



APPRENTICE 2020 INFORMATION PACK

This pack outlines the content of your apprenticeship and provides information for interested people to make an informed decision whether this will be suited to their needs

Tony Baker
tony.baker@bfadventure.org

Dates

Start Date: 14th September 2020

End date: 17th October 2021

Application Deadlines: TBC

Open days: TBC

Selection: various interview dates

Aim

Building on the success of previous years of apprenticeships, BF Adventure hope to train and inspire young people to work, and possibly gain a career, in the outdoor industry. The overarching aims are to:

1. Provide candidates with transferable skills though 13 months of training and engaging work
2. Provide a pathway for those that choose a career in either the outdoor industry or youth work
3. Allow for a progression into further employment at BF Adventure
4. Develop a cost effective and balanced work force



Objectives

The programme will look to develop people and provide BF Adventure with a flexible and well-trained work force by:

- a. Providing a dedicated period of three months for training with a minimum of 21 hours a week for training
- b. Provide a supported framework to enable delivery of activities to appropriate groups from April to September
- c. Engaging trainees to experience a range of other essential site duties including site support, equipment checks, core charity work, maintenance and ground keeping and administration to develop a full range of skills



Our training partners

Our delivery partners are Channel Training, it's their job to support, and guide apprentices though the Outdoor Activity Instructor standard. This apprenticeship is pitched at a level 3 and this is reflected in the course work expected from successful candidates. More details on the standard can be found on this [link](#), and more information on channel training can be found on this [link](#).



Progression

Progression from the apprenticeship depends on the person and how well they engage in the programme. In the past six years these are the typical type of progression:

- Direct employment in the Group Delivery part of the charity as a seasonal instructor
- Following this, progression into the core of the charity for full time work
- Employment into outdoor centres across the world
- Entry level skills and experience to become a freelance Instructor
- Possible pathway to higher level apprenticeships

Outcomes

Hard outcomes will include:

- i. BC performance award
- ii. BC FRST
- iii. BC Paddle sport Instructor
- iv. Emergency First Aid at work
- v. BF adventure internal qualifications including:
 - a. Archery
 - b. Climbing
 - c. Zip wire
 - d. Adventure Quarry
 - e. Low Ropes
 - f. Orienteering
 - g. Level 1 Certificate in Safeguarding training



Hard outcomes may include*:

- vi. Climbing wall award
- vii. BC 3 star
- viii. Level 2 Certificate in Safeguarding training

Other outcomes will include

- 13 months of employment
- A minimum six month of activity delivery
- Working with a wide range of groups including school groups, adult groups, group with disabilities and groups from the core of the charity

* Additional costs may be applied and courses may need to be undertaken in apprentice's spare time

Pay

This will follow the National Framework as advertised on the [.gov website](#). Pay varies depending on your age, here is a table from the .gov website that provides an overview:

Current rates

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

Apprentices

[Apprentices](#) are entitled to the apprentice rate if they're either:

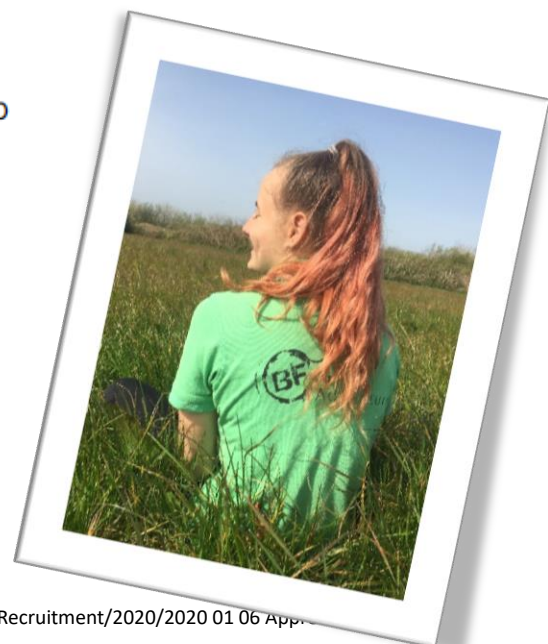
- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example

An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £3.90.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship





What stuff do you need for an apprenticeship?

BF Adventure will provide PPE suitable for your work and uniform so there is no need to rush out and purchase £1000's worth of equipment.

Learners will need to provide the following things on a daily basis:

- Good outdoor footwear – sturdy trainers or hiking boots are perfect
- Welly boots – simple but cost effective
- Old trainers for watersports
- Waterproof coat and trousers
- Plain dark clothes for working
- Spare clothes each day
- Hat and gloves
- Water and packed lunch
- Working personal mobile phone



Our training will start in January so conditions are very cold for learning watersports and learners will benefit hugely from having equipment of a higher quality than the provided standard issue. BF Adventure can provide access to our trade accounts for equipment purchases which will make the training more comfortable and promote quicker learning. Equipment available is:

Equipment	RRP £	Estimate cost purchasing though BF Adventure £
Drysuit	400	175
Waterproof coat and trousers	300	150
Wetsuit boots	30	18
Wetsuit gloves	30	18
Wetsuit hood	30	18

BF Adventure will be able to support with equipment purchase by making a bulk purchase at the start of the apprenticeship and deducting the cost over a period of 9 months. For example, if you purchased £450 of equipment, £50 will be deducted every month from January to September.

Transport

Learners will need to be able to travel independently to and from BF Adventure on a daily basis

Time table

This will change to make the best use of facilities, equipment and the groups but the general picture will look something like this:

Month	Overview	Working patterns	Typical time table
Jan, Feb and March	A mini of 4/5 days will be spent training	Monday to Friday 0830-1630	Monday – In house training Tuesday- Canoe training Wednesday- Climbing training Thursday – Site work and apprenticeship work Friday – flexible training
April, May, June, July, August, September	5 days a week delivery, delivery support and site maintenance	Flexible 5 x 7 hour days a week. May include the occasional weekend and evening	A typical day could include working with one or several group, either supporting other staff or independently as your confidence and skill grows
October, November and December	Site preparation for 2019 with the occasional delivery day and work experience with the core of the charity	Monday to Friday 0830-1630	These days may include grounds work, simple construction, cleaning, decorating etc.

How to apply

- Scan the QR code for an online application form
- Complete an Equal Opportunities form
- Visit our website www.bfadventure.org for both forms

