

**Community
Activator Coach
Level 2
Apprenticeship**



Welcome to your Apprenticeship

Welcome to your Community Activator Coach Apprenticeship programme. This brochure will provide you with an overview of everything that will be covered during your apprenticeship programme.

This programme is a great choice because it will not only cultivate and extend your coaching skills but also develop knowledge and skills in areas that will support you in your career development.



What do I need to do whilst on programme?

- Commit to self study each week as directed by your Coach
- Attend any booked group delivery or 121 activity with your Coach
- Provide 48hrs notice if you cannot attend any of your planned activities
- Complete any work set by agreed deadlines and upload to you portfolio
- Notify your Coach if you have any concerns regarding Health and Safety or you have been involved in an accident
- Communicate effectively between managers and coach about any challenges or potential barriers you need support with.

What is included?

You will be completing the Community Activator Coach Level 2 apprenticeship standard which will develop the knowledge, skills and behaviours required for the job role that you work in and cumulates in a period of assessment known as End-Point Assessment.

Alongside all of this to develop fundamental skills to support you within work and life you will complete a range of modules including Functional Skills /workplace English and maths and a variety of employability and Life Skills modules.

Your learning and development will be completed both on the job and off the job through a range of different activities such as self-directed study and 121 coaching sessions with your Coach / workplace mentor.

It will take you approximately 14months to complete plus EPA.

Let's look at these areas in more detail.



Community Activator Coach Level 2 Apprenticeship Standard

This is broken down into 9 topics:

1. Professional Practice and Personal development

2. Leading Healthy Lifestyles

3. Coaching Sport and Physical Activity: Planning and Preparing Sessions

4. Coaching Sport and Physical Activity: Delivering Sessions

5. Understanding the Customer

6. Getting People Active

7. Support Organisational Services

8. Working in the Community

9. Workplace Project



Professional Practice and Personal Development

Within this topic you will learn about:

- Roles and Responsibilities
- Review Personal Performance
- Business Acumen: Planning your
- Personal Trainer Business

Opportunities for further enhancement:

- Community Asset Case Study Engaging Communities Case Study



Leading Healthy Lifestyles

Within this topic you will learn about:

- Behaviour Change
- Government Strategy
- Benefits of a Healthy Lifestyle
- Impact of Sport and Physical Activity

Opportunities for further enhancement:

- Alternative Behaviour Change Models
- Health Belief Model
- Change Model



Coaching Sport and Physical Activity: Planning and Preparing Sessions

Within this topic you will learn about:

- Writing Session Plans
- Prepare for Sessions
- Promote Health and Safety
- Leadership Skills

Opportunities for further enhancement:

- Using Technology in Coaching



Coaching Sport and Physical Activity: Delivering Sessions

Within this topic you will learn about:

- Communicating with Participants
- Managing Disruptive Behaviour
- Evaluating Sessions
- Adapting Sessions

Opportunities for further enhancement:

- Critical Reflection in Coaching



Understanding the Customer

Within this topic you will learn about:

- Understanding Customers
- Managing Expectations
- Customer Insight

Opportunities for further enhancement:

- Working with Special Population Groups



Getting People Active

Within this topic you will learn about:

- Barriers to Participation
- Social Media Platforms
- Using Social Media to Promote
- Physical Activity
- Encouraging Participation

Opportunities for further enhancement:

- Popular Diets



Support Organisational Services

Within this topic you will learn about:

- Understanding your Organisation
- Working with Colleagues
- Evaluating Services
- Develop and Improve Services

Opportunities for further enhancement:

- Coaching to Support and Improve
- Performance: The GROW model
- What is Coaching?



Working in the Community

Within this topic you will learn about:

- Community Asset Fund
- Working with Volunteers
- Developing your Local Project

Opportunities for further enhancement:

- Alternative Sources of Funding



Functional Skills and Workplace English and maths

English and maths skills are fundamental skills that underpin many tasks within both the workplace but also within our everyday lives.

The initial assessments that you completed during your enrolment will identify what specific areas you need to complete learning activities on, this journey will be discussed and agreed with your Learning Coach.

If you do not already hold a relevant qualification in English and/or maths you will complete the functional skills qualifications, linking this into skills required within your job role.

Examples of skills that link to my job role

- Understanding data
- Ratios, Percentages, Averages
- Communicating with team members
- Presentations
- Reading various business documents

Employability and Life Skills

Within an apprenticeship programme, additional topics must be included that provide enhanced learning in areas that will enable you to meet the challenges of everyday life and to be flexible and adaptable to meet changes within global economies and technologies. At Lifetime these have been grouped under the umbrella of Life Skills.

Throughout the programme a variety of topics will be included and by exploring these you will:

- develop a greater sense of self-awareness and appreciation for others
- build self-confidence
- be agile and adaptable to different roles and situations
- enhance core workplace skills such as resilience, teamworking and effective communication

How will these skills benefit you in both the workplace and society?

- Ability to self-manage and solve problems
- Ability to be a Team Player
- People management skills
- Respecting diversity allows for creativity, imagination and tolerance
- Developing negotiation skills and the ability to empathise leads to resolutions

The topics covered include:

- Fundamental British values
- Safeguarding and Welfare
- Inclusivity and diversity
- Employability Skills eg resilience, confidence

How will this be delivered?

- Your programme will be delivered via an individualised blended learning approach. Which means there will be online sessions and face to face sessions individualised to your learning needs.
- You will be expected to attend these sessions with your Coach or through Virtual Classrooms platform and you will complete self study through your personal learning platform.



Who Delivers the Training?



Learning Coach

Learning coaches are subject experts and have prior experience working to a high level within the Active Leisure sector. They are responsible for all aspects of your training programme through face to face or remote sessions. Coaches are there to support you anyway they can, and due to their unique insight into your industry they can offer advice, knowledge and empathy. They are fully invested in you and the successful completion of your training.

They will:

- Provide 121 coaching
- Work with you and your employer to plan your independent learning and off the job activities
 - Provide you with feedback on your assignments and evidence
- Support with preparation for End Point Assessment



English and Maths Coach (EMC)

EMCs are specialised trainers in English and maths, who will provide you with extra tuition and support, when required, to ensure functional skills exam success.

We will design an independent learning plan to meet your needs and provide one to one lessons.

An EMC is like a Personal Tutor and another resource available to you to make your training experience at Lifetime positive and successful

Who delivers the Virtual Classroom training?



Virtual Classroom Tutors

Our Virtual Classroom Tutors deliver sessions that are designed support you throughout your apprenticeship, including your Introduction, Functional Skills qualifications, Sector knowledge, EPA Preparation or your Wellbeing and Welfare.

Every session has been designed by industry experts to ensure you will gain valuable knowledge applicable to you. Our sessions are 45 minutes – 1 hour in length and available at different times during the day, ensuring you can tailor these to attend on your phone, tablet or laptop from the comfort of your own home or at your workplace.

Our Virtual Classroom Tutors have a passion for teaching and alongside a wealth of experience delivering remotely, are there to support you as much as possible to ensure you have a great experience in the classroom and leave with new skills or knowledge. If you're new to the blended delivery approach or would like to see what Virtual delivery can look like, why not book onto one of our classrooms and observe your first session– there's no pressure to participate until you're ready.

Who else is involved in my programme?



Quality Improvement Coach (QIC)

The quality of the learner experience is one of Lifetime Training's core values.

The Quality Improvement Coach is a programme expert. Their role is to ensure the quality of the programme is upheld. They carry out our internal quality measures. From time to time, they may also join your coach on a 121 visit.

They carry out regular reviews, surveys, learner and manager interviews to ensure the programme and your journey is the best experience it can be.



End Point Assessor (EPA)

Once you have completed all the elements of your programme required to enter end point assessment, you will be allocated an EPA from Innovate Awarding .

It is their role to conduct the assessments and they will determine your overall grade for End Point assessment.

Other ways we can support you.

Support Network

We understand that sometimes you need further support for personal needs and that it's not always easy to find the right person to contact. Here at Lifetime you have access to additional Lifetime Team Members based on your individual requirements. These Team Members are experts in their field and will support you through your programme.

Learner Support Co-ordinators:

- Provide further support for learners with additional learning needs.

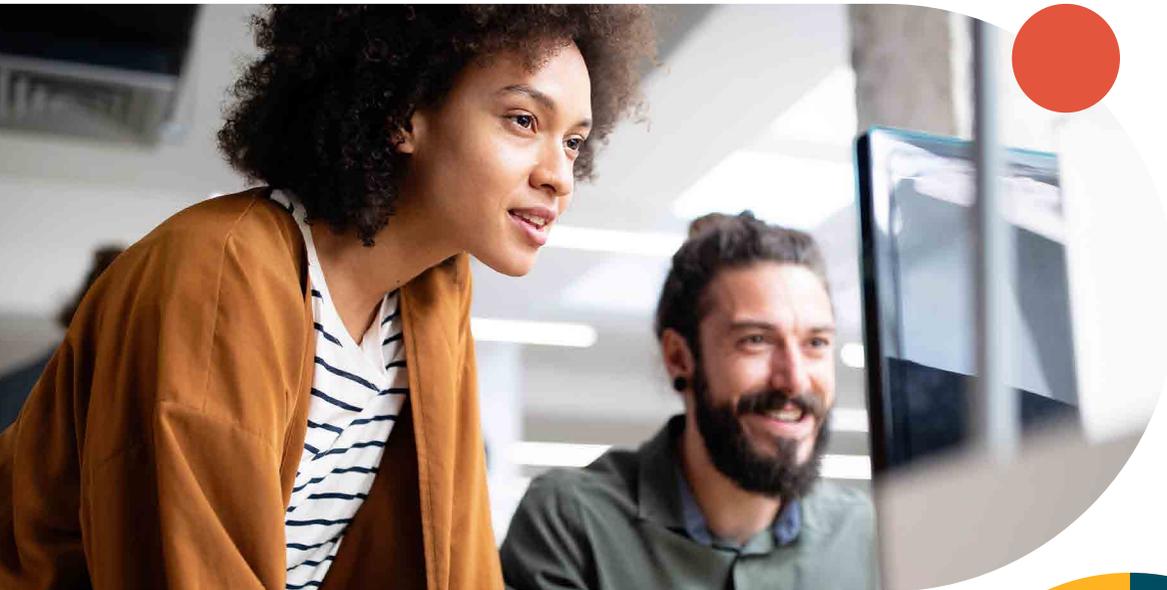
Customer Service Team:

- We have a dedicated team available to help you throughout your programme.
- You can email them using support@lifetimetraining.co.uk or call us and select the option for existing learners. We also have a learner assistance programme to support you, Please discuss with your coach

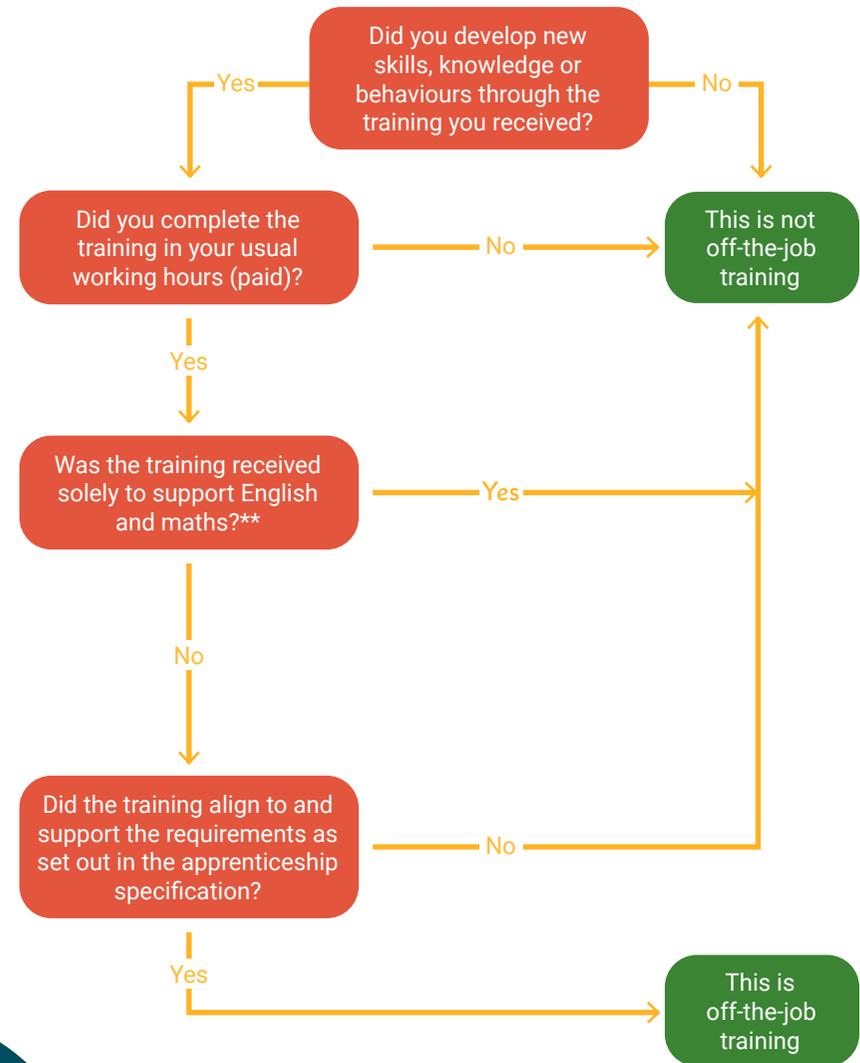


Off the Job Training

Off the Job Training is a statutory requirement for English apprenticeships. It is training, which is received during normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship programme.



How do you know if an activity is considered as off-the-job training?



Off the Job Training

Who is responsible for what?

Employer

Identify the activities that are available for you to take part in during your working hours. Provide time in work for you to complete your independent learning and activities with your Lifetime Coach.

Lifetime Training

Planning and setting off-the-job hours for you. Tracking and monitoring that off-the-job training has taken place, working with the employer and you to ensure that off-the-job training is completed by the end of the programme of learning and allowing for progression to the end point assessment.

Learner

Tracking and monitoring your own off-the-job training, seeking opportunities to learn new skills and knowledge. Completion of self-study set by your Lifetime Coach.

Education and Skills Funding Agency (ESFA)

ESFA auditors check the evidence of off-the-job training through auditing learning reviews and evidence of learning.

Ofsted

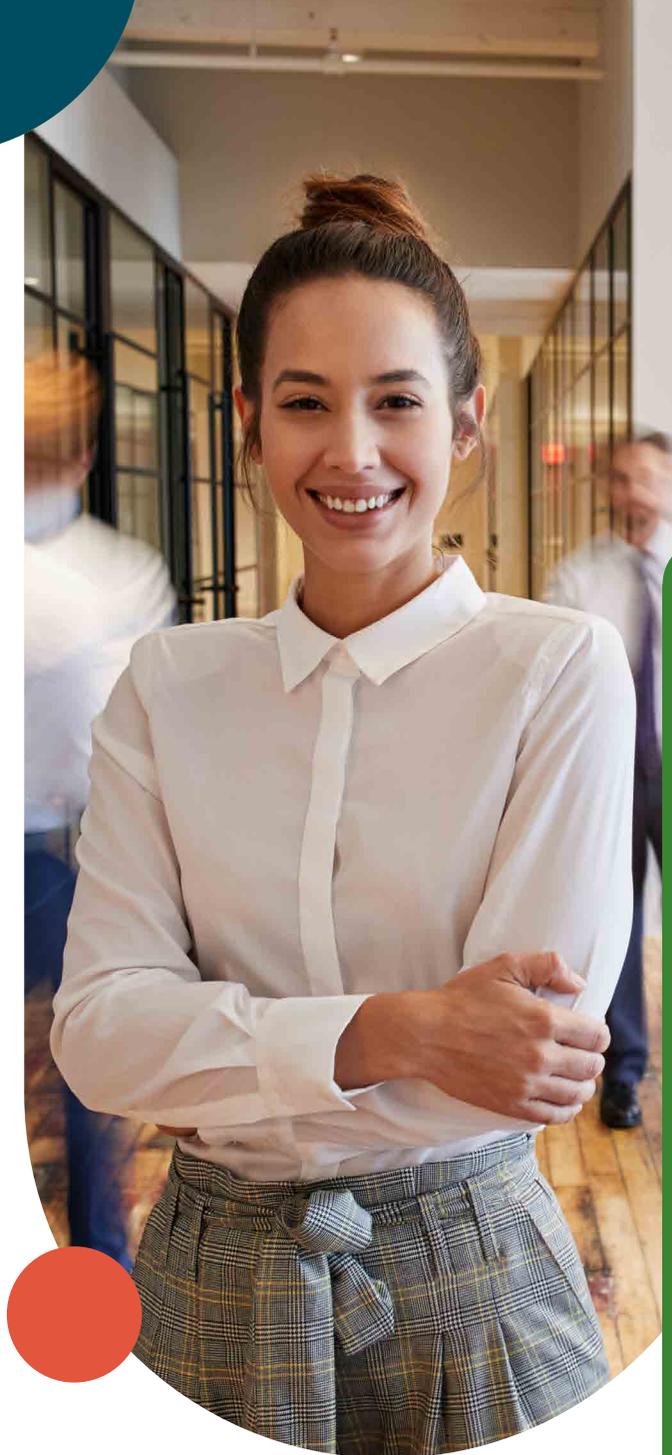
Ofsted inspects the quality of apprenticeship training provision. They will review the planning and delivery of off-the-job training, as well as observing the delivery, to make judgements on the quality and its value to your learning experience.



Off the Job Training

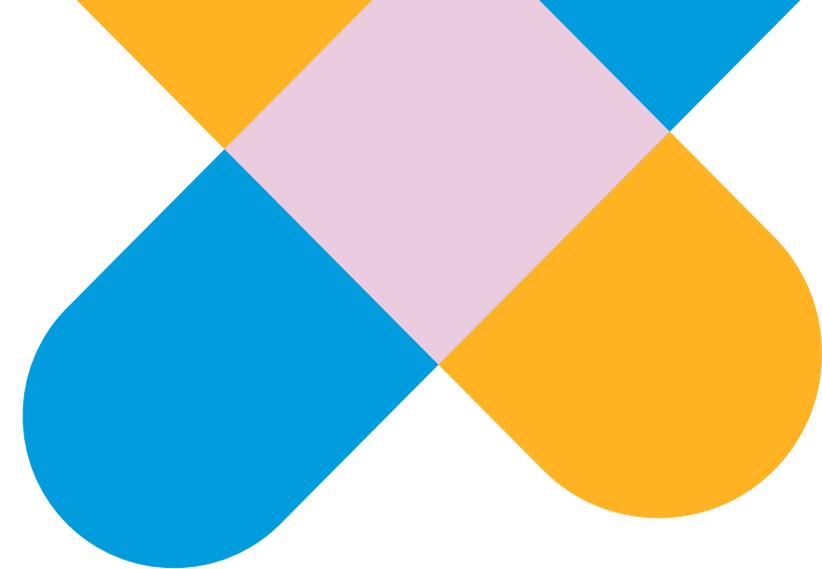
Generic Practical Examples of Off-the-job Training

- Learning new skills at work through shadowing other members of the team
- Personal development discussions to plan new learning
- In house training programmes relevant to the apprenticeship
- Coaching sessions with your Lifetime Coach
- Writing reflective journals
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning through Lifetime's online platform and/or an in-house system
- Self-study including reading or watching videos
- Training on new working practices or new equipment
- Role-playing or simulation exercises
- Industry visits / Conferences relevant to the apprenticeship
- Writing assessments, assignments and completing projects or activities
- Practical training or training in the workplace relevant to the apprenticeship



Off the Job Training

Active Leisure – Level 2-3 – examples specific to:



Attends manufacturer training on new pieces of equipment	Shadows a mentor recruiting people into the organisation	Shadows a colleague or mentor delivering an initial consultation/ health screening with a new client
Participates in different classes provided by colleagues and then discusses what they have learned with their manager	Shadows a colleague or mentor setting up equipment/facilities	Reviews products and services available within their organisation
Discusses with a colleague how they plan their classes and any one-to-one support they provide	Shadows a colleague or mentor delivering a sales tour of the facilities	Spends time with mentor or relevant staff member responsible for writing financial reports
Receives in-house training on emergency operating procedures	Shadows a colleague or mentor delivering an induction	Plans a project to improve the day-to-day running of their facility
Attends training days with Lifetime tutors	Shadows a colleague or mentor delivering a 1-2-1 or group personal training session using a range of equipment available in the facility	Accesses the Online learning platform for their independent learning resources and engages in the learning activities

Gateway

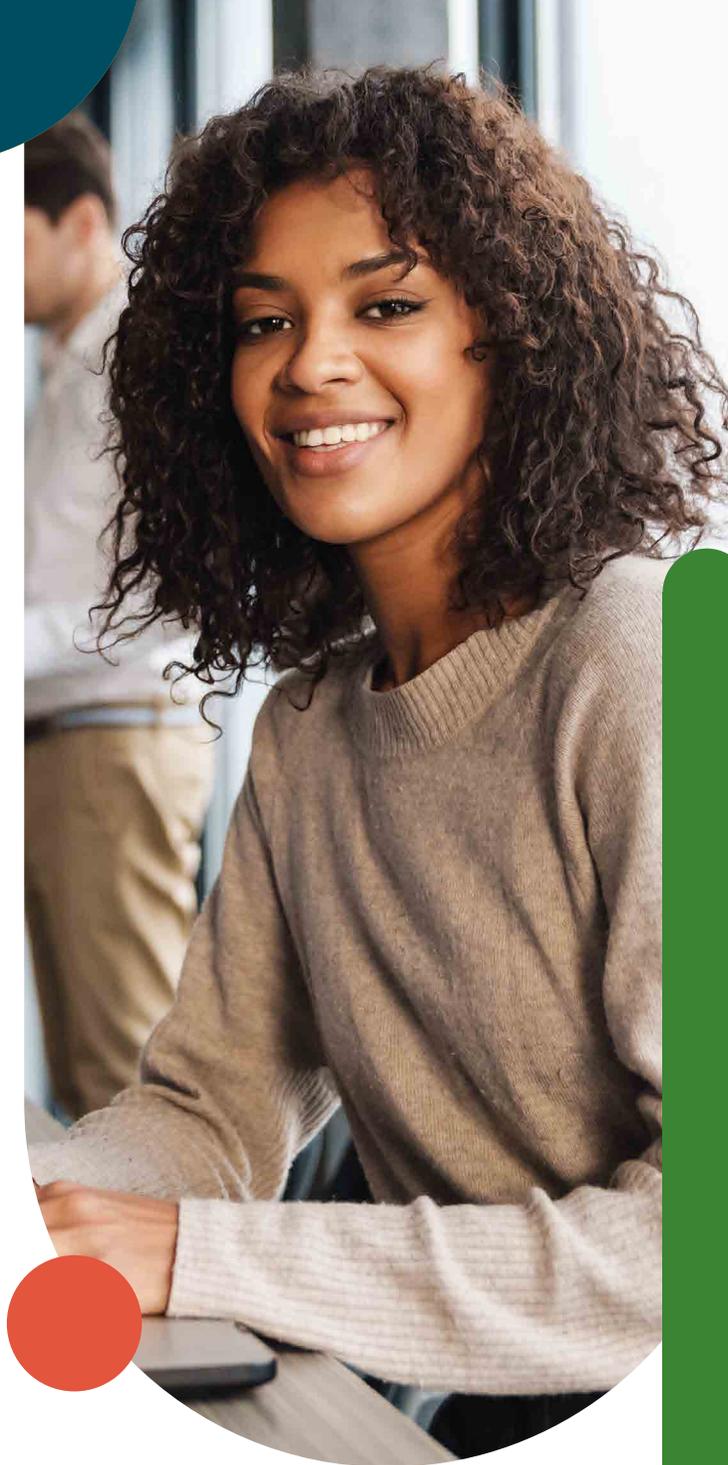
Gateway takes place before an EPA can start. Your employer and Lifetime Coach will review your knowledge, skills and behaviours with you to see if you have met the minimum requirements of the apprenticeship set out in the apprenticeship standard, and you are ready to take the assessment

Minimum requirements:

To meet the minimum requirements set out in the apprenticeship standards an apprentice needs to:

- display occupational competency
- have evidence of or pass functional skill levels in English and Maths
- complete mandatory off the job training
- take any qualifications set out in the standard
- meet the minimum duration for your apprenticeship training

Only apprentices who complete gateway successfully can start the EPA



End-Point Assessment

End-point assessment

End-point assessment (EPA) tests the knowledge, skills and behaviours that you have gained during your training which confirms that you are occupationally competent.

Unique to each standard, EPA demonstrates the competence of an apprentice in their role. This competence is valued by current and future employers.

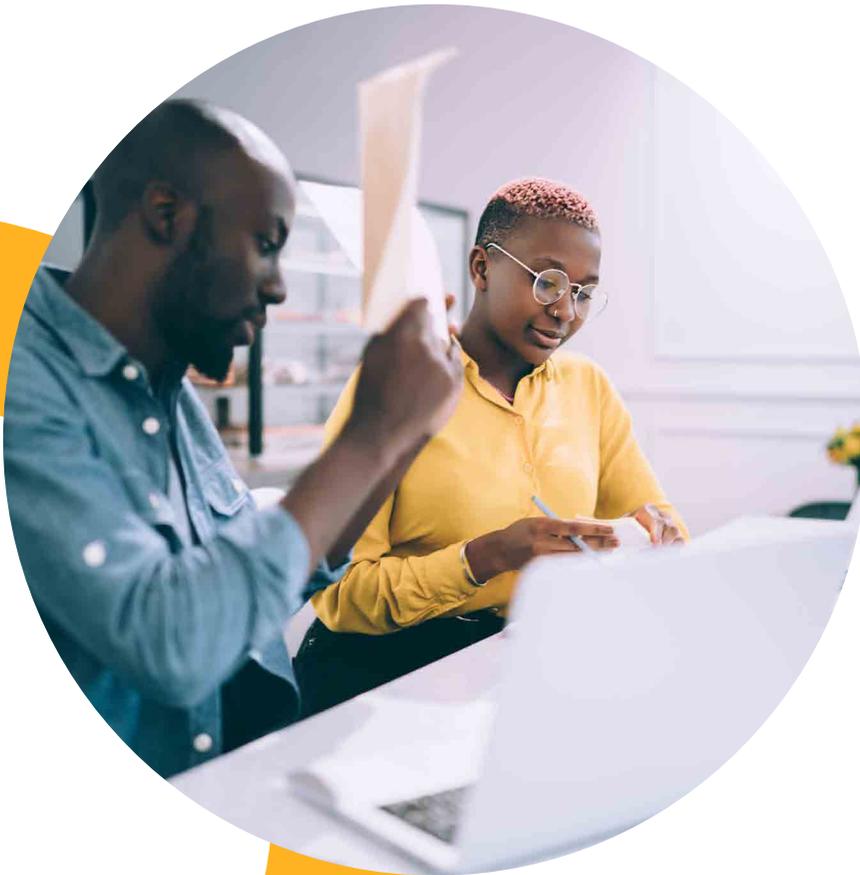
Your coach will discuss your specific End-Point Assessments with you.



End-Point Assessment and Next Steps

1	2	3	4	5	6	7	ESFA Certification
On Programme learning	Gateway	Planning meeting	Presentation with Q&A	Practical Coaching Observation	Panel Interview	Grading	
Minimum 12 months on programme learning	Level 2 Maths and English Project Proposal Submitted	<ul style="list-style-type: none"> • 30 minutes • Remote • Video or telephone conferencing • PC/laptop, wifi connectivity to support remote functionality • Apprentice, End-point Assessor, Employer, Training Provider 	<ul style="list-style-type: none"> • 30 minutes • Face-to-face or remote • Apprentice, End-Point Assessor, independent employer 	<ul style="list-style-type: none"> • 2 hours • Face-to-face, suitable coaching environment • Equipment required for chosen session • Apprentice, End-Point Assessor 	<ul style="list-style-type: none"> • 30 minutes • Face-to-face or remote • Apprentice, End-Point Assessor, Independent employer • Also across point 4,5 and 6 put a note that these can be completed in any order 	<ul style="list-style-type: none"> • Fail/pass/distinction 	

End-Point Assessment and Next Steps



Once you have completed your apprenticeship your journey does not have to end there. Speak with your coach and your employer to discuss what further opportunities are available.

You could:

- look at a higher-level apprenticeship
- Take on further responsibility
- Mentor others