

Q: Who is eligible to apply for programmes of study or classified as an apprentice?

Eligible employees include those that spend at least 50% of their working hours in England throughout the duration of the programme of study, and have the right to work in England. There are no age restrictions for existing employees but eligible apprentices should be at least 16 years' old and not be enrolled on another apprenticeship at the same time.

For funding purposes an apprentice is defined as an **existing employee** or a **new hire (apprentice)** working towards an approved programme / standard.

Q: What does the levy cover?

Employers can only use their levy funds to pay for the training delivered, so the cost of the programme of study, assessment and certification by an approved provider. It does not cover the apprentice's salary or incidental costs, such as travel or Viapath's scheme administration costs.

Q: What programmes of study are available?

There are numerous programmes available to existing employees and new starters. Those on the programme must be 16+ (**no age limit**) and there are no qualification restrictions.

Viapath are looking closely at a range of programmes to understand that the appropriate standards and opportunities are for our Scientific Community, but in the meantime initial conversations suggest there is appetite to support CPD and up-skill some of our existing employees in areas such as leadership, management, customer service to name a just a few. A list of programmes developed for delivery so far are available via this [link](#).

Q: What is the duration of the programmes?

Programmes vary in duration from 12 months up to five years, depending on the standard being studied and prior knowledge, experience, and qualifications.

Q: What's included in an approved programme?

Typically qualifications have been developed by leading industry employers and allow participants to develop the **skills, knowledge and behaviours that** are relevant to their job role.

Q: How are the programmes assessed?

Throughout the programme, individuals will develop a **portfolio of evidence** which will be assessed by the training provider: 3aaa. Towards the end of the programme learners will be required to take part in an **end point assessment** with an independent assessor (**not** our training provider: 3aaa). This assessment will typically include:

- presentation and assessment of a work based project identified between the learner, manager, and our training provider: 3aaa
- plus a **professional** discussion
- **Q and A** session

It is therefore important that the job role and duties align with the standard(s) being studied and allow for successful completion of the end point assessment.

Q: How are the programmes graded?

The grading of the qualification will be based on a Fail, Pass 50%+, Merit 60%+, or Distinction 70%+ being allocated by the independent assessor.

Q: What commitments are required as part of the programme?

Learners should be committed to studying for the full duration of the programme and mindful that 20% of the programme should include 'off the Job training' which you will be required to evidence. This may include:

- Teaching of theory - lectures, role playing, simulation exercises, online learning
- Practical training - shadowing; mentoring; industry visits.
- Learning support and time spent writing assessments / assignments would also be included.

Q: What progression pathways are available?

There may be opportunities for you to progress onto higher levels of study dependent on your future role and, of course, successfully completing your qualification. This should be discussed with your line manager in the first instance.

Q: Are there opportunities to become a member of a professional body?

Successful completion of some qualifications may provide the opportunity to gain membership of professional bodies ranging from; the Chartered Management Institute, ILAM, CIPD, Chartered Institute of Marketing, Association of Project Managers, ACCA, CIMA, Chartered Institute of Payroll Professionals, Chartered Institute of Credit Management, Institute of Financial Services, Chartered Banker Institute, Chartered Institute of Insurance Institute, Institute of Risk Management, Register of IT Technicians. You may also receive credits towards other professional and degree level programmes.

Q: How will programmes of study be delivered?

Generally programmes will consist of a blended learning approach with elements ranging from:

- on-site training and work based projects, with regular assessor visits
- on-line learning via the Learner Management System (LMS) and the associated Virtual Learning Environment - VLE, (virtual learning communities would be encouraged)
- professional discussions

Q: What will the enrolment and recruitment cycles look like?

Enrolment, recruitment cycles and modes of delivery are being finalised to blend with Viapath's overall L&D requirements, including the fit with other activities - for example, our Scientific Learning & Development Fund – as well as operational needs.

Q: How do I apply?

If you would like to apply for a programme of study, your first port of call is to approach your line manager and advise them which programme is of interest to you.

Together you need to discuss your commitment to the programme and the benefit to both your Continuing Professional Development (CPD) and to the Department.

Where your line manager is supportive of your application you will then be asked to complete an **application form** (this form will be upload shortly) and return this to your line manager, who will in turn discuss your application with their own line manager.

Where both managers agree that a place on the programme would be beneficial for all parties your form will be forwarded to the Learning and Development team for funding approval. You will be advised of the outcome and the next steps of your application.

Q: What support will I receive while on the programme?

You will have discussed the programme with your manager prior to signing up for it and they will have discussed it with their own manager. You will also have a 3aaa training assessor for your Standard and together they are all there to support you, it is in everyone's interest that you successful achieve the Standard.