

## Education and Training Foundation Courses

### Get these Apprenticeship courses for free with a TSNLA Bursary!

The TSNLA and ETF have teamed up to bring you **FREE** access to a range of exciting courses.

We are doing this through our Continuing Professional Development Bursary Scheme. This is only available to Third Sector learning provider staff who need to go on a course but don't have the funds to pay for it or the travel costs. So what are you waiting for?

#### What can be funded?

Up to two staff per organisation can get fees and travel reimbursed by the TSNLA (up to a maximum of £250 per person) for courses which are delivered by or funded by the Education and Training Foundation.

Any ETF course can be funded (see <http://www.et-foundation.co.uk/supporting/courses/> for full list). See below for an example selection of courses supporting Maths and English.

#### How can I apply?

1. Download a short application form from our website at <http://tsnla.org.uk/news/tsnlaetf-bursary-scheme-third-sector-staff>.
2. Complete and return it to TSNLA's Tim Ward at [ceo@tsnla.org.uk](mailto:ceo@tsnla.org.uk)
3. Book your course and enjoy!
4. Your course and travel costs (up to £250 per person) will be refunded to your bank account

Got a question about the bursary? Email Tim at [ceo@tsnla.org.uk](mailto:ceo@tsnla.org.uk)

Got a question about a course? Contact ETF at 0800 0831 830 or [bookingsupport@etfoundation.co.uk](mailto:bookingsupport@etfoundation.co.uk)

### Courses related to Apprenticeships

Name of course and online link for booking	Date and venue	Who is it for?	Details of the course	Cost before bursary
<p>Apprenticeship end point assessment - deciding and preparing for your organisation's involvement</p> <p><a href="https://booking.etfoundation.co.uk/course/details/151?return=browse">https://booking.etfoundation.co.uk/course/details/151?return=browse</a></p>	<p>One day workshop plus follow up telephone support and access to a series of resources on specific topics.</p> <p>CIWEM, 106-109 Saffron Hill, London EC1N 8QS</p> <p>14 March 10am-4pm Date: 14/03/2018</p>	<p>Leader or managers from organisations thinking about the delivery of end-point-assessment for apprenticeship standards.</p>	<p>This is for anyone thinking about delivering apprenticeship end-point-assessment in future, but who need more information. It takes you through issues, models and opportunities , helping you to understand what it takes to deliver effective end-point assessment and how your organisation can get involved.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Gain the knowledge and confidence to make decisions on your organisation's involvement in end-point assessment</li> <li>• Make practical preparations for this involvement</li> <li>• Apply to the Register of End-point Assessment Organisation</li> <li>• Form geographical or occupational collaborations to deliver end-point assessment.</li> </ul>	<p>£200</p>
<p>Building your business</p> <p><a href="https://booking.etfoundation.co.uk/course/details/161?return=browse">https://booking.etfoundation.co.uk/course/details/161?return=browse</a></p>	<p>One day workshop</p> <p>Leeds 14 March 10am-4pm</p> <p>City of London 22 March 10am-4pm</p>	<p>This is for those responsible for apprenticeship business development at a strategic level</p> <p>It will not be sector specific</p>	<p>This is for providers wanting to develop employer engagement strategies, business development processes and expertise and sales skills.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Review and optimise internal sales processes, including the use of the online apprenticeship service</li> <li>• Maximise the use of employer incentives</li> <li>• Develop differentiated sales strategies</li> <li>• Build strategic relationships with employers of all sizes</li> <li>• Differentiate the offer according to market segments</li> <li>• Develop robust business processes including contracts and policies</li> <li>• Increase capacity for rapid business growth whilst maintaining quality</li> <li>• Cascade materials, learning and ideas through train-the-trainer approach</li> <li>• Share best practice about different approaches being developed</li> <li>•</li> </ul>	<p>£200</p>

<p>Delivering Apprenticeships Standards</p> <p><a href="https://booking.etfoundation.co.uk/course/browse?programme=FA">https://booking.etfoundation.co.uk/course/browse?programme=FA</a></p>	<p>One day workshops 10am-4pm</p> <p>Business admin and customer service York 14 Feb</p> <p>Catering &amp; Hospitality London 20 Feb</p> <p>Digital York 21 Feb</p> <p>Hair and Beauty Leeds 20 March</p> <p>Motor Vehicle and Engineering Bourneville 7 March</p> <p>Warehousing and Logistics Birmingham 20 March</p>	<p>Curriculum managers, quality leads and those with an influencing role within their organisation's existing or planned apprenticeship delivery.</p> <p>Before the workshop, you should complete the '<b>unpicking the standard</b>' activity for the standards and assessment plans you are intending to deliver. The tool can be found <a href="#">here</a>.</p>	<p>These workshops are for providers who are planning to or already delivering apprenticeship standards in the sectors indicated. They will help you understand what high-quality delivery looks like and support you to develop your current delivery of specific sector standards.</p> <p>The workshops assume you are already delivering apprenticeship standards, or are almost ready to start delivering. They also assume an understanding of the relevant standards</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Understand the difference between frameworks and standards</li> <li>• Make decisions about implementation of specific standards</li> <li>• Consider what 'good' delivery and on-programme assessment looks like</li> <li>• Understand the implications of end-point assessment for delivery</li> <li>• Consider quality improvement measures</li> <li>• Consider the skills, knowledge and behaviours required of team members to accelerate high-quality delivery</li> <li>• Identify solutions to common challenges and barriers</li> <li>• Share best practise within specific sector areas.</li> </ul>	<p>£200</p>
<p>How to deliver apprenticeships effectively</p>	<p>One day seminar</p> <p>Crowne Plaza Birmingham NEC,</p>	<p>This is for all staff responsible for planning the current delivery and design</p>	<p>This is to inspire you to think differently about how you can add value to your apprenticeship delivery. It will look at innovative approaches to apprenticeship delivery and consider how they can be applied in a range of different settings.</p>	<p>£100</p>

<a href="https://booking.etfoundation.co.uk/course/details/189?return=brokse">https://booking.etfoundation.co.uk/course/details/189?return=brokse</a>	<p>Pendigo Way, National Exhibition Centre, B40 1PS</p> <p>14 March 9.30am-4pm</p>	<p>of apprenticeships</p> <p>The seminar will reference different standards and will not be sector specific.</p>	<p>Workshops will include</p> <ul style="list-style-type: none"> <li>• Innovative curriculum planning</li> <li>• Building your business</li> <li>• Preparing apprentices for gateway</li> <li>• The digital apprentice</li> </ul> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Put innovative delivery approaches into place</li> <li>• Differentiate your offer to employers and add value</li> <li>• Offer cost effective training packages;</li> <li>• Design programmes that secure the best outcomes for learners</li> </ul>	
<p>Managing effective partnerships with larger employers</p> <a href="https://booking.etfoundation.co.uk/course/details/290?return=brokse">https://booking.etfoundation.co.uk/course/details/290?return=brokse</a>	<p>One day course 10am-4pm</p> <p>Leeds 21 Feb</p> <p>Southwark, London 12 March</p>	<p>This is primarily for the Business Development role within larger training providers</p> <p>It assumes current delivery and that your organisation is on RoATP</p>	<p>This workshop includes case studies from providers working with levy paying employers as well as input from employers on what they are looking for.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Manage initial engagement with employers</li> <li>• Understand the key components of effective Organisational Needs Analysis</li> <li>• Use the different key elements to effective partner management</li> <li>• Manage the complex range of relationships required to work effectively with large employers.</li> </ul>	£200
<p>Planning your delivery programme</p> <a href="https://booking.etfoundation.co.uk/course/details/162?return=brokse">https://booking.etfoundation.co.uk/course/details/162?return=brokse</a>	<p>One day course 10am-4pm</p> <p>Leeds 15 March</p> <p>City of London 23 March</p>	<p>The is for organisations which are new to apprenticeships, and those who are ready to deliver standards but have no starts yet.</p> <p>It will not be sector specific.</p>	<p>This enable s you to understand planning a curriculum offer for the apprenticeship standards, and develop strategies to ensure innovative approaches, options for collaboration and use of technology.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Understand the differences between frameworks and standards</li> <li>• Develop a simple curriculum planning template, assessment plans, end-point assessment and links with Assessment Organisations</li> <li>• Involve employers and others in the design of the apprenticeship</li> <li>• Develop delivery model options including blended learning</li> <li>• Monitor and track apprentice progress.</li> <li>• Train-the-trainer and share best practice</li> </ul>	£200

<p>Preparing to Deliver the Apprenticeship Standards</p> <p><a href="https://booking.etfoundation.co.uk/course/details/125?return=browse">https://booking.etfoundation.co.uk/course/details/125?return=browse</a></p>	<p>Five day Level 4 course</p> <p>Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX</p> <p>19-23 March</p>	<p>The is for experienced practitioners looking to gain new knowledge, skills and qualifications for the new standards and end-point assessment</p> <p>This assumes some experience as an assessor or trainer on work-based programmes.</p>	<p>The is to prepare and qualify you to work with new apprenticeship standards, end point assessment and workplace mentors.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Identify your role and responsibilities in delivering apprenticeships that meet the needs of employers and apprentices</li> <li>• Apply key principles of assessment and select appropriate methods for apprentices working towards end-point assessment (EPA)</li> <li>• Translate apprenticeship standards into a schedule of taught sessions</li> <li>• Apply relevant theories of teaching and educational practice to the development of workplace learning</li> <li>• Analyse workplace environments and their potential for developing apprentices' capabilities in negotiation with employers and others.</li> <li>• Plan learning activities that develop an appropriate range of technical and personal skills, including the development of maths and English</li> <li>• Reflect on your progress towards the ETF's 2014 professional standards and your future needs for professional development.</li> </ul>	<p>£250</p>
<p>Procurement and public sector and large levy paying employers</p> <p><a href="https://booking.etfoundation.co.uk/course/details/289?return=browse">https://booking.etfoundation.co.uk/course/details/289?return=browse</a></p>	<p>One day course 10am -4pm</p> <p>Leeds 22 Feb Date: 22/02/2018</p> <p>Southwark, London 13 March</p>	<p>This is primarily for the Business Development role within larger training providers</p> <p>It assumes your organisation is delivering apprenticeship frameworks and standards and is on RoATP</p>	<p>This is to meet the needs of providers planning to work with larger levied employers, including public sector organisations. It will give practical support to training providers who are looking to win business with organisations using procurement to secure their training partners. This workshop will include some case studies from providers who have successfully been through the procurement process and will identify the dos and don'ts in procurement.</p> <p>Learn how to:</p> <ul style="list-style-type: none"> <li>• Increase your understanding of procurement processes</li> <li>• Understand how to approach preparing an effective response</li> <li>• Gain insights into success approaches that other providers have taken</li> <li>• Gain a greater level of confidence in procurement situations</li> </ul>	<p>£300</p>