

Group Workshops: 15

1-2-1 Sessions: up to 12 visits with a skillscoach.

Your skillscoach will work with you to build up your portfolio, complete functional skills (where required) and prepare for your end point assessment.

Workshop modules

Module 1 - Principles of coding

Module 2 - Security levels

Module 3 - Marketing principles

Module 4 - Customer lifecycle

Module 5 - Recap Session

Module 6 - Customer relationship marketing

Module 7 - Digital Marketing Campaigns

Module 8 - Social Media Strategies

Module 9 - SEO and Web Analytics

Module 10 - Recap Session

Module 11 - Social Media Platforms

Module 12 - Business environment needs

Module 13 – Digital Platforms

Module 14 - Recap Session

Module 15 – Security Levels



Expected Progress Plan

Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8
8%	16%	24%	32%	40%	48%	56%	64%
				FCT Skills			

achievement

Paperwork

Mth 9	Mth 10	Mth 11	Mth 12	Mth 13	Mth 14	Mth 15
72 %	80%	85%	90%	100%	100%	EPA GATEWAY
					EPA Gateway	

Entry requirements: Level 1 or higher initial assessment results: See functional skills explainer. End Point Assessment details: See EPA Guidance explainer for the assessment methods used for this standard.



FUNCTIONAL SKILLS



- All apprenticeships require the achievement of functional skills in maths and English
- We will complete an initial assessment on BKSB with you to determine your current working level for each subject
- From there, we will put together the best learning plan for you to achieve the qualifications
- You may be exempt from this component of the apprenticeship programme if you can show certificates that meet the exemption criteria

Initial Assessment Level	Level 2 Apprenticeship	Level 3 or above Apprenticeship
Level 2+	Your skillscoach will support you to complete functional skills English and Maths at Level 1 This will be completed by month 5 of your apprenticeship English consists of 3 parts: Reading, Writing and a Speaking & Listening exam Maths: 1 exam	Your skillscoach will support you to complete functional skills English and Maths at Level 2 This will be completed by month 5 of your apprenticeship English consists of 3 parts: Reading, Writing and a Speaking & Listening exam Maths: 1 exam
Level 1-1.9	 Your skillscoach will support you to complete functional skills English and Maths at Level 1 This will be completed by month 5 of your apprenticeship English consists of 3 parts: Reading, Writing and a Speaking & Listening exam Maths: 1 exam 	A functional skills tutor will support you to complete functional skills English and Maths at Level 2 This will be completed by month 5 of your apprenticeship English consists of 3 parts: Reading, Writing and a Speaking & Listening exam Maths: 1 exam
Entry 3	 A functional skills tutor will support you to complete functional skills English and Maths at Level 1 This will be completed by month 5 of your apprenticeship English consists of 3 parts: Reading, Writing and a Speaking & Listening exam Maths: 1 exam 	We will discuss the best route forward for your apprenticeship with you and your employer
Entry 2 or below	We will discuss the best route forward for your apprenticeship with you and your employer	We will discuss the best route forward for your apprenticeship with you and your employer
Exemption Examples	GCSE English and Maths at Grade E or above, or Level 2 and above (for GCSE 2018 onwards) Level 1 Functional Skills in English and maths or Keys Skills in Communication and Application of Number Level 1 Adult Certificate in Literacy and Numeracy	GCSE English and Maths at Grade C or above, or Level 4 and above (for GCSE 2018 onwards) Level 2 Functional Skills in English and maths or Keys Skills in Communication and Application of Number Level 2 Adult Certificate in Literacy and Numeracy



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