

APPRENTICESHIP TRAINING PROVIDER

From Apprenticeship to Membership

Training the experts for the future

ciobacademy.org/apprenticeship



CIOB
Academy





Contents

02	About us
04	What is an apprenticeship standard?
05	Why is CIOB Academy apprenticeship training important?
06	So why choose us?
07	Our process works like this
08	Top questions we get asked

About us

We are the Chartered Institute of Building, and we stand for the science, ethics and practice of built environments across the world. Everything we do is to improve the quality of life for those using and creating the built environment.

We have a key role in the management, leadership, education and development of our industry. For built environment professionals, guiding and educating them through their careers. For policymakers, defining the standards for all to meet. For the public, creating an environment they can live and work in safely, comfortably and confidently.

Using cutting edge technology and the foundation of hard-earned experience, we train the construction experts of the future. From skills and data for the day-to-day, to degree qualifications for investing in a career. We train and shape workers and organisations who make our industry what it is. CIOB is a marker of trust, knowledge and reputation.



What is an apprenticeship standard?

An apprenticeship standard sets out the knowledge, skills and behaviours required of apprentices, and those same standards align to what an apprentice will be doing in their day-to-day job role.

Groups of employers, called 'trailblazers', developed apprenticeship standards in England back in 2015, as part of the UK Government's apprenticeship reforms. This work replaced the old system of frameworks which was phased out in 2020.

Apprenticeship standards focus on learning and puts employers in the driving seat, by allowing them to map out a clear career path for an apprentice, all based on the knowledge, skills and behaviours (KSBs) required for them to competently do their job.

Apprenticeship standards mandate a 20% off-the-job training requirement delivered by the CIOB Academy. We work directly with employers to design a learning journey specific to activities that take place inside and outside of the apprentice's time spent working on the job.

CIOB Academy works with employers to identify additional recommended qualifications, so their apprentices have a broader range of recognised skills associated to their job. We have a vast range of CPD courses and resources on offer to support the apprenticeship journey.

Apprentices must also undertake an End-Point Assessment (EPA), independently delivered by an End-Point Assessment Organisation (EPAO) at the end of their learning. The EPA is an assessment designed so apprentices can demonstrate their competence.





Why is CIOB Academy apprenticeship training important?

Best in class apprentice skills that transform business

As the professional body for construction and the built environment, we've been setting standards for our industry since 1834. With the working world advancing at a fast pace, skills training is at the forefront. We strive to continue leading the way.

How we do it

CIOB Academy has sector specific capability, insight and expertise. Our programmes match organisational and market needs, using industry-specific trainers, curriculum experts and leading-edge technology. Together with employers, we transform workplaces, every day.

Setting up an apprenticeship programme with CIOB Academy

Successful skills training programmes are built on robust partnerships. Whether you're setting up an apprenticeship scheme for the first time or exploring new opportunities, we have a dedicated team on hand, so every step is straightforward.

Seamless, end-to-end service

We work with you to understand everything - your business, its culture, and where you want to go. That way, we can shape a robust strategy, manage the launch, and measure your programme's impact as it evolves. All 100% tailored to your business.

Professional body membership

On successful completion of their apprenticeship your apprentices also qualify for CIOB professional body membership and will be invited to attend a free graduation ceremony.

So why choose us?

For over 180-years we have been raising standards in the industry. Our team of learning coaches are all CIOB Members or Fellows with extensive experience and expertise in construction.

Reasons for choosing us

Successful apprentices qualify to apply for TechCIOB at Levels 3/4 and Chartered Membership at Level 6. Chartered Membership is a professional qualification comparable to a British Bachelor's Degree, and a game-changer for those pursuing a professional career in the built environment.

Apprentices are supported throughout their apprenticeship, and their appointed learning coach will complete progress reviews every 4 weeks to deliver learning, build confidence and competence against the KSBs of the occupational standard. They will fully prepare apprentices to pass their competence-based End-point assessment.

CIOB Academy learning coaches are best in class. The training our team undertake ensures that delivery fully aligns to requirements of employers and the occupational standard.

We will celebrate successful apprentices by inviting them to our CIOB graduation ceremonies once they become members. Their achievement will be put in our spotlight alongside other new members, helping them make professional connections straight away.

With our experience and reputation for leading the education of built environment professionals around the world, employers can be confident that apprentices who have completed their apprenticeship with us will meet their expectations and the demands of the job from the first day onwards.

Our market leading resources are designed to support apprentices and fully prepare them for their final End-point assessment. The templates available for apprentices will give them the right tools for showcasing their competencies.



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Our process works like this



Initial assessment: Before an apprentice begins, CIOB Academy assesses their prior learning to establish the 'starting point' or baseline of the apprentice. This informs how much of the apprenticeship training content they require. We ensure the apprenticeship is an appropriate training programme for the individual.

Induction: We provide all the information an apprentice needs to begin their apprenticeship. This includes providing a comprehensive understanding of the standards and programme, along with putting together their bespoke training plan.

Training: As well as fulfilling their day-to-day role, apprentices must complete off-the-job training. This is defined as learning, which is undertaken outside of day-to-day work duties and leads towards the achievement of the apprenticeship. Apprentices must spend a minimum of 20% of their working hours completing training. The apprentices bespoke training plan outlines the content and schedule of training, apprentice responsibilities, as well as those of the employer and the CIOB Academy.

Review meetings: Our team of learning coaches will track progress against the knowledge, skills and behaviours gained in the apprenticeship. They provide an opportunity to agree any changes required to the apprentice's training plan, set targets and identify any actions needed to ensure the success of the apprenticeship.

Assessments: On-programme assessments form part of our training, where we use a mixture of different assessment methods that will put your apprentice in the best possible position when it comes to their End-point assessment.

Gateway: This is the doorway between the on-programme training and final independent End-point assessment. The CIOB Academy team will ensure all gateway components have been met, to maximise the apprentice's performance during their EPA.

End-point assessment: The final stage of an apprenticeship, it is an unbiased and independently delivered assessment that establishes whether an apprentice is competent against the knowledge, skills and behaviours outlined in the apprenticeship standard.

Professional membership: Once an apprentice has passed their apprenticeship, they will be invited to join CIOB as a member.

The top questions we get asked

Q.

What is the Apprenticeship levy?

A.

A levy on UK employers to raise funds to pay for apprenticeship training and assessment. It is charged at 0.5% of an employer's pay bill, but each employer receives an allowance of £15,000 to offset against their levy payment. As a result of this allowance, only employers with an annual pay bill greater than £3m must pay the levy. Levy payments are made monthly to HMRC.

Q.

How can we fund an apprenticeship if we don't have apprenticeship levy funds?

A.

Co-investment is where the government shares the cost of training and assessing apprentices with employers. The government will support the following types of employers-non-levy payers and levy payers who have run out of levy funds.

For apprenticeships that started on or after 1 April 2019, employers (who either do not pay the levy or levy payers who have run out of levy funds) pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the funding band maximum.

Q.

What is an initial assessment?

A.

The process of identifying an apprentice's learning and support needs to enable the CIOB Academy learning coach to design their individualised training plan. It determines the apprentices starting point, setting key milestones for their apprenticeship.

Q.

What are knowledge, skills and behaviours (KSBs)?

A.

These are set out in all apprenticeship standards; apprentices are required to learn them to be occupationally competent. KSBs are taught by the CIOB Academy during the off-the-job training part of the apprenticeship and are tested in the final competence-based End-point assessment.

Q.

What is a progress review?

A.

CIOB Academy undertakes progress reviews every 4 weeks with the employer and their apprentices throughout the apprenticeship. This is to discuss the progress to date of the apprentice against their bespoke training plan.



For more information visit:



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