



Active Leisure & Learning Apprenticeship Factsheet

Programme	Who is it for?	What is Gained?	Who is Involved?	Content	Time Needed to Complete
Level 3 Advanced Apprenticeship (optional)	Chief Instructors, Assistant Chief Instructors, Guest Care Managers, Senior Group Leaders	<ul style="list-style-type: none"> NVQ 3 Outdoor Programmes (Supervising staff, organising resources, programming, ensuring health and safety, staff development, customer welfare – optional units may vary the exact content) Application of Number Level 2 Communication Level 2 Knowledge of employment rights, legislation, industry and PGL Three National Governing Body Awards 	<p>You must apply to enrol on these programmes and your options discussed with Training Officers</p> <p>The programme is delivered by PGL's Training Officers</p>	<ul style="list-style-type: none"> NVQ: portfolio of evidence containing (for example) staff and guest programmes, health and safety checks, observations of staff performance, team management, personal development, and customer satisfaction. Application of Number (AON): pass a multi-choice test, complete a project. Communication (COMM): pass a multi-choice test, complete a portfolio containing two pieces of written work and observations of your communication skills Industry and Organisational Awareness (IOA): A series of presentations delivered by the training team followed by the completion of a portfolio of tasks and questions. Any three NGB Awards (which relate to your role). These can be completed any time within the duration of your course and must be agreed by your line manager and trainer. 	<ul style="list-style-type: none"> NVQ: Approx 18 months, supported by HQ trainers Requires commitment through the season to collect products of work, collate evidence and write reports Application of Number: 1 hour test Communication: 1 hour test IOA: 30 guided learning hours through Induction NGB – dependant on qualification.
Level 2 Apprenticeship (optional)	Activity Instructors, Group Leaders, Activity Instructor / Group Leaders	<ul style="list-style-type: none"> NVQ 2 Activity Leadership (Delivering Activity sessions, maintaining Health & Safety standards, guest welfare, working in a team and personal development - optional units may vary the exact content) Application of Number Level 1 Communication Level 1 Certificate in Working in the Outdoors (CWO)(Knowledge of legislation, industry and PGL) Two National Governing Body Awards 	<p>Performance is assessed by PGL's Training Officers who are qualified assessors</p> <p>Line managers support evidence-gathering opportunities</p>	<ul style="list-style-type: none"> NVQ: portfolio of evidence produced by you with the support of an Assessor. Observations will be carried out of you doing your job to meet the criteria. You will also include evidence of reviews and areas where you have improved your practice. AON : pass a multi choice test, complete a project COMM: pass a multi choice test, complete a portfolio containing evidence of your communication skills, including two written pieces of work CWO: Attend three presentations by the training team which will help you to complete a portfolio of pre set tasks which will prove your knowledge related to Employment legislation, the industry and PGL. Any two NGB Awards achieved after your Apprenticeship Induction is complete. These can be done any time in the following 12 months and must be agreed by your line manager and trainer. 	<ul style="list-style-type: none"> NVQ: approx 12 months, supported by HQ trainers Requires commitment through the season to collect products of work, plan activities and assessments of performance AON, COMM as above CWO: 25 guided learning hours through Induction and seasonal role requires commitment to complete portfolio.