make the most of your Apprenticeship.**

## Our Process



### Start

At onboarding, apprentices complete a short self-assessment via Onyss.



### Identify

Any potential needs are flagged by our ALS team.



### Plan

We create a personalised Individual Support Plan (ISP) for you.



### Support

You receive tailored learning adjustments and resources.



### Review

We check in regularly to keep support relevant and effective.

## Your Support Starts Straight Away

We want to make sure every learner is set up for success from day one. ALS can make your journey smoother and more enjoyable.

All apprentices will be offered a short, simple self-assessment when you join, using our secure Onyss system.

- ✓ Quick and confidential
- ✓ Helps us understand if you need any extra support
- ✓ Allows your trainer to adapt lessons to help you succeed

***No Stigma. No Barriers.  
Just Support.***

# Trainer Support

The three way partnership between Fareport, line managers and the learner is key to the success of the apprenticeship. You will have full support from Fareport's trainers, management and support services.

## Learners

- ✓ Before launch, learners will be offered advice and guidance on the programme content, learning methods and commitment required.
- ✓ Learners receive support from their trainer between visits on the phone, MS Teams or through OneFile. They will receive regular feedback on their work via the e-portfolio system.
- ✓ Signposting of learners to sources of support for personal and wellbeing issues.



## Managers

- ✓ Line managers will be asked to attend manager briefings to cover the key information about the programme and explain how best they can support their learners.
- ✓ Trainers will work closely with line managers to book reviews, discuss progress and guide them on what to expect at each stage and how they can support their team member.
- ✓ We will seek regular feedback from learners, line managers and the L&D team to ensure that our communication and support is effective.



# Useful Links

## Useful Links

[Skills for Careers](#)

[Become an apprentice](#)

[Apprenticeship Finder](#)

[Become an apprentice](#)

[Become an apprentice](#)



## Contact us



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[fareport.co.uk/apprenticeship-information-for-prospective-learners/](https://fareport.co.uk/apprenticeship-information-for-prospective-learners/)

