



# UNDERSTANDING APPRENTICESHIPS FROM MI



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# GETTING TO KNOW MI

## WHO WE ARE?

MI is one of the UK's leading specialists in education, apprenticeships, and training. With over 60 years of combined experience, our team brings together trusted expertise, fresh thinking, and a genuine passion for helping people grow. We believe in learning that inspires, empowers, and makes a real difference, for individuals, employers, and communities alike.

Our UK head office is in Stratford Upon Avon, Warwickshire. We enable commercial excellence by transforming organisations and empowering people, regardless of background or circumstances, to reach their full potential. MI UK offer apprenticeships from level 2-5 in house with levels 6&7 being delivered by our university partners.

An apprenticeship from MI brings together MI's training heritage, it's education expertise & it's innovation with essential knowledge, skills & behaviours required by IfATE to deliver engaging and informative apprenticeship programmes that both build learner confidence & motivation but also inspire & embed organisational excellence. We take immense pride in supporting business and learners alike, our mission is to help your business thrive and ensure your learners achieve.



# APPRENTICESHIPS & YOU

## GROW YOUR PEOPLE, GROW YOUR BUSINESS.

Your business is unique with its own challenges needing individualised solutions. An apprenticeship may be the answer. As you plan your company's future, we will help ensure it. There is more to apprenticeships than the traditional trade routes. Professional qualifications combine with real time work and on-the-job experience to achieve career excellence. Apprenticeships enable organizations to upskill current employees and recruit new staff. As a national learning provider with a 60-year international training heritage, we use our experience, sole expertise and innovation to deliver blended apprenticeship programmes for our clients.

## PARTNERING WITH MI

By listening to you and gaining a comprehensive understanding of your training needs we are able to support you in choosing the right Apprenticeship Standard to suit your business and employee's needs. With a whole host of additional learning materials, flexible training and unmatched support, we are the refreshing change within the world of Apprenticeships.

As your apprenticeship partner MI will:

- Build learner confidence and motivation.
- Enable existing and new team members to deliver outstanding results.
- Embed organisational excellence through your people.



# OUR APPRENTICESHIP MISSION & VISION

## APPRENTICESHIP MISSION

To provide a safe, immersive, engaging and supportive environment to enable every learner to explore, achieve and excel in their chosen career path.

## APPRENTICESHIP VISION

Inspiring our learners to achieve career excellence through apprenticeships.

## PROFESSIONAL DEVELOPMENT PROGRAMME

At MI, we offer a curriculum that goes beyond the apprenticeship standards essential knowledge, skills, and behaviours promoting personal and professional growth. Our goal is to cultivate well-rounded individuals who are passionate about their work, eager to learn, and dedicated to contributing positively to their workplaces and society.

Our programmes incorporate a broader curriculum that emphasises soft skills development and awareness of current issues affecting modern Britain. This enhanced support and guidance ensure that our apprentices become not only proficient employees but also engaged and conscientious members of the workforce.

# UNDERSTANDING APPRENTICESHIPS

## WHAT IS AN APPRENTICESHIP?

Apprenticeships are a nationally recognised qualification that are undertaken while in employment. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

## APPRENTICESHIP LEVELS

**Intermediate Apprenticeship (Level 2):** Equivalent to GCSE, functional Skills, normally at Level 1. Designed for those who are just starting out at work.

**Advanced Apprenticeship (Level 3):** Equivalent to A-Level, functional Skills, normally at Level 2. Designed for those who are working in an appropriate job role and/or progressing from Level 2.

**Higher Apprenticeship (Level 4 or 5):** Equivalent to Higher National Certificate or Foundation Degree. Designed for those who are working in an appropriate job role and/or progressing from Level 3.

**Degree Apprenticeship (Level 6):** Equivalent to a degree qualification (either BA (Hons); BSc (Hons) or BBA (Hons)). Designed for those with A levels (or equivalent) or existing relevant Level 3 qualifications.

# UNDERSTANDING APPRENTICESHIPS

## WHO ARE THEY FOR?

Apprenticeships are available to anyone over the age of 16, who spends at least 50% of their working hours in England and are not in full-time education already. Employers can offer apprenticeships to new employees or use them to upskill and grow talent from among current staff.

## HOW DO APPRENTICESHIPS WORK?

Full-time apprentices must spend a minimum of six hours off-the-job (OTJ) training a week. Part-time apprentices OTJ training hours may vary but should make up at least 20% of their working hours, however, they may need more than this if, for example, they need training in English and maths. OTJ training should take place during their regular working hours. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include a regular day a week, special training days, workshops, online session and online learning. It must be directly relevant to the apprenticeship standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor.

Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

# APPRENTICESHIPS FUNDING

## HOW TO PAY FOR AN APPRENTICESHIP

At mi-et International (UK) Ltd, enrolling and funding your employees' training for apprenticeships is a straightforward process, supported by our expert apprenticeship team. We are here to guide and assist you every step of the way on your learning journey. There are two ways of funding an apprenticeship, and the first step is to determine which category your company falls under

### LEVY PAYER

Employers with a payroll of over £3 million per annum are eligible for the apprenticeship levy. The levy amounts to 0.5% of your payroll and is collected through your HMRC digital account, offering complete transparency and management. Payments to your training provider will be made on a monthly basis, with the largest payment upon completion of the apprenticeship. It is essential to note that any unused levy funds expire after 24 months and are returned to the Government.

### NON-LEVY PAYER

Companies with a payroll of less than £3 million can still access apprenticeship funding. Under this category, you are eligible to receive 95% Government funding for any apprenticeship training you provide to your staff. This leaves you with a 5% employer contribution, making apprenticeships a cost-effective and beneficial solution for workplace training for all employers.

Apprenticeship funding can be utilised to train, upskill and grow your existing workforce as well as onboard new recruits or graduates. For further information and details on possible incentives, we recommend reading the following web page: [Employing an apprentice: Get funding for apprenticeship training - GOV.UK](https://www.gov.uk/government/collections/employing-an-apprentice)

# APPRENTICESHIP BENEFITS

## BENEFITS FOR YOUR BUSINESS

Apprenticeships can support your business to grow talent and develop a skilled workforce.

Offering an apprenticeship can:

- introduce fresh talent and ideas to your business by recruiting new staff and upskilling existing members
- align training to your business needs
- boost staff loyalty and motivation

Studies show that because of apprenticeships:

- 80% of employers report higher staff retention
- 92% of employers see a boost in workforce motivation and satisfaction

The St Martin's Group study on the benefits of apprenticeships found, that despite associated costs, UK employers see an average annual gain of £2,500 to £18,000 in output per apprentice during their training period.

Other benefits that apprenticeships contribute towards include:

- increasing employee satisfaction
- reducing staff turnover
- reducing recruitment costs

# APPRENTICESHIP RESPONSIBILITIES

## EMPLOYER RESPONSIBILITIES

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship.

Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

Employers can select a training provider from the Register of Apprenticeship Training Providers and agree a total price for the cost of training and assessment. For an apprenticeship standard, this should include the cost of the end-point assessment which must be agreed with the provider selected from the Register of End-Point Assessment Organisations.

Employers need to have:

- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, their employer and the provider
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider
- an apprenticeship in place for at least one year
- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study

# APPRENTICESHIP RESPONSIBILITIES

## EMPLOYER RESPONSIBILITIES UPON SIGN UP

An apprenticeship agreement is between the apprentice, the employer and the apprenticeship provider (MI), as an employer you also have responsibilities relating to your employee's apprenticeship. Upon signing the commitment statement an employer agrees to:

- The agreed learning plan as discussed with you and the provider (MI).
- Time off the job for learners to complete their apprenticeship learning activities and workshops (classroom days), including any functional skills or additional learning support activities.
- Space and opportunity for learners to put new skills into practice in the work environment.
- Mentoring and support from a line manager or apprenticeship mentor throughout the learning journey.
- Assistance in collecting off the job evidence such as witness statements and feedback.
- Attendance of progress reviews.

## LINE MANAGER / WORKPLACE MENTOR

A line manager/mentor is the person who is responsible for supporting apprentices to gain the necessary learning opportunities within the workplace. They will help learners to transfer the knowledge gained into their work role. They will review learner progress and will give feedback to them and MI. They will also be responsible for ensuring that learners have sufficient time and resources to complete the apprenticeship programme.

# KSBS: KNOWLEDGE, SKILLS & BEHAVIOURS

## WHAT ARE KSBS?

KSBS stands for Knowledge, Skills, and Behaviours. These are the core components that apprentices are expected to develop and demonstrate during their training.

- Knowledge refers to the theoretical understanding and information that apprentices need to learn about their chosen field or occupation.
- Skills are the practical abilities that apprentices need to develop to perform their job effectively.
- Behaviours refer to the professional attitudes and conduct expected in the workplace.

## WHY KSBS ARE IMPORTANT?

The KSBS standard framework is designed to ensure that apprentices not only gain the technical knowledge and skills necessary for their role but also develop the right attitudes and behaviours to succeed in the workplace. This holistic approach helps create well-rounded professionals who are prepared for the demands of their industry.

# KSB'S: KNOWLEDGE, SKILLS & BEHAVIOURS ASSESSMENT

## HOW KSBS ARE ASSESSED

Throughout the apprenticeship, the apprentice's development in KSBs is monitored and assessed through a combination of:

- On-the-job Training: Practical experience and mentoring in the workplace.
- Off-the-job Training: Formal education and training sessions, often provided by a training provider or educational institution.
- Assessments: Regular evaluations, which can include practical demonstrations, written tests, and portfolio submissions.
- End-Point Assessment (EPA): A final evaluation that tests the apprentice's overall competence in their role.



BY FOCUSING ON KSBS, APPRENTICESHIPS AIM TO EQUIP LEARNERS WITH A COMPREHENSIVE SET OF ATTRIBUTES THAT WILL ENABLE THEM TO EXCEL IN THEIR CHOSEN CAREERS.



# UNDERSTANDING END POINT ASSESSMENT

## WHAT IS EPA?

The main purpose of the EPA is to ensure that the apprentice can demonstrate competence and meet the occupational standard for their chosen apprenticeship. It serves as a validation that the apprentice is prepared to enter the industry as a fully qualified professional. EPAs are conducted by independent assessment organisations, separate from the training provider, ensuring objectivity and fairness in the assessment process.

To successfully complete their apprenticeship, apprentices must meet all the requirements set out in the EPA. If they meet the required standards, they will be recognised as having achieved the apprenticeship. However, if they do not meet the required standards, they may be provided with additional opportunities to improve or remediate their performance.

In conclusion, Apprenticeship End Point Assessments are a crucial element of the apprenticeship journey. They provide a final evaluation to determine if apprentices have successfully achieved the required competencies and are ready to enter the industry as skilled professionals. The assessment methods employed are varied and designed to rigorously assess the knowledge, skills and behaviours developed throughout the apprenticeship.



# UNDERSTANDING END POINT ASSESSMENT

## ASSESSMENT METHODS

The EPA incorporates various assessment methods, which can differ depending on the specific apprenticeship and industry. These methods may include:

**Knowledge Tests:** Written or online exams that assess the apprentice's theoretical understanding of the subject matter related to the apprenticeship.

**Practical Assessments:** Hands-on demonstrations of the skills and techniques learned during the apprenticeship, showcasing their abilities in real-world scenarios.

**Professional Discussions:** Formal interviews or discussions with the apprentice, where they may reflect on their learning journey, provide evidence of their skills and demonstrate their understanding of the industry context.

**Portfolio Assessments:** A compilation of evidence and work samples collected throughout the apprenticeship, showcasing the apprentice's development, achievements and competence.

**Workplace Observations:** On-the-job assessments conducted by assessors to observe and evaluate the apprentice's performance in their day-to-day work activities.

**Project Synopsis:** A synopsis for a project is a document that provides a concise and comprehensive overview of the entire project and its key details.



# MORE THAN JUST AN APPRENTICESHIP

## A PROFESSIONAL DEVELOPMENT PROGRAMME

At MI, we offer a curriculum that goes beyond the apprenticeship standards by including essential knowledge, skills, and behaviours whilst also promoting personal and professional growth. Our goal is to cultivate well-rounded individuals who are passionate about their work, eager to learn, and dedicated to contributing positively to their workplaces and society.

Our programs incorporate a broader curriculum that emphasises soft skill development and awareness of current issues affecting modern Britain. This enhanced support and guidance ensure that our apprentices become not only proficient employees but also engaged and conscientious members of the workforce.

Learners will be given the opportunity to have their say via our learner forums and provide feedback and insight into their apprenticeship journey. Our apprenticeship newsletters allow learners to share their success, whether academic, personal or professional.

Our learner focused approach ensures every learner, from every background, with any learning style has the opportunity, access and resources to reach their full potential and goals, professionally, academically and personally.



# OUR APPRENTICESHIPS

## BUSINESS & LEADERSHIP APPRENTICESHIPS

Customer Service Level 2

Customer Service Level 3

Business Administrator Level 3

Team Leader Level 3

IT Technical Sales Level 3

Teaching Assistant Level 3

Sales Executive Level 4

Operational Manager Level 5

## BUTCHERY & FOOD INDUSTRY APPRENTICESHIPS

Butcher Level 2

Food and Drink Process Operator Level 2

Abattoir Worker Level 2

Advanced Butcher Level 3

Food and Drink Technical Operator Level 3

Food Industry Technologist Level 3



# THE MI ETHOS

## POWERING AN INCLUSIVE FUTURE THROUGH LEARNING

Our apprenticeship vision is to inspire learners across the UK, regardless of background or circumstances, to achieve career excellence through apprenticeships, widening access for underrepresented talent into numerous professions. Resilience and a passion for learning is all that is required. Unlike many career paths and professions that are blockers on social mobility, following an apprenticeship is an inclusive choice. There is also a positive commercial impact of hiring diverse talent: better problem solving, innovation and fresh perspectives, which are increasingly vital in a complex, fast-paced workplace.

## SAFEGUARDING IS EVERYBODY'S BUSINESS

Our Apprenticeship Mission is to provide a safe, immersive, engaging and supportive environment to enable every learner to explore, achieve and excel in their chosen career path. Our mission is built around eliminating all possible distractions, worries and stresses that may divert learners from achieving the best outcomes possible in their growth journey. We aim to provide clear, helpful and experiential guidance on all options available in terms of career trajectory. The MI safeguarding team have a legal responsibility for dealing with safeguarding issues, providing support to staff members and apprentices. The team work closely with MI's Learning and Development coaches as well as external bodies to ensure safeguarding in MI is as effective as possible and subject to robust and independent scrutiny. In addition to safeguarding, the team provide support on a wide range of wellbeing issues.



# MI PASS RATES

## OUR OVERALL PASS RATE



\*\*pass rate above national average\*\*

## OUR OVERALL DISTINCTION RATE



## OUR OPERATIONS MANAGEMENT & TEAM LEADER PASS RATE



## 100% DISTINCTION RATE CUSTOMER SERVICE LEVEL 2





# DON'T TAKE OUR WORD FOR IT

## WHAT OUR LEARNER & EMPLOYERS SAY...

*'Having had a bit of a bumpy start to my apprenticeship, I cannot thank my Learning and Development Coach and all the team enough, for the support given to get me back on track and through my Level 5 apprenticeship. The learning and skills I have gained from my apprenticeship, have led to me being successfully recruited to a program manager post and I can thoroughly recommend this apprenticeship to anyone who is considering it.'* - OPS5 Learner

*'I am so grateful that LCC has enrolled me in the Leadership apprenticeship with MI. The teaching and application has been so beneficial for me in doing my job and even it helped me to perform better, understand leadership responsibilities and have been proposed to be a team leader during the apprenticeship. Thanks once again for LCC and MI!'* - TL3 Learner

*'Leicester partnered with MI to develop our employees, and the results have been outstanding. The feedback from our learners has been overwhelmingly positive, with many expressing how much they enjoyed the course and how it has helped them advance their skills and open opportunities for progression. We firmly believe that investing in strong leadership not only benefits individuals but also propels our organisation forward. By equipping our leaders with the tools and knowledge to excel, we're ensuring a brighter future for everyone involved. Thank you to MI for your invaluable support in helping us shape the leaders of tomorrow.'* - Hemali Thakar, Organisational Development consultant

# CONTACTING US

## FIND OUT MORE OR SPEAK TO ONE OF OUR EXPERTS

You can contact MI via email, or on the phone.

If anyone needs to contact the safeguarding team, you can email them at [safeguarding@mi-et.co.uk](mailto:safeguarding@mi-et.co.uk)

You can contact us about anything else on the details below:

**MI's office phone number:** +44 (0) 1789 656500

**MI's office email address:** [contactus@mi-et.co.uk](mailto:contactus@mi-et.co.uk)MI

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