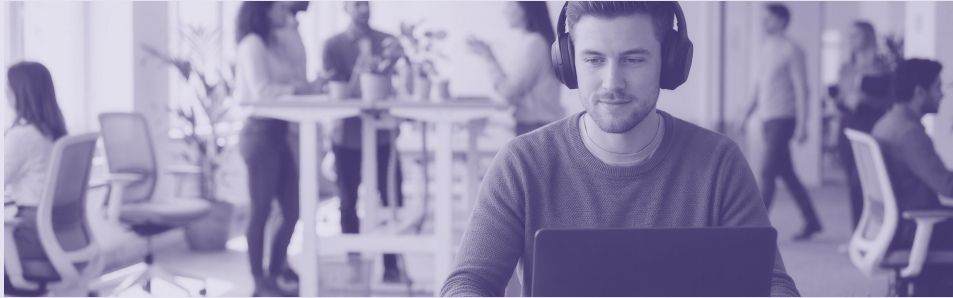


Employability Practitioner – Supported Employment. Level 4 Apprenticeship Programme Plan. In Partnership With BASE

Duration: 18 Months + End-Point Assessment (EPA)



PROGRAMME SESSION TOPICS

- Recognised Models & Contractual Requirements
- Initial Engagement, Diagnostic Assessment & Information, Advice & Guidance
- Vocational Profiling – Gathering & Compiling Data
- Vocational Profiling – Addressing Barriers & Action Planning
- Understanding self-employment as a viable employment option
- Behaviour Management & Problem-Solving Models
- Understanding the Local Labour Market
- Engaging Employers – Broadbrush Approaches
- Engaging Employers – Individualised Approaches
- Job Matching
- In-Work Support Preparation
- Planning & Implementing In-Work Support
- Monitoring & Reviewing In-Work Support
- Caseload Management & Exit Strategies
- Effective Reviewing & Evidence-Based Decision Making
- Change Management & Reflective Practice
- Continuous Improvement & Professional Development

PROGRAMME STRUCTURE

The apprenticeship is delivered through:

- 14 Remote full-day workshops (monthly)
- Workplace application between sessions
- Portfolio-based assessment
- Gateway & End-Point Assessment in final months

Quality Framework:

- Supported Employment Framework
- National Occupational Standards
- IPS-informed practice
- Professional Recognition:
- Institute of Employability Professionals (Associate/Member)

ASSESSMENT METHODS

Assessment is portfolio-based and includes:

- Vocational profiles (4 job seekers)
- Action plans
- Behaviour management plans
- Employer engagement strategy & pitch
- Job analysis & health & safety appraisals
- In-work support plans
- Key Performance Indicators evaluation and service review
- Continuous improvement plan
- Personal development plan
- Knowledge tests
- Observations of practice
- Reflective accounts

All evidence is uploaded via e-portfolio.



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Total off the Job Hours: 557

OFF-THE-JOB LEARNING ACTIVITIES

Off the job learning is completed within paid working hours and directly linked to real caseload and employer activity. All OTJ activity is planned, agreed and logged via a e-portfolio. Total requirement: 557 hours over 18 months .

What This Means in Practice

- Average per month: approximately 31 hours
- Around 7.5 hours per week
- Roughly equivalent to 1 day per week (pro-rata)

Includes:

Vocational Profiling & Action Planning

- Creating and reviewing vocational profiles
- Developing barrier-focused action plans
- Creating signposting directories

Employer Engagement & Labour Market Activity

- Labour market research
- Developing employer engagement strategies
- Delivering employer pitches
- Individualised employer approaches

Job Matching & Workplace Assessment

- Job analysis
- Health & safety appraisals
- Assessing reasonable adjustments
- Job carving and shaping analysis

In-Work Support Delivery

- Developing in-work support plans
- Task analysis and natural inventories
- Delivering systematic instruction
- Monitoring and reviewing support

Caseload & Service Improvement

- Caseload planning and exit strategies
- Employer and job seeker satisfaction review
- KPI monitoring
- Continuous improvement planning
- Personal development planning

END-POINT ASSESSMENT (EPA)

The apprenticeship concludes with:

- Presentation (underpinned by portfolio evidence)
- Observation of practice
- Knowledge test

Grading: Pass / Distinction

EXAMPLE MONTHLY OTJ PLAN

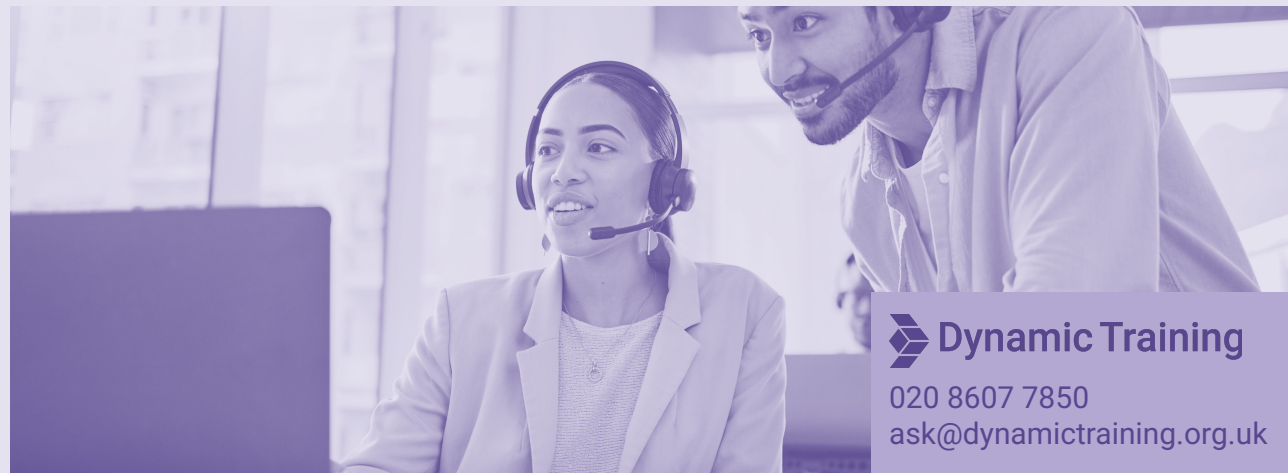
A typical month may include:

- 1 workshop (6–7 hours)
- 1 structured shadowing session (approx. 6 hours)
- 4–6 hours service improvement work
- 4–6 hours research or policy review
- 4–6 hours reflection and portfolio completion

PROGRESSION OPPORTUNITIES

On successful completion, apprentices may progress to:

- Senior Employability or Service Manager roles
- Specialist IPS Practitioner roles
- Quality and Performance Lead roles
- Level 5 Leadership & Management



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