



NIGHTCAP

There is an apprenticeship for everyone

.....

Unlock your potential with HIT Training!
Gain qualifications, learn new skills,
and advance your hospitality
career with confidence.



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Welcome to Nightcap!

At Nightcap, we're all about unleashing potential and igniting passion! Our apprenticeship programmes are your ticket to an exhilarating journey of growth and discovery, offering vibrant development opportunities that'll propel your career to new heights. We're buzzing to team up with HIT Training, the crème de la crème of hospitality apprenticeships!

No matter if you're stepping into your first job, new to the industry, or already a superstar in your role, there's an exciting apprenticeship waiting for you! Imagine earning while you learn, supercharging your skills and walking away with a professional qualification—all while having a blast!

Apprenticeships are at the heart of how we empower our teams across all levels and departments. We invite you to explore our offerings, find what ignites your enthusiasm, and embark on a journey to a fulfilling career at Nightcap.

Get ready to dive in and discover how an apprenticeship can be your next big adventure!

Apprenticeships, what are they?

An apprenticeship is a genuine job, with training, meaning apprentices can earn while you learn and gain a nationally recognised qualification.

Apprenticeships offer a valuable opportunity for employers to cultivate a skilled and loyal workforce. Whether you're aiming to bring fresh talent into your organisation, support professionals seeking a career change, or provide new challenges for career movers, apprenticeships can be a strategic investment. By hiring apprentices, you'll benefit from their enthusiasm and willingness to learn while they gain practical skills and knowledge directly related to your industry.

Apprentices work alongside experienced colleagues, gaining hands-on experience and developing practical skills crucial for their roles. Additionally, they participate in off-the-job training sessions to understand the theoretical aspects of their profession and industry. This combination ensures that apprentices are well-rounded and ready to contribute effectively to your team.

Upon completion of their apprenticeship, individuals earn a nationally recognised qualification, which certifies that they have acquired the necessary skills and knowledge to perform their job competently. This not only benefits your business by having qualified professionals but also enhances your reputation as an employer committed to employee development.

The apprenticeship level will depend on the candidate's existing qualifications, the specific job role, and the apprenticeship standard you choose to implement. By investing in apprenticeships, you're investing in the future success and growth of your business.





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Level 6 and 7 – Degree

Equivalent Education Level:
Bachelor's or Master's Degree

Level 4, 5, 6 and 7 – Higher

Equivalent Education Level:
Foundation Degree and above

Level 3 – Advanced

Equivalent Education Level:
2 A level passes

Level 2 – Intermediate

Equivalent Education Level:
5 GCSE passes

Myths

Myth: Apprenticeships are only for newcomers.

Truth: At Nightcap, we believe apprenticeships are for everyone! Whether you're just starting your journey or are a long-standing team member, there's an apprenticeship tailored for you.

Myth: I'm too old for an apprenticeship!

Truth: Age is just a number! If you're over 16, you can kick off an apprenticeship at any stage of your career—whether you're 16 or 70+!

Myth: Apprenticeships are just for Chefs.

Truth: The landscape has evolved! You can explore apprenticeships across various fields, including sales, customer service, events and even degree-level qualifications.

Myth: Apprenticeships aren't widely recognised.

Truth: We see apprenticeships as vital to our growth! Partnering with HIT Training, we're dedicated to investing in your development through these programmes.

Myth: Apprentices earn less.

Truth: While there's a minimum wage for apprentices, we ensure you receive fair pay for your role. Plus, we cover your apprenticeship costs!

Myth: A degree means apprenticeships aren't for me.

Truth: Previous qualifications only add to your skill set! Apprenticeships are perfect for starting anew, switching careers, or deepening your passion.

Myth: College attendance is a must.

Truth: Most of your learning happens on the job! Some programmes may include exciting masterclasses elsewhere, but the majority is hands-on experience—plus, you'll snag a student discount card!

Myth: I have to pay for the apprenticeship if I don't finish.

Truth: Should your journey need to pause, there's no financial burden. You won't owe anything if you don't complete your apprenticeship.

Could I do an apprenticeship at Nightcap?

Absolutely! To embark on an apprenticeship journey with us, you'll need to meet a few key criteria:

- ▶ Be a current Nightcap team member or applying for a specific apprenticeship role.
- ▶ Be 16 years old or over—there's no upper age limit!
- ▶ Have been a resident in England for at least three years.
- ▶ Not be enrolled in full-time education.
- ▶ Hold a permanent employment contract or one long enough to complete the apprenticeship.
- ▶ Have completed your probation period.
- ▶ Be in a role that aligns with the apprenticeship you're interested in.
- ▶ Have the support of your Line Manager.
- ▶ Be ready to integrate 20% of 'learning something new' into your role.
- ▶ Be self-motivated to engage with the apprenticeship activities.



Apprenticeship standard learning journey

Apprenticeship On-Boarding

At the start of any apprenticeship programme, a potential apprentice will either be nominated internally by the employer or will be recruited into a business as an apprentice.



Online application

Alongside your entry requirements, HIT will check whether you are eligible for the apprenticeship.



Initial assessment

We need to know what level of maths, English and possibly IT skills you possess.



Confirmation of start

Once your initial assessment has been completed, eligibility confirmed, paperwork signed off and funding sorted, it's time to start.



Induction to the apprenticeship

This is the first meeting between you the apprentice, your employer/mentor and your HIT Vocational Trainer. Together we'll agree on a personal learning and development plan, setting a timetable of activities in preparation for the End-Point Assessment (EPA).

Application

Enrolment

Know It... Show it... Live it.

Once you are enrolled onto your apprenticeship, it's time to begin your learning journey. Our blended delivery approach means we can adapt training to suit the needs of each learner through the following channels enabling you to retain new knowledge and skills whilst applying what you learn.



Knowledge Bites

Our online learning platform holds a variety of guided learning modules to boost and develop your knowledge. Each Knowledge Bite is linked to and will precede an Interactive Online Workshop (IOW).



Interactive Online Workshops (IOW)

Each apprenticeship has a suite of Interactive Online Workshops that are mapped to the Knowledge element of the apprenticeship standard.

Induction

Knowledge Bite Module

Attend Interactive Online Workshop (IOW)

Your HIT Vocational Trainer will agree which IOWs you should attend and at what point in your programme.

Complete Assessment and Skills Development

After each IOW, your Vocational Trainer will set up an online tutorial or face-to-face visit with you.

Complete Functional Skills activities

4 stages repeated during apprenticeship

Gateway

End-Point Assessment



Assessment and Skills Development

After each IOW, your HIT Vocational Trainer will set up an online or face-to-face tutorial visit with you to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Throughout your apprenticeship, you will complete mock assessments linked to the End-Point Assessment methods. This provides an indicator of their readiness for your final assessment.

The Vocational Trainer will also use this opportunity to keep you and their mentor informed of any areas the apprentice needs to focus on in the workplace and allow you to feed back concerns you may have.



Functional Skills Activities

Our Vocational Trainers have a variety of resources available to support learning maths, English and IT. You will also have access to our BKSBS platform where you will complete an initial assessment and diagnostics. BKSBS will create an individualised learning plan for you and from here, you can revise and work on any areas you find challenging.

What does an apprenticeship include?

Functional skills

English and maths are essential skills that are required for many aspects of life, including work. As an apprentice, you may need to use these skills regularly in your job, such as communicating with colleagues or customers, reading instructions, or measuring out ingredients.

In addition, apprenticeships in the UK require apprentices to achieve a minimum level of English and maths as a condition of completion. This is to ensure that apprentices have the necessary skills and knowledge to succeed in their chosen industry and progress in their career.

By completing the English and maths components of your apprenticeship, you will be able to develop your skills in these areas and gain qualifications that are recognised by employers across many industries. This can help to enhance your employability and increase your career opportunities.

Independent End-Point Assessment (EPA)

At the end of your apprenticeship, you will be assessed by an End point Assessment Organisation. Here you will have the opportunity to showcase the knowledge, skills, and behaviours that you have developed throughout the apprenticeship.

All Apprenticeships have grades of Pass, Merit and Distinction, depending on the sector.

Level 1 (L1)

Recognised qualification equivalent to:

- ▶ GCSE Grade D–G (3–1)
- ▶ Functional Skills L1
- ▶ Key skills L1 in English or maths.

Level 2 (L2)

Recognised qualification equivalent to:

- ▶ GCSE Grade A*–C (9–4)
- ▶ Functional Skills L2
- ▶ Key skills L2 in English or maths.

What are you entitled to?

Apprentices have the same rights as other employees working at the same grades or similar roles; they are entitled to a contract of employment, holiday and sickness pay.

Pay and conditions

You'll be paid during your apprenticeship and are entitled to the National Minimum Wage.

The current minimum wage rate for an apprentice is £6.40 per hour.

You must be paid at least the minimum wage rate for your age if you're an apprentice aged 19 or over and have completed your first year.

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.*

Year	21+	18 to 20	16 to 17	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

Most employers pay higher wage than the current minimum wage rate for an apprentice.

Hours apprentices are paid for

You must be paid for:

- ▶ Your normal working hours.
- ▶ Training that's part of your apprenticeship (usually one day per week).

Holidays

You'll get at least 20 days paid holiday per year, plus bank holidays.

* This information is accurate as of April 2024





Apprenticeships on offer



Apprenticeships on offer

Back of House/Kitchen Apprenticeships

Level 4

Senior Culinary Chef



Level 3

Senior Production Chef



Level 3

Chef de Partie



Level 2

Commis Chef



Level 2

Production Chef

Front of House Apprenticeships

Level 4

Hospitality Manager



Level 3

Hospitality Supervisor



Level 2

Hospitality Team Member

Support Centre Apprenticeships

Level 4

Learning and Skills Mentor



Level 4

Sales Executive



Level 3

Business Administrator



Level 3

Customer Service Specialist



Level 2

Customer Service Practitioner

Management and People Apprenticeships

Level 7

Senior Leader Master Degree plus MBA (CMI)



Level 6

Chartered Manager Degree Apprenticeship BA (HONS) Business Management (CMI)



Level 5

Coaching Professional



Level 4

Operations/Department Manager



Level 3

Team Leader/Supervisor

Back of House/Kitchen Apprenticeships

Level 2

Production Chef

Ensuring food is produced to a high standard

In the fast-paced hospitality industry, this programme applies highly methodical organisational skills, energy, accuracy and attention to detail to develop chefs that are mindful of the importance of sustainability and protecting the environment.

Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. From delivering exceptional customer service to meeting specific standards and operating procedures for organisations, they'll meet high expectations of compliance and hygiene, set budgets and manage portion control. Underpinned by a series of interactive online workshops, this apprenticeship combines personal development and performance with culinary skills including latest techniques for the preparation, cooking, regeneration and presentation of food.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship.



Course duration

12 months + EPA



Progression

Progression from this apprenticeship is expected to be onto a senior production chef role.



Functional skills

To complete the apprenticeship, the apprentice must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Workplace observation
- ▶ Professional discussion



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Back of House/Kitchen Apprenticeships

Level 2

Commis Chef

Expanding cookery skills to enhance your food offer

This programme is aimed at the most junior culinary role and its primary objective is to teach a range of key skills on the job.

Working as a Commis Chef is a great way of getting started in a kitchen and this apprenticeship focuses on food preparation and basic cooking tasks under the supervision of a more senior chef. Underpinned by a series of kitchen masterclasses, culinary and development workshops, chefs will learn and understand how to carry out basic functions in every section of the kitchen. This allows future talent to experience, consider and value each section with a view to choosing an area where they feel most inspired.

The learning journey will vary considerably from one individual to the next, however, it is the range of experiences in the basics gained in this role that provide the opportunities to progress to any future senior chef role.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship.



Course duration

12 months + EPA



Progression

Progression from this apprenticeship is expected to be into a chef de partie role or senior production chef role.



Functional skills

To complete the apprenticeship, the apprentice must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Practical assessment
- ▶ Professional discussion



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Back of House/Kitchen Apprenticeships

Level 3

Chef de Partie

Culinary and leadership expertise for section management

This comprehensive programme gives chefs the opportunity to gain vital industry experience and advance their career under the guidance of industry experts.

The Chef de Partie usually manages a small team of workers and will develop skills to coach and motivate team members while meeting brand standards and recipe specifications. Underpinned by a series of masterclasses and workshops, our innovative curriculum combines hands-on culinary skills development with cutting edge food trends and menu planning to bring dishes in line with business requirements and legislative regulations.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

18 months + EPA



Progression

Progression from this apprenticeship is expected to be into a senior culinary chef role.



Functional skills

To complete the apprenticeship, the apprentice must pass level 2 English and maths (or have the appropriate exemption certificate) before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Workplace observation with questions
- ▶ Professional discussion



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Back of House/Kitchen Apprenticeships

Level 3

Senior Production Chef

Lead the monitoring and maintaining of consistent food standards

From applying highly methodical organisational skills to delivering profit margins, reducing wastage and supporting the overall financial performance of the business, this comprehensive programme develops chefs with leadership skills that will support the business vision.

Senior production chefs are likely to work in organisations where brands, recipes and menus have been created by a central development team. Working quickly and efficiently is key to delivering exceptional customer service while building a team that helps your business grow. Underpinned by a series of interactive online workshops, our innovative curriculum combines personal development and performance with hands-on culinary skills including latest techniques for the preparation and presentation of food.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

12 months + EPA



Progression

Individuals that successfully achieve the senior chef apprenticeship in production cooking will be ready to progress onto a higher level position, apprenticeship or further training.



Functional skills

To complete the apprenticeship, the apprentice must pass level 2 English and maths (or have the appropriate exemption certificate) before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Practical observation
- ▶ Professional discussion



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Back of House/Kitchen Apprenticeships

Level 4

Senior Culinary Chef

Develop expertise in recipe and product development

This programme gives senior culinary chefs the opportunity to develop new recipes, products and product lines that meet specification briefs in line with the organisation's vision, values and objectives.

With a significant leadership element to the role, senior culinary chefs learn effective communication strategies, as well as management theories that will transform your workforce and deliver impactful results. Other skills on this highly effective programme include monitoring food and equipment suppliers, developing recipes from scratch or brief, determining the best presentation and packaging of food, analysing food trends and maintaining or raising the profit margins on food. Identifying and coordinating training opportunities for staff is also an important focus that will help build team loyalty and grow the business.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

22 months + EPA



Progression

Progression from this apprenticeship is expected to be into a senior culinary chef role.



Functional skills

To complete the apprenticeship, the apprentice must pass level 2 English and maths (or have the appropriate exemption certificate) before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Project
- ▶ Presentation of project outcomes
- ▶ Practical assessment



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Front of House Apprenticeships

Level 2

Hospitality Team Member

Ensuring every customer has a great experience

This Hospitality Team Member Apprenticeship empowers team members with essential skills, knowledge and a customer-centric approach designed to elevate performance across a range of key areas of hospitality.

It is a varied role with a range of establishments such as bars, restaurants, cafes, conference centres, banqueting venues or hotels all benefitting from these skills. This comprehensive programme caters to the unique needs of your establishment and covers a wide range of specialisations including food and beverage service, serving alcoholic beverages, barista, food preparations, housekeeping, concierge and guest services, reception, reservations and conference and banqueting.

The focus of this apprenticeship is on equipping team members with the tools they need to enhance the customer experience and drive customer loyalty by adopting effective teamwork methods and using emotional intelligence and learning styles to unlock greater customer satisfaction.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship.



Course duration

12 months + EPA



Progression

Progression from this apprenticeship is expected to be onto a hospitality supervisory or team leading role.



Functional skills

To complete the apprenticeship, the apprentice must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Workplace observation
- ▶ Business project



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Front of House Apprenticeships

Level 3

Hospitality Supervisor

Enabling key staff to supervise your team

This comprehensive programme provides the essential skills required for Hospitality Supervisors to support management teams and oversee a range of hospitality services.

Whether the business is a bar, restaurant, cafe, conference centre, hotel, or contract catering service, team members in this role will be equipped with a core skill set that is adaptable to any setting. Hospitality Supervisors will learn how to make critical decisions on the spot, analyse how team dynamics impact on performance and how to motivate a team. The programme's multi-functional approach ensures that supervisors possess the skills to ensure top-tier customer service and the smooth running of shifts regardless of the industry's demands.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

12 months + EPA



Progression

Progression from this apprenticeship could be into a hospitality management position.



Functional skills

To complete the apprenticeship, the apprentice must pass level 2 English and maths (or have the appropriate exemption certificate) before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Workplace observation
- ▶ Business project



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Front of House Apprenticeships

Level 4

Hospitality Manager

Developing versatile leadership skills in various hospitality settings

This programme equips leaders with the essential skills and knowledge needed to excel in various hospitality settings including bars, restaurants, cafes, hotels and more.

Hospitality managers can specialise in specific areas of management such as front office, events or food and beverage services that cater to the unique needs of a business. Driven by a relentless passion for ensuring customer satisfaction, this programme is designed to nurture a strong sense of responsibility among future managers and encourage leaders to take ownership of their business's vision and objectives.

Possessing excellent business acumen is a core focus of this apprenticeship ensuring managers are skilled in managing both people and customer relations.



Entry requirements

Employers will set their own entry requirements in order to start this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

18 months + EPA



Progression

Progression from this apprenticeship could be onto an Operational Management level 5 apprenticeship or a degree apprenticeship.



Functional skills

To complete the apprenticeship, the apprentice must pass level 2 English and maths (or have the appropriate exemption certificate) before undertaking their end-point assessment.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Multiple choice test
- ▶ Professional discussion
- ▶ Business project



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice. Alongside the apprentice, they will agree on a personal learning and development plan, setting a timetable of learning activities in preparation for the end-point assessment.

The HIT Vocational Trainer will meet with the apprentice regularly either online or face-to-face to complete and review assessments, provide further coaching where required and agree the next steps of learning.

Support Centre Apprenticeships

Level 2

Customer Service Practitioner

Foundation skills for providing quality customer service

Outstanding customer service is often what defines an organisation and is essential for any growing business.

This programme is suitable for those aiming to develop customer service and business support knowledge within a wide range of industry sectors. It provides the customer-facing skills needed to develop impact in their current roles and build links between values, brand promise and culture.

Learners will access interactive online workshops and fine tune the skills required to progress in their careers. Customer service principles, effective communication and dealing with difficult conversations form key objectives in this programme aimed at ensuring customers feel valued, appreciated and ultimately satisfied.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

12 months



Progression

On completion, apprentices will be eligible to join the Institute of Customer Service as an individual member at Professional level.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 1 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Apprentice showcase
- ▶ Professional discussion
- ▶ Practical observation



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Support Centre Apprenticeships

Level 3

Customer Service Specialist

Develop a professional knowledge of your business and support its customers

This programme provides those in a senior and case management type role with the skills to be able to effectively manage the customer service experience across complex cases.

Learners will demonstrate a continuous improvement and future focussed approach to customer service delivery including customer profiling, negotiating, and exploring which leadership styles are appropriate for use within a customer service environment. By being able to choose from and successfully apply a wide range of approaches, customer service specialists will find solutions that meet an organisation's needs as well as the customer requirements.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher. This apprenticeship would suit those with very good communication skills and customer service experience.



Course duration

12 months



Progression

Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level. Should you choose to progress on a customer service career path, you may be eligible for further professional membership including management.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Practical observation
- ▶ Work based project (supported by interview)
- ▶ Professional discussion



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Support Centre Apprenticeships

Level 3

Business Administrator

Gain practical business expertise for any industry

This programme is suitable for new or existing staff spanning across various roles and functions within a business environment. Tailored to equip individuals with essential business administration skills, it empowers them to make tangible contributions in their current roles and build the foundations for a dynamic next generation of leaders.

Learners will access interactive online workshops and fine tune the skills required to progress in their career. Personal development planning, sharing best practice and emotional intelligence form key objectives in this programme aimed at cultivating an entrepreneurial environment in any business.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Knowledge test
- ▶ Portfolio-based interview
- ▶ Project presentation



Course duration

15 months



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.



Progression

The Business Administrator role is a great foundation that can lead to further management or senior support roles within a business.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.

Support Centre Apprenticeships

Level 4

Sales Executive

How to improve, lead and manage sales within a business

This programme is ideal for salespeople working in either the Business to Business (B2B) or Business to Consumer (B2C) markets looking to improve their sales skills.

Learners will be provided with the knowledge, skills and behaviours to excel in their sales career and generate increased business for their organisation. Content delivered through an expert-led blended learning approach includes business and sales strategies, market segmentation, the sales cycle and meeting customer needs. Apprentices on this programme will demonstrate a continuous improvement and future focussed approach to sales that will provide solutions to any organisation's needs.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

18 months



Progression

Completing the Sales Executive Level 4 apprenticeship meets the eligibility requirements for Sales Certification at Level 4 with the Association of Professional Sales (APS).



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Work based project
- ▶ Professional discussion, underpinned by a portfolio of evidence
- ▶ Presentation and questioning



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Support Centre Apprenticeships

Level 4

Learning and Skills Mentor

Supporting individuals with their development goals

A mentor is someone who is expert at what they do within their organisation and possesses a passion for their industry as a whole. This learning and skills mentor programme gives these mentors the framework and tools they need to share this expertise with others.

Through a series of high-spec tailored modules, mentors will learn how to set up and work within a formal mentoring relationship where the mentee's developmental needs are met in a professional and ethical manner. The programme focuses on retention by ensuring that success is shared, high potential leaders are grown and developed and an inclusive, diverse and collaborative environment is fostered. It demonstrates visible commitment to staff development and provides a place where excellence in both mentor and mentee is recognised and rewarded.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship.



Course duration

12 months



Progression

On completion, successful learners will be equipped to share their expertise professionally and ethically with others in their organisation. They will be competent, qualified mentors in formal mentoring programmes and skilled guides in informal situations where navigating how the organisation works and what it values will improve engagement, retention and productivity.



Functional skills

If the employee does not have maths and English GCSE passes at grade 4 or above, they will need to pass maths and English Level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Observation with questioning
- ▶ Professional discussion underpinned by a portfolio of evidence



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Management and People Apprenticeships

Level 3

Team Leader/Supervisor

First-line management training to develop relationships and deliver results

Upskill your frontline team leaders and aspiring managers in essential management techniques that will drive business forward and create leaders of the future.

This programme introduces the principles of leadership and management and encompasses a spectrum of competencies that includes cross team working and coaching to support team members and different cultures that exist within an organisation. Team leaders will acquire tools and frameworks to develop and manage team members, lead projects, plan and monitor resources, resolve problems and build relationships internally and externally.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

12 months



Progression

On completion, apprentices may choose to register as Associate Members with the Chartered Management Institute (CMI) and/or the Institute of Leadership and Management (ILM) to support their professional career development and progression.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Professional discussion, underpinned by a portfolio of evidence
- ▶ Presentation with questions and answers



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Management and People Apprenticeships

Level 4

Operations/Department Manager

Develop engaged, effective leaders to build high performing teams that deliver on operational goals

This apprenticeship empowers individuals to effectively oversee various resources within their reach including the teams under their guidance, financial allocations and data utilisation.

They are encouraged to scrutinise existing processes, aiming for enhanced efficiency and adeptly navigate the ensuing transformations. Integral to the programme is the development of competencies in stakeholder engagement, leadership, strategic operational planning, problem-solving and proficient project management. Participants will emerge as critical thinkers poised to tackle business hurdles effectively.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship, but typically requires five GCSEs at Grade 4 or higher.



Course duration

15 months



Progression

On completion of the Operations or Departmental Manager apprenticeship, apprentices can register as full members with the Chartered Management Institute (CMI). After three years of management experience, this can progress to Chartered Manager status with the CMI.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Professional discussion, underpinned by a portfolio of evidence
- ▶ Project proposal, presentation and questioning



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Management and People Apprenticeships

Level 5

Coaching Professional

Engage and empower a team to excel through professional coaching

Build resilient and effective managers who will tackle your organisation's challenges with transformational coaching and leadership techniques.

This comprehensive programme covers a spectrum of competencies from theories of emotional and social intelligence to diversity and inclusion theory culminating in a new generation of managers with essential skills to nurture high-performing teams and navigate any situation in today's workplace.

Underpinned by a series of coaching masterclasses, our innovative curriculum combines coaching skills and techniques with theories of relationship management and methods of communication that will revolutionise your top-tier managers.



Entry requirements

Employers will set their own entry requirements in order to start on this apprenticeship.



Course duration

14 months



Progression

On completion, the coaching professional could progress to a full teaching role within an education and training provider organisation.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Observations with questions and answers
- ▶ Interview supported by a portfolio of evidence
- ▶ Knowledge test



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Management and People Apprenticeships

Level 6

Chartered Manager Degree Apprenticeship BA (HONS) Business Management (CMI)

Deliver impactful leadership with a detailed understanding of business management.



This training course is delivered through our strategic partnership with Arden University. This professional training course focuses on becoming a chartered manager through work-based learning and business education.

The Chartered Manager Degree Apprenticeship is aimed at managers with significant management responsibilities:

Professional managers capable of managing complexity and delivering impact at a strategic and/or operational level with management and leadership responsibility for setting and delivering organisational objectives through a wide range of functions.

Professional managers who want to develop fully all aspects of their management and leadership skills, knowledge, self-awareness and behaviours. These include strategic decision making, setting direction and achieving results, building and leading teams, clear communication, developing skills and motivating others, fostering inclusive and ethical cultures, leading change, project management, financial management, innovation, risk management, & developing stakeholder relationships.



Entry requirements

There are multiple pathways for this executive apprenticeship, including existing qualifications or work experience. Typically applicants would be expected to have 5 years' work experience at a senior level, but applications are reviewed on a case-by-case basis.



Course duration

48 months + EPA



Progression

Upon completion of this degree apprenticeship, learners will achieve a Level 5 Diploma in Management & Leadership and are able to apply for Chartered Manager status.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Portfolio of evidence
- ▶ Work-Based Project
- ▶ Presentation and Interview based on the worked-based project. Will include a question and answer session.



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.

Management and People Apprenticeships

Level 7

Senior Leader Master Degree plus MBA (CMI)

Senior managers can reach their full potential through multi-level focus, learning and strategy.



This training course is delivered through our strategic partnership with Arden University. It is aimed at senior managers, board level and C-Suite Executives typically possessing 5 years' experience at senior level. It focuses on strategy, transitions, leading people and developing collaborative relationships and more.

A senior leader is someone who has senior management responsibility, and this can include formal governance/director responsibilities. They are responsible for direction and vision, providing a clear sense of purpose and driving strategic intent. They take into account market trends and environmental influences, identifying longer-term opportunities and risks. Through inclusive leadership, they are responsible for developing ethical, innovative and supportive cultures with the ability to deliver results.

They are a role model, with responsibility for those in senior positions/significant organisational budgets.



Entry requirements

There are multiple pathways for this executive apprenticeship, including existing qualifications or work experience. Typically applicants would be expected to have 5 years' work experience at a senior level, but applications are reviewed on a case-by-case basis.



Course duration

24 months + EPA



Progression

Upon completion of the Level 7 Senior Leader, you will also be awarded with a Diploma in Strategic Leadership and be able to apply for their Chartered or Fellowship status with the CMI.



Functional skills

Apprentices will need to pass maths and English Functional Skills level 2 during their apprenticeship.



End-point assessment

The end-point assessment (EPA) includes:

- ▶ Project Showcase, based on work-based project, including report, presentation and questioning
- ▶ Professional Discussion, based on review of portfolio.



Professional support

HIT Training assigns a designated Vocational Trainer to each apprentice who will be in regular contact with the apprentice to coach, mentor and discuss progress.



Interested?



**Email the people team at
peopleteam@nightcapplc.com**



Apprenticeship Discounts and Deals



TOTUM Apprentice

A TOTUM Apprentice membership gives you access to over 600 discounts, deals and offers on big-name brands both online and in store, giving you big savings on eating out, tech, fashion, travel and more! £14.99 for 12 months.

<https://www.apprenticeextra.co.uk>



Apprentice Zip Oyster Card 16+



Young people living in a London borough aged 16-17 can apply for a 16+ Zip Oyster photocard to buy child-rate Travelcards and Bus & Tram Passes; and pay as you go at half adult-rate on bus, Tube, tram, DLR, London Overground, TfL Rail and most National Rail services in London.

Londoners aged 16 or 17 on 31 August can travel free on buses and trams; and those aged 18 on 31 August who are still in full time education (including an apprenticeship) can also apply for a 16+ Zip Oyster photocard that allows free bus and tram travel.

<https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard>

Apprentice Oyster Card 18+



With an Apprentice Oyster photocard you can save 30% off adult-rate Travelcards and Bus & Tram Pass season tickets. To be eligible, you must:

- ▶ Be aged 18+
- ▶ Live in a London borough
- ▶ Be within the first 12 months of your apprenticeship.

<https://tfl.gov.uk/fares/free-and-discounted-travel/apprentice-oyster-photocard>

Council Tax Discounts for Full-time Students



People on apprenticeship schemes may be eligible for council tax discounts. To benefit from this you will need to show that you do not qualify as an adult for Council Tax. You'll need a declaration from your employer stating that:

- ▶ You will not be paid more than £195 a week
- ▶ The training leads to a qualification accredited by a body recognised by the Office of Qualifications and Examinations Regulation (Ofqual) or the Scottish Vocational Education Council (SVEC).

Contact your local council if you're unsure about whether you can get a discount or who's responsible for paying.

<https://www.gov.uk/council-tax/who-has-to-pay>

Institute of Hospitality



Any apprentice in the hospitality sector on a HIT Training apprenticeship programme will receive a complimentary 12 month Affiliate Student Membership of the Institute of Hospitality!

The membership provides a valuable opportunity for you to be part of the hospitality industry's only global professional body and as part of your Affiliate Student Membership you will have access to:

- ▶ The online knowledge library with Management Guides, e-Books and e-Journals
- ▶ Webinars and online presentations on a range of compelling industry topics
- ▶ A Hospitality jobs board
- ▶ Networking events
- ▶ An exclusive mentoring scheme
- ▶ Digital copies of Hospitality Quarterly magazine.

<https://www.instituteofhospitality.org/apprentice/>



Great learning and a great future are not the only perks of an apprenticeship.

Here's some discounts and deals, to enhance your learning journey and save you money.

