

## DURATION



Apprenticeships last between 1 and 2 years, depending on the specific apprenticeship.

## REQUIREMENTS



- English and Maths at GCSE Grade C/4 or higher
- If an apprentice doesn't have these qualifications at the start, they can acquire them early in the apprenticeship to aid further studies. Employers should allocate extra time for apprentices to complete these qualifications within the 1-2 year apprenticeship period.
- For a Boatmaster or Small Commercial Vessel apprenticeship, a medical certificate (ENG1 or ML5) is required.
- An appetite and hunger for learning and involvement are essential.

## TRAINING



Apprentice training comprises 80% work experience and 20% off-the-job training (OTJ). The training provider delivers most of the OTJ during the training blocks, while the employer supplements this through reviews, inductions, and workplace mentoring.

The training includes 'mandatory' qualifications and a series of Knowledge, Skills, and Behaviours (KSBs). These KSBs are converted into courses that both SeaRegs and your employer assess.

## MANDATORY QUALIFICATIONS



Courses are primarily taught in Plymouth, occasionally in London, and sometimes at an employer's base. Apprentices often attend one- or two-week-long training blocks and stay locally.

## REVIEWS



Both SeaRegs and your employer will conduct periodic reviews. If you have an urgent issue, don't wait for a review; however, reviews are excellent opportunities to discuss any concerns and evaluate your progress.

## Record Books & Sea-Time

SeaRegs apprenticeships require both the apprentice and employer to keep record books up to date. These books document the practical application of the theory taught by SeaRegs. In some cases, the records may also need to include logged hours or sea time.

Records may include the following:

- Boatmaster Training Record Book (TRB) and Work Record
- Small Commercial Vessel Electronic Training Record Book and Sea-Time Record Book
- Port Operative Training Record Book

## End Point Assessment

At the end of the apprenticeship, the apprentice should have completed the following requirements:

- Mandatory courses
- Additional training to satisfy the Knowledge, Skills, and Behaviours (KSBs) and pass any assessments
- Completed record books
- Logged the required 20% off-the-job training
- English and Maths at the right level

Once these requirements are met, the apprentice is entered into the apprenticeship gateway, which allows for an End Point Assessment (EPA). An independent assessor conducts the EPA at the apprentice's workplace. The assessment will take approximately half a day and may include elements such as a practical exercise, a professional discussion, and a written paper. If successful, the apprentice will pass both their EPA and the apprenticeship.

## Responsibilities

*Responsibilities between the apprentice, employer and training provider*

### APPRENTICES SHALL

- Say if they need help
- Inform their employer or SeaRegs if they have any safeguarding or medical issues
- Attend classes and reviews
- Respond to emails and phone calls promptly
- Regularly do their own study as subjects taught at the start will fade from memory
- Complete assignments
- Complete Record books
- Complete Off-the-job training records
- Bring any training literature to courses and lessons
- Be on-site and ready for training 10 minutes before the start time

#### Note

Apprenticeships are hard work. Apprentices will need to study at home, in the evenings and spare time, to ensure their knowledge stays at the correct level and does not fade.

### EMPLOYERS SHALL

- Provide a safe work environment
- Provide an induction that includes explaining relevant policies and procedures
- Give opportunities for the apprentice to develop their technical skills within your industry
- On vessel-based apprenticeships, allow the apprentice to practice navigation and helming
- Ensure the training provider and you deliver 20% 'Off-the-job' training during your apprentice's regular working hours
- Provide 'On-the-job' training and additional support to ensure your apprentice's success
- Regularly review the apprentice's progress
- Assist apprentices with completing Training Record Books
- Ensure that apprentices do not have to contribute financially to their training
- Ensure that there is adequate mentoring in the workplace
- Provide a mentor or training officer to whom the apprentice can turn for support
- Ensure the apprentice is paid at least the minimum wage.

### TRAINING PROVIDERS SHALL

- Take into account the apprentice's educational needs
- Keep apprentices informed of progress through reviews
- Inform the apprentice employer of progress through reviews
- Offer safeguarding and support
- Mark work promptly
- Support you in your journey
- Encourage you in your learning
- Liaise with employers and apprentices