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Welcome

TO COMPASS GROUP UK & IRELAND APPRENTICESHIPS



Jonathan

We are launching Food Connected and Support Services Connected with a commitment to the creation and development of our new apprenticeship programme taking apprentices from Level 2 to degree Levels 6 & 7 working closely with our partners, training providers and colleges to deliver industry-leading, aspirational structured career pathways that offer genuine opportunities for all roles and ages across all business sectors within Compass Group UK & Ireland. We all have a passion for food, our people and for great service, with our core training values deeply embedded into our philosophy.

Our Level 2 Culinary programme will give our Apprentices the opportunity to work and support at various events and locations to support their skills development.

Our new Level 3 Culinary programme will be an opportunity for apprentices to aspire to progression onto the Forward with Marcus Wareing Programme launched in 2021.

Opportunities are inclusive and diversity is at the heart of everything we do. Learning will involve and benefit our communities and we will develop skills, knowledge and behaviours. Learning experiences will be delivered within world-class culinary and hospitality venues and apprentices will benefit from access to internal and external industry experts. Learning will include a practical focus on commercial processes within the culinary operation as well as front of house.

Apprentices will have access to wider commercial expertise from across the business portfolio. Programmes will show consideration of changing consumer trends and the impact of technology and data. Experiences will focus on sustainability, waste reduction, local produce, the impact on climate change, and plant-based menus. Health and safety underpin every part of our operation. We will have an authentic unwavering commitment to safety and the well-being of our teams. Apprentices will be part of a collaboration that cares.

Compass Group UK & Ireland has made a commitment to Food Connected to support the skills development of existing employees and the attraction of new talent to the business via an apprentice vacancy route funded through our Apprenticeship Levy. We have developed career progression roadmaps in conjunction with each business sector, taking into consideration the skills gaps and skills development requirements to achieve our Growth, Respect and Teamwork people objectives. We believe passionately in 'Hiring the Smile and Training the Skill,' whether you are reading this as a Manager or a colleague you should have the confidence that all apprentices across all sectors will be provided with the highest quality teaching, learning and assessment when working towards their apprenticeship delivered by our preferred partners.

Jonathan Foot
Head of Apprenticeships
and Early Careers
Compass Group UK & Ireland



Marcus

I am delighted to have developed Forward with Marcus Wareing in Partnership with Compass Group UK & Ireland and HIT Training. Forward is a new cutting-edge culinary training programme designed to build skills, grow knowledge and expand imagination, so candidates can take their career to truly exceptional places. Candidates will be able to explore every aspect of the modern kitchen, from culture to commerce, interrogate assumptions and challenge conventions with guidance from myself.

Candidates will work towards either the Senior Culinary Level 4 or Operations Departmental Manager Level 5 Apprenticeship Standard depending on job role which will be delivered by HIT Training but in addition to this we have developed four amazing modules:

Module one: Focuses on the business of food, from commercial models and contract types to inflation, capital investments and stock control. You will gain a more rounded understanding of the commercial realities of the kitchen, so that you can take a lead on the books as well as the cooks and play a greater role in managing the business.

Module two: Focuses on culture, the next subject is life on the ground. What does a working environment built on trust, respect and empathy look like? How can leaders foster healthier, happier teams and ensure they reflect and represent their communities?

Focus areas include increasing Social Mobility, how to create a more diverse kitchen brigade in terms of ethnicity and gender, developing mental first aider skills, analysis of different leadership styles and outcomes, mentorship skills and unconscious bias training.

Module Three: Sustainability: Compass Group UK & Ireland is committed to becoming a Net Zero business by 2031, so this module delves into the science to ask what else can be done to reimagine and reform the industry. It's about reconnecting with our environment, and refocusing on what matters, what's best for us, and what's best for the planet.

Module Four: Craft: The focus on the final module is fun. We know candidates coming onto this programme can cook so this is a prompt to think again about the joy of creativity and the pleasure of food to challenge the senses and reconnect with the elements, to experiment and explore dishes that are inventive, brave and challenging, and evolve your skills in the process. Focus areas include: Nose to tail eating, challenging the senses, elementary cooking, stretching the seasons and how to get the best from latest equipment and innovation.

I am really looking forward to working with you.

Marcus Wareing
Celebrity Chef



Robin

We take the career progression of our people at Compass Group UK & Ireland very seriously. As market leader, we are in a privileged position to be able to offer tens of thousands of people access to training and skills, covering over 30 different Apprenticeship Standards that include culinary, facilities management, finance and events.

Over the past few years we have seen apprenticeships play a huge role in the lives of our colleagues, not only elevating their development, but increasing their confidence and enabling them to share their passion and become mentors to those around them.

I am incredibly proud of the work we do in this area. We have a superb Apprenticeship and Early Careers Team and now more than ever, it is important that we invest in the next generation to help futureproof our business and secure a bright future for the industry as a whole.

Robin Mills
Managing Director,
Compass Group UK & Ireland



Donna

At Compass Group UK & Ireland we believe deeply that everyone must have the opportunity to develop and progress, and have developed enhanced career pathways ensuring there are opportunities for all. We offer the precious 'First Rung' on the ladder – the first job that enables a colleague to gain confidence and skills – as well as the chance to progress through our ranks.

We proudly support the skills development of existing employees through a comprehensive suite of apprenticeships, but also recognise that outreach and pre-employability support is as crucial as our provision for Compass colleagues.

We have developed multiple partnerships focusing on young people in education and adults who experience barriers to employment or are returning to work. Most recently we were one of the first in our industry to support the Government's Kickstart scheme.

The hospitality industry is uniquely positioned to effect positive change for our colleagues and communities, as we don't have the educational barriers of other industries and as the UK's largest food and support services provider, we have scale and geographic breadth to offer thousands of opportunities across the country.

Donna Catley
Chief People Officer,
Compass Group UK & Ireland





The hospitality industry has been one of the most badly affected by the COVID-19 crisis and there is a grave and real danger that we will lose a generation of talent who will drift away from contract catering, restaurants, hotels and other foodservice jobs in search of better career opportunities.

We are determined not to let that happen – we have always been a vital part of the UK economy, offering meaningful employment for millions of committed industry professionals and the time will come again very soon when our industry is back on its feet. At that point we will need a motivated and well-trained workforce to breathe new life into our venues and operations.

Food Connected and Support Services Connected is a new vision of how we can offer career development across both culinary and operational roles, no matter the stage of your career or whether you have had any formal education up to this point. For example, we want to see cohorts of head chefs across sectors and industries coming together to achieve their Level 5 foundation degree, supported by Marcus Wareing, a culinary legend with decades of experience to give, and external partners like the Devonshire Hotel Group and Celtic Manor.

Our training syllabus will be focused on all aspects of what it takes to make it in hospitality – not just what goes on the plate but how it is produced and grown; why menu choice matters both environmentally and commercially; and learning new management skills in the face of an ever-changing industry. Whether you are starting your career at Level 2 looking for an excellent grounding in the basics or are gearing up for top-level career development at Master's-Level 7, Food Connected and Support Services Connected will offer top quality opportunities and access to the best in the business in terms of educational delivery and industry knowledge.

Jon Davies

Managing Director and Executive Sponsor of Apprenticeships, Levy UK



Business and Industry (B&I) is made up of our Eures Food and 14Forty business. Both have remained busy over the last year as we support clients and consumers in essential businesses such as manufacturing, Utilities and Supermarkets, Distribution, Amazon and such like.

We operate a diverse business which in turn offers diverse and wide-ranging employment opportunities from catering through to finance, facilities management, health and safety, engineering and operational management.

Apprenticeships offer career and skills development and are therefore very important to our business, to our team members and future employees. Many of our employees have maximised the

apprenticeship scheme as they develop their job into a career. We have also been able to attract a number of new team members by being able to offer this development programme.

The hospitality industry has been a fantastic career for many of us and the apprenticeship scheme encourages more people to maximise their true potential and life goals whilst doing something they enjoy.

Morag Freathy

Managing Director, B&I



Employing and training apprentices can and does improve our productivity. As well as boosting output, apprenticeships can also help Compass to compete in the modern marketplace. Pre-COVID-19, a skills gap was definitely evident in our sector, meaning it was hard to fill vacancies. However, by recruiting and training apprentices, we have already developed people in a way that promotes the specific skills we need to thrive in our unique Healthcare environment. Another attractive option is to offer apprenticeships to our existing staff as a way of improving their training.

In addition to building our skills base, providing quality training to apprentices is also likely to bring benefits in terms of staff retention.

Our apprentices tell us that a major reason for this is that they typically feel loyal to employers who have invested in their training, and are therefore more engaged and motivated to stay.

The Healthcare sub-sector of Compass UK is its largest and fastest growing with over 10,300 Healthcare associates in the business. Our activity spans full support services to NHS Hospitals, Private Healthcare Groups, the largest Retail Brand portfolio with over 90 high street outlets together with a Senior Living Care Division and two central Food Production hubs. It's a very diverse portfolio with something to satisfy most career choices in food and support services.

Steve Cenci

Managing Director, Healthcare



Restaurant Associates Group is a collection of like-minded companies providing brilliant food and hospitality services. Working with our partners, we bring together expertise from across the culinary and service world with an intent to create exceptional experiences for our customers.

Apprenticeships play a vital role within our business, they help foster talent from across all parts of the operation from culinary and front of house disciplines to business management roles and receptionists. Our programme gives team members the opportunity to progress within the organisation, building skills and developing confidence so they can 'hit the ground running' at the end of the programme. It is incredibly rewarding to see our teams develop their careers, especially when they have joined us from our apprenticeship scheme.

As a business, we take seriously and welcome our obligation to foster these programmes with a view to educating employees and creating a positive impact within the communities we live and work. We want people to come into our industry and apprenticeships are a great way for them to begin a career. What is more is that we take great pride in doing our part to address the skills gap within our sector.

Matt Thomas

Managing Director, Restaurant Associates Group



Ian

Foodbuy is a leading food procurement organisation based in the UK. With over £1bn of managed spend, we bring together the widest range of foodservice and hospitality clients to buy food, and everything associated with it. We work closely with our clients to deliver expert procurement and supply chain management services; saving them both time and money and enabling them to focus on what really matters to their businesses.

For procurement organisations like us, it's our people that make us. They're the ones who really deliver for our clients and the better they are, the better we are. That's exactly why we're passionate about developing the next generation of procurement and supply chain leaders through our Apprenticeships programme.

By creating structured career pathways, giving our people access to accredited qualifications as well as real on-the-job training, we're doing everything we can to create an environment where tomorrow's leaders can learn, develop, and have a real sense of satisfaction.

Whether you are seeking a role in buying, sourcing, supply chain management or you're just interested in a food procurement career, we have an opportunity for you.

Ian Murphy
Managing Director, Foodbuy UK



Charlie

Chartwells focuses on helping students in education build strong bodies, sharp minds and lead long and healthy lives with exceptional food and learning. We are proud to serve millions of nutritious, fun and tasty meals to students in schools, academies, colleges and universities across the public and private sectors.

As a sector who knows how important education and engagement is, our apprenticeships enable us to develop the knowledge, skills and competencies of our team members.

Not only does an apprenticeship programme give our employees a structured career path, but it also builds on the skills of our existing team members by supporting and mentoring our apprentices throughout their programme.

We feel now more than ever, that it is important for the hospitality industry to offer career development to our people, and we are proud that a number of our employees have successfully completed apprenticeships which have taught new skills to both themselves and also the wider Chartwells team.

Charlie Brown
Managing Director, Chartwells



Mark

ESS delivers a wide range of Soft FM services to the Defence, Government and Offshore sectors, supporting the welfare of thousands of customers in some of the most secure and challenging environments across the UK, North Sea and Netherlands.

Developing our people is fundamental to the success of our business and apprenticeships are a key part of this. They enable candidates to gain valuable skills and knowledge to progress their careers while ensuring that our clients and customers continue to receive an outstanding service.

We currently have nearly 100 apprentices across Defence, Government and Offshore, working in culinary, facilities management, supervisory, accountancy and business administration roles. They are enrolled in a wide variety of programmes, from entry through to advanced level.

Our apprenticeship opportunities are fully inclusive, and we encourage anyone with the necessary drive to sign up. Our commitment is to let learners advance at their own pace whilst developing their expertise, and we encourage and support them to explore the numerous career paths available within the company both during and after their studies.

I am highly supportive of Compass Group UK & Ireland's comprehensive apprenticeship framework and will continue to actively encourage colleagues from across ESS to take advantage of the great opportunities available.

Mark Webster
Managing Director, ESS

Our Partners

SUPPORTING YOU EVERY STEP OF THE WAY



Aston University

We are delighted to be working in partnership with Compass Group UK & Ireland. Throughout our history, Aston University have been focused on developing the skills that employers need – and that tradition has continued to this day, where we are now recognised as one of the leading Universities for Degree Apprenticeships, as well as recently being crowned University of the Year by The Guardian newspaper. We take pride in our partnerships with businesses and are excited to be working with Compass Group UK & Ireland, an organisation that shares our commitment to people and service.



Brunel University

This year Brunel University will be launching our first five higher and degree apprenticeship programmes including our Digital Technology Solutions Specialist (Data Analytics) Master's Degree Apprenticeship which will develop the skills, knowledge and behaviours of you or your team to become successful Data Analytics Specialists. Few universities offer a better learning environment than we do. We sit in the top 25% of UK universities for research and as a single site university, we offer a diverse university home to more than 10,000 students from across 150 countries.



Babington Training

Founded in 1974, Babington provides individuals with the opportunity they need for real growth. Taking a comprehensive approach to training development needs, Babington helps organisations to build a skilled and knowledgeable workforce, supporting aspiring and existing professionals. We are proud to have a working partnership with Compass, to develop better futures and skills for all employees. With a focus on developing inward talent it is one of the reasons we were delighted to work with the Compass Apprenticeship team to create the partnership which is now entering its third year.



Corndel & MumsNet

Founded in 2016, Corndel is a unique, multi-award-winning UK management and technology training provider. Mumsnet and Corndel partnered to produce the first Levy funded 'parent returners leadership accelerator' training programme. This programme was specifically aimed at parent returners, supporting them back into the workplace and developing their leadership skill set, thus keeping them on an upwards career path. The goals of this programme fitted well with Compass Group UK & Ireland's L&D strategy and Compass Group UK & Ireland was the first company in the UK to launch this programme in July 2019.



Hit Training

HIT Training is the leading national specialist training and apprenticeship provider for the hospitality and catering sector. The team at HIT supports and sits right alongside apprentices through their career journeys with expert advice, creativity and passion and, because they've all been there, they understand that each apprentice's journey is different and each employer's requirements are unique.

Compass is a best-in-class example of the opportunities training and development programmes like apprenticeships can provide for both businesses and employees alike.



Innovate Awarding

Innovate Awarding is an Ofqual regulated national awarding organisation and end point assessment organisation with a passion for doing things differently.

We specialise in qualifications to progress individuals into work and apprenticeships. Our end-point assessment services cover most requirements, with ESFA approval for 42 standards in Hospitality, Leadership and Management, Business Administration, Customer Services, and the Care sector.

Through rapid response, agile approach to business and collaboration with our development partners, we deliver learner assessments that are fit for purpose. Innovate have been working closely with Compass Group and their training provider partners to ensure a smooth transition to working with Innovate Awarding as the preferred EPAO provider, including, but not limited to contractual terms, ways of working and systems, policies, and process.

Innovate Awarding was established as part of the Lifetime Group in 2009 and became an Ofqual regulated awarding organisation in 2010. Their purpose has always been focused on developing and delivering high-quality qualifications and assessments to allow individuals to reach their potential and gain skills to start a career.



SR Supply Chain Consultants

SR Supply Chain Consultants Ltd has been successfully delivering procurement training and the Chartered Institute of Procurement and Supply (CIPS) qualifications to both public, private and third sector organisations since 2007. Compass Group UK & Ireland considers sustainability and ethics across the organisation and its practices as a whole. Compass Group UK & Ireland's dedication to providing a wide range of Apprenticeships and encouraging the development of a skilled workforce through training, alongside ethical sourcing, quality driven standards and social responsibility, were just some of the reasons SR Supply Chain Consultants Ltd, wanted to be part of this great partnership.



TSP Learn

TSP Learn (The Skills Partnership Ltd) is a national training provider. We deliver a wide range of professional apprenticeships, Certificate and Diploma courses at Intermediate, Advanced and Higher levels with a specialism in Facilities Management and Services. We are very pleased to be supporting the Compass Group UK & Ireland apprenticeship programme. There is a clear focus on the quality of each learner's journey and this level of attention is important when running apprenticeship provision at scale. It's an exciting and fun challenge, and one that we relish as we focus on engaging and moving learners through to achievement.



RALPH TRUSTEES



THE RUNNYMEDE
ON THAMES
HOTEL & SPA



THE ATHENAEUM
HOTEL & RESIDENCES

THE GROVE 

Ralph Trustees Ltd

We are delighted to partner with Compass Group UK & Ireland to launch this exciting new Food Connected and Support Services Connect Apprenticeship Programme. What we like most is that our Apprentices will have the opportunity to be part of large-scale event catering in different settings at Compass Group, while learners from Compass Group will be able to experience 5-star front of house service and culinary operations in our hotels.

Apprenticeships are a very important part of what we do to develop the skills of our culinary and front of house teams and this new partnership provides a fantastic opportunity for chefs and hospitality apprentices to learn in and about new environments, giving them a more rounded experience for the future.

The idea that the Apprenticeship career progression roadmaps can take you from entry level all the way to a degree apprenticeship – if that's what you aspire to – is so appealing for any person who has a passion for hospitality.



Aston Villa Football Club

Aston Villa Women currently play in the Barclays FA Women's Super League, following the club's promotion from the Championship in 2019-20. Villa Women were formed in 1973, and have been the officially licensed women's team of Aston Villa Football Club since 1996.

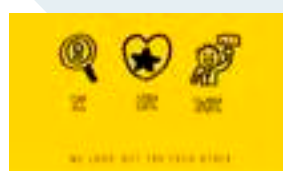
Aston Villa Women are delighted to have launched the Women's Leadership Programme with Aston University. We have begun to explore the opportunity of enhancing this initiative with Levy/Compass Group UK & Ireland and we are eager to see how they can advance the current offering.



Peppermint Events

Peppermint provide high-performance festival bars and event solutions to the world's best entertainment businesses and consumer brands. We have a proven track record of increasing efficiencies, spend and improving customer experience, event after event.

Peppermint and Levy UK have many things in common. One of them is the shared passion for what we do, but, also the pride for the amazing events we are privileged to work for. It goes without saying we are excited about the future partnership between Levy and Peppermint. It has incredible potential.



See Care Share

At Compass Group UK & Ireland, we knew that our ambition of achieving zero harm environments could only be achieved by building on our strong record of compliance with the introduction of a collaborative model, based on caring for ourselves and each other. Over the past year, we have achieved this by piloting our new 'See Care Share' programme in Levy UK, which encourages interdependence, meaning our people are genuinely invested in keeping themselves and others safe. See Care Share is now available for all our apprentices to register onto this programme.



Fresh Direct

As part of a global leader in foodservice supply, we are passionate about supplying our customers with great quality fresh produce. Our teams work hard to deliver the full fresh range for the best value, and we are proud to source, handle, store and deliver to our customers.

We are delighted to be partnering with Compass and supporting their culinary academy and apprenticeship programme. Being led by our in-house, Food Development team, we have an exciting agenda planned for the apprentices throughout 2021. Including masterclasses, workshops and grower visits.



Kerb

Founded in 2012 by street food trader Petra Barran and joined by events extraordinaire, Simon Mitchell in 2016, KERB is an organisation of talented independent street food sellers bringing their world-beating dishes to the streets and venues of London.

We are really excited about this partnership. The opportunities offered through the apprenticeship scheme and training providers will enable our employees to enhance their knowledge and skill set and realise their potential. We are incredibly grateful to the Compass apprenticeship team and look forward to developing careers at KERB.



The Clink Charity

We are delighted to be working in partnership with Compass Group UK & Ireland providing highly trained Clink Graduates who have gained their City & Guilds National Vocational Qualifications in hospitality whilst in prison in a real-life working environment. It's great that the Compass Group UK & Ireland are welcoming applications from people of all backgrounds of society and recognise especially that Clink Graduates are a credible solution to the major skills shortage we have in the hospitality industry currently. We will continue to work together to change attitudes, transform lives, create second chances and make society a safer place.



Fordhall Farm

Fordhall Organic Farm, in Market Drayton, north Shropshire, is England's first community-owned farm. Now owned by the community and farmed by tenant, Ben Hollins, Fordhall is a wonderful example of community spirit and sustainable organic farming. The partnership with Compass Group UK & Ireland is a perfect fit for the farm. The opportunity to support young people from across the UK in forging a future career in hospitality whilst educating them on the wider impact they can have on our planet is a very welcome one.



South Pole

South Pole is passionate about enabling climate action for all. Luckily, one key answer to fighting the climate crisis is what's on our plates. This is why South Pole works with food restaurants and brands to help them reduce their climate impact and become active change agents in championing the sustainable food systems of the future.

As the Compass Group UK & Ireland Net Zero strategy partner, we will help embed a strong climate ambition and sustainability ethos within Compass' Apprenticeship & Young Careers Programmes to incite change from within the organisation.

By applying our deep understanding of sustainable food systems, we look to inspire the next generation of chefs with insight on the climate and environmental impacts of food, and to make sustainability a core selection criteria for the ingredients they use.



The Master Chefs of Great Britain

As Chairman of the Master Chefs of Great Britain I'm delighted to announce our partnership with Compass Group UK & Ireland in the development of their Chef apprenticeship scheme, nurturing the skills of Compass apprentice chefs. What an absolute privilege for my master chefs and Compass to embrace and develop the upcoming culinary talent that we have in the UK today.

Aims & Themes

Our Aims

- + Create and develop a partnership between two employers in the Hospitality & Catering industry in England to give our people a learning environment/experience that is the best in class
- + We have a passion for food, our people and for service
- + We are committed to our people, creating a structured career pathway and accredited qualifications in front of house and culinary skills

Key Themes

- + Sustainability & Impact of F&B on climate change and plant forward menus
- + Food waste and linking to craft skills, butchery full carcass usage and British seasonal produce
- + Diversity & Inclusion as part of Management Training
- + Technology Data and changing customer experience trends
- + See Care Share Integration
- + Regional Hubs for development that link back to local area and communities
- + General focus on commercial process and function areas
- + Input from our Functional Leaders Level 5 Management



Our Values

People & Community

- + Learners will learn at their own pace
- + Opportunities are inclusive and diversity is at the heart of everything we do
- + Learning will involve and benefit our communities
- + We will develop knowledge, skills and behaviours



Trends & Technology

- + Programmes will show consideration of changing consumer trends and the impact of technology and data



Commercial

- + Learning will include a practical focus on commercial processes within the culinary operation as well as front of house
- + Learners will have access to wider expertise across the business portfolio



Sustainability

- + Experiences will focus on sustainability, waste reduction, local produce, the impact on climate change and plant-based menus
- + Create a learning legacy



World-Class Venues

- + Learning experiences will be delivered within world-class culinary and hospitality venues
- + Learners will benefit from access to internal and external industry experts

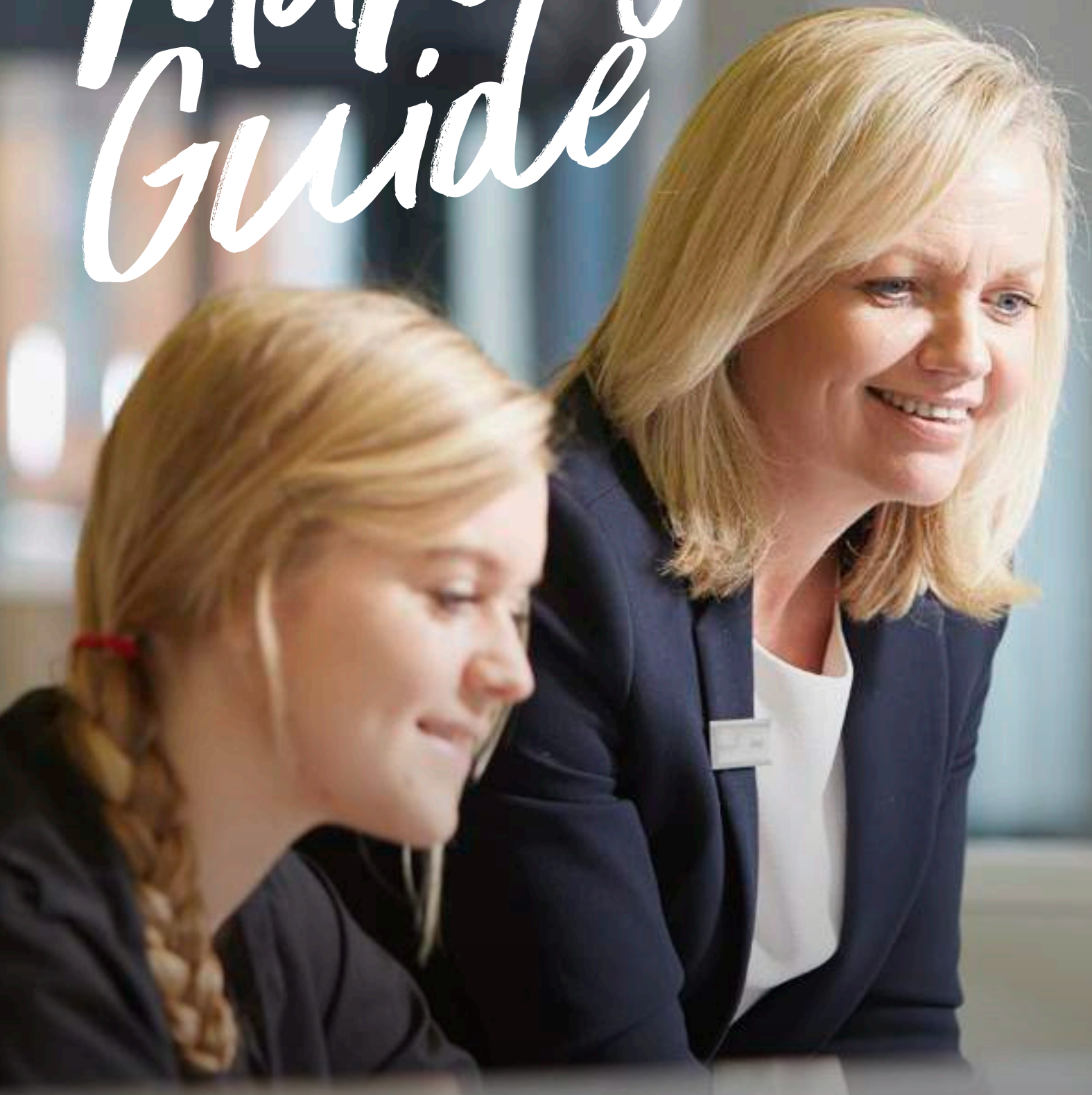


Well-being

- + Health and safety underpins every part of our operation, we will have an authentic, unwavering commitment to safety and the well-being of our teams
- + Learners will be part of a collaboration that cares



Manager Guide



MANAGER GUIDE TO APPRENTICESHIPS

Managing an apprentice and understanding the design of the programme for each individual apprentice can be challenging. This overview will clarify the basics of apprenticeships and specify the role and responsibility of the Manager.

What is an apprenticeship?

An apprenticeship is defined as a job with structured development aligned to an apprenticeship standard. An apprenticeship consists of three core elements:

- Paid job – provided by an employer
- Off-the-job training – supported by our delivery partners
- English and maths – this applies to apprentices that don't hold a recognised qualification in these subjects at the required level

Compass Group UK & Ireland Apprenticeships are inspiring the next generation of fantastic talent into our sectors and at the same time they are elevating the structured career developmental opportunities on offer to our current and talented Compass Group UK & Ireland colleagues:

Why an apprenticeship?

They offer a genuine alternative to academic study and help individuals develop the skills, knowledge and behaviours they need to demonstrate competence in a specific occupational area. Compass Group UK & Ireland tailor our apprenticeships to the exact needs of the individual and business and specific department. Apprenticeships are proven to improve employee retention and provide excellent progression opportunities to existing employees.

Who can be an apprentice?

Apprentices can be new or current Compass Group UK & Ireland colleagues. Have you considered turning your current vacancies into 'apprenticeship vacancies'?

How long does it last?

Most of our apprenticeships usually last 12-15 months, however the higher the apprenticeship level, the longer the apprenticeship duration will be. For example some Level 3 and 4 qualifications can last up to 15-18 months while a Level 5 qualification could last between 18 and 24 months.

How does it work?

How the skills, knowledge and behaviours are delivered depends upon the apprenticeship programme that has been selected. A number of our apprenticeships such as Business Administration, Customer Service and Retail are delivered on-site by one of our delivery partners. However, some apprenticeships require the apprentice to attend workshops or masterclasses which are embedded into the curriculum and spread across the programme. These are qualifications such as Commis Chef, Chef De Partie and Management apprenticeships.

Who pays the travel and expense costs?

Should your apprentice need to attend a workshop or masterclass off-site, the unit cost centre will need to cover the costs of the travel expenses. The dates and venues of all workshops will be confirmed with you at the start of the programme. The location will be within an acceptable distance for the apprentice.

Culinary Apprenticeship

ROADMAP

Commis Chef L2

Production Chef L2

Bakery L2

Chef de Partie L3

Senior Production Chef L3

12-14 months

Senior Culinary L4

Hospitality Manager L4
(Head Chef Pathway)

12-18 months

Operations/Departmental
Manager L5

18-24 months

Chartered
Manager Degree L6

Senior Leader Degree L7

18-24 months

3 years

2 years

Front of House Hospitality Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.

Hospitality Team Member L2

- Hospitality Pathways:**
- FOOD AND BEVERAGE SERVICE
 - ALCOHOLIC BEVERAGE SERVICE
 - BARISTA
 - FOOD PRODUCTION
 - CONCIERGE AND GUEST SERVICES
 - HOUSEKEEPING
 - RECEPTION
 - RESERVATIONS
 - CONFERENCE AND EVENTS OPERATIONS

Hospitality Supervisor L3

- Hospitality Pathways:**
- FOOD AND BEVERAGE SUPERVISOR
 - BAR SUPERVISOR
 - HOUSEKEEPING SUPERVISOR
 - CONCIERGE SUPERVISOR
 - FRONT OFFICE SUPERVISOR
 - EVENTS SUPERVISOR
 - HOSPITALITY OUTLET SUPERVISOR

Events Assistant L3

12-14 months

Hospitality Manager L4

- Hospitality Pathways:**
- FOOD AND BEVERAGE MANAGER
 - HOUSEKEEPING MANAGER
 - FRONT OFFICE MANAGER
 - REVENUE MANAGER
 - CONFERENCE AND EVENTS MANAGER
 - HOSPITALITY OUTLET SUPERVISOR
 - KITCHEN MANAGER (HEAD CHEF)
 - MULTI-FUNCTIONAL MANAGER

14-18 months

18-24 months

Chartered Manager Degree L6

Senior Leader Degree L7

3 years

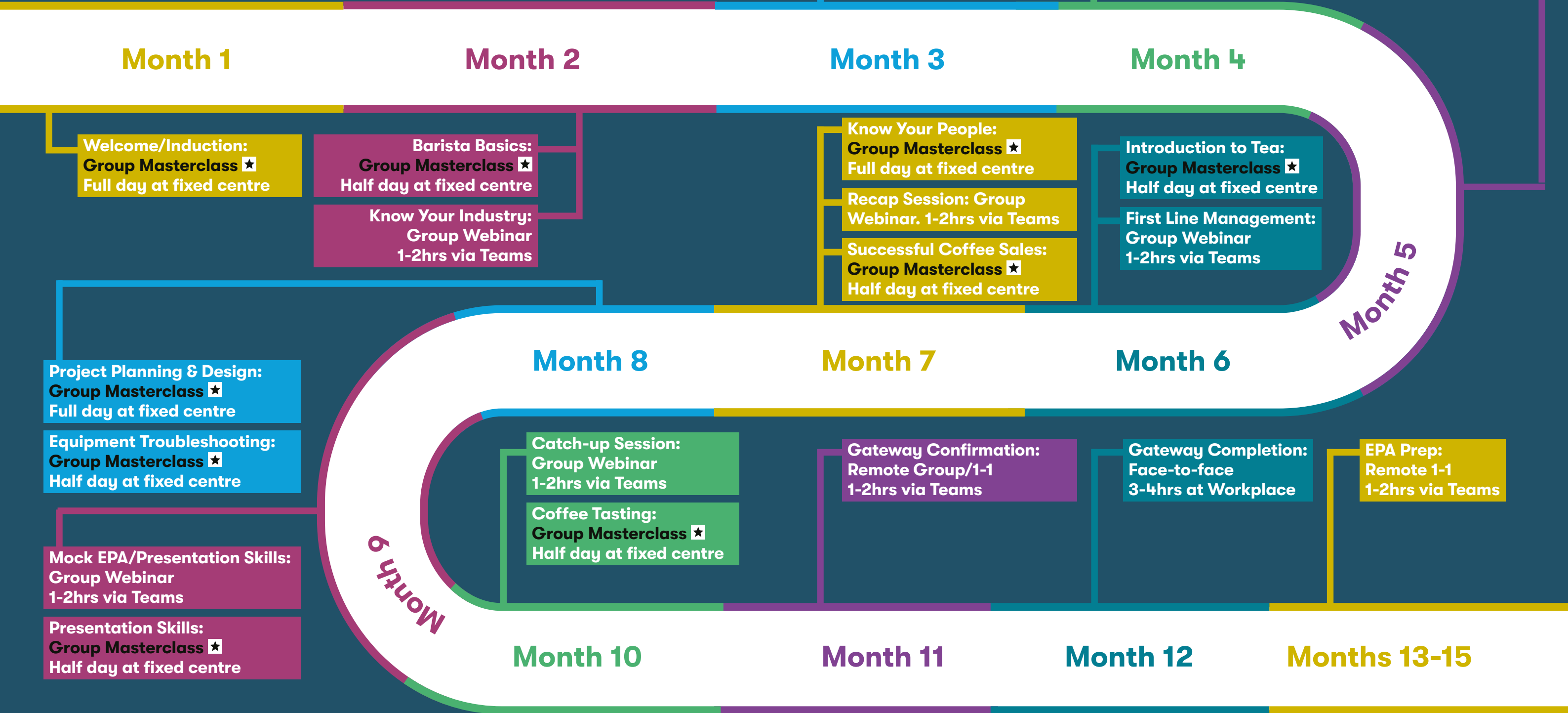
2 years

Operations/Departmental Manager L5

L2 Hospitality Team Member Barista Pathway Apprenticeship

ROADMAP

Delivered by Step 22



Front of House Retail Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.



HR+ Learning & Development Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.

Learning & Development Practitioner L3

HR Support Advisor L3

Learning Mentor L3

12-18 months

HR Consultant/Partner L5

**Learning & Development
Consultant/Business Partner L5**

18-24 months

Chartered Manager Degree L6

Senior Leader Degree L7

3 years

2 years

Cleaning and Facilities Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.



Facilities Services
Operative L2

Healthcare Cleaning
Operative L2

Facilities Management
Supervisor L3

Security First Line
Manager L3

Hospitality Supervisor L3
(Housekeeping Pathway)

12-14 months

Operations/Departmental
Manager L5

Facilities Manager L4

Hospitality Manager L4
(Housekeeping Pathway)

14-18 months

18-24 months

18-24 months

Senior/Head of Facilities
Management
Degree L6

Senior Leader Degree L7

3 years

2 years

Accountancy Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.

Accounts/Finance Assistant L2

Assistant Accountant L3

12-14 months

Professional Accounting/Taxation L4

15-18 months

18-24 months

Accountancy/Taxation Professional Degree L7

3 years

Business Apprenticeship

ROADMAP

**Operations/
Departmental Manager
L5**

**Customer Service
Practitioner L2**

**Customer Service
Specialist L3**

**Business
Administrator L3**

Digital Marketer L3

**Team Leader/
Supervisor L3**

12-14 months

**Associate Project
Manager L4**

Data Analyst L4

14-18 months

18-24 months

18-24 months

**Chartered Manager
Degree L6**

Senior Leader Degree L7

3 years

2 years

Supply Chain Apprenticeship

ROADMAP

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.

**Procurement &
Supply Assistant L3**

15-18 months

**Commercial
Procurement & Supply
L4**

18-24 months

**Strategic Procurement &
Supply Professional* L6**

Senior Leader Degree L7

3 years

2 years

Digital & Technology Apprenticeship ROADMAP



Operations/Departmental Manager L5

If you would like to see a detailed breakdown of one of the Apprenticeship Standards below please click the relevant Apprenticeship box where you will be directed to the factsheet. Please ensure you are logged into MyLearning prior to clicking below.

Software Development Technician L3

Infrastructure Technician L3

Data Technician L3

IT Solutions Technician L3

15-18 months

Network Engineer L4

Development Ops Engineer L4

18-24 months

Chartered Manager Degree L6

Digital & Technology Solutions Masters Degree L7

3 years

2 years

THE NEW WORLD OF COMPASS GROUP UK & IRELAND APPRENTICESHIPS

The new apprenticeships are based on short and concise professional standards which have been set by employers. The standards clearly define the knowledge, skills and behaviour that apprentices need to be fully competent in their role.

The new standards give businesses the flexibility and control to choose how best to train their apprentices, meaning employers have the option to integrate their in-house training into the apprenticeship, use programmes of their choice or do a mixture of both. Apprentices will prove they meet the standard through an independent end-point assessment.

Genuine need for training and in a new job role.

No mandatory qualifications.
Method of training is flexible.
English and maths.

Employer is confident that the apprentice is competent.

Independent end-point assessment.
Graded: Fail, pass or distinction.

Standards

THE STANDARDS

BESPOKE TO YOUR ORGANISATION

Compass Group UK & Ireland work closely with all our preferred delivery partners to design apprenticeship delivery models that fit with our organisation’s people, purpose and performance objectives. We also work closely with our delivery partners to ensure that the development needs of our employees are at the heart of high quality apprenticeship programmes.

All our delivery models include monthly training, 1-1 sessions and/or progress reviews and at the beginning of all apprenticeship journeys our delivery partners will ensure that the induction process is fully inclusive so that apprentices and their Line Managers have a full picture of the apprenticeship

journey ahead. If you are the Line Manager of an apprentice, you should expect to be fully involved in the 1-1 and progress review activity which the delivery partner conducts with your apprentice.

As the Line Manager, it is essential that you have a full and accurate understanding of the progress that your apprentice is making with their qualification right the way through until your apprentice reaches their end-point assessment. Before an apprentice can be entered into the ‘EPA Gateway’, you will need to be confident that the apprentice is ready for their EPA, especially as you will need to sign off this aspect of the apprenticeship journey with the delivery partner.

Your involvement in the previous 1-1 and progress reviews will help to inform you of your apprentice’s progress.

Mathematics and English functional skills are embedded in the delivery of the standards, as are topics including Safeguarding, British Values, Prevent, Social and Ethical issues, Equality, Diversity and Inclusion and Health and Well-being.

All Compass Group UK & Ireland employees should expect our apprenticeships to deliver high quality teaching and learning experiences, that ensure contextualised learning results in apprentices getting the most from their apprenticeship.

Personal Development, Behaviour and Welfare (PDBW)

- Safeguarding
- British Values
- Radicalisation
- Prevent
- Social and ethical issues
- Wider society in the UK
- Equality, Diversity & Inclusion
- Health and Well-being
- Charity

80:20 Learning Model:



THE STANDARDS

MONTH 1	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
Onboarding	Teaching & Learning: Understanding organisational brand and importance of personal PR in hospitality industry	Teaching & Learning: Effective communication with external and internal customers	Teaching & Learning: Understanding, meeting and exceeding customer expectations	Teaching & Learning: Dealing confidently with challenging customers and situations	Teaching & Learning: Collaborative teamwork and principles of first-line supervision	Teaching & Learning: Maths & English masterclass
English & Maths Initial Assessments						Quarterly review
English and Maths diagnostics	Skills analysis	1-1 remote contact engagement	Coaching & Development	1-1 remote contact engagement	1-1 remote contact engagement	Witness testimonies
Assignment of learner roadmap	My rights and responsibilities	People project	Professional discussion	Customer project	Professional discussion	Complete Level 1 Maths & English Functional Skills tests
Assign courses from UKP: Welcome to hospitality	Understanding EPA	Professional discussion	Quarterly review	Mock EPA activity	Review customer project	
Teaching & Learning activity	Teaching & Learning: Maths, English & PDBW	Coaching & Development	Teaching & Learning: Maths, English & PDBW	Mock English & Maths Functional skills tests at Level 1	Teaching & Learning: Maths, English & PDBW	
		Teaching & Learning: Maths, English & PDBW	Observation & Skills development	Teaching & Learning: Maths, English & PDBW		

MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11 & 12	END POINT ASSESSMENT:
Teaching & Learning: Project management principles	Teaching & Learning: Understanding your role in cost management and legislation	Teaching & Learning: Powerful presentations – talking like TED	INDIVIDUAL COACHING: Knowledge requirements for specialisms	Gateway assessment – Professional discussion	✓ Practical observation (2 hours)
				Gateway assessment – Practical observation	✓ 40 mins professional discussion
Mock EPA activity	1-1 remote contact engagement	1-1 remote contact engagement	Final assessment for gateway readiness	Gateway assessment – Business project presentation	✓ Business project 800-1200 words
Business project	Review of business project: Agree topic for presentation	Coaching & Development	Evaluation session	Gateway assessment – Multiple choice questions	✓ 90 mins on-demand multiple choice test
Teaching & Learning: Maths, English at Level 2 & PDBW	Coaching & Development	Professional discussion	Final witness testimony	Final readiness for EPA review	✓ FINAL GRADING
Observation & Skills Development	Professional discussion	Quarterly review	Attempt at Level 2 Maths & English Functional Skills tests		★ APPRENTICESHIP ACHIEVED!
	Teaching & Learning: Maths, English at Level 2 & PDBW	Teaching & Learning: Maths, English at Level 2 & PDBW			

20% Off-The-Job Training

Top Tip

"All you need to remember is 'keep a record of it'. Any activity that fulfils the criteria simply needs to be recorded each time and the 20% requirement will be achieved."

KEY FACTS ABOUT OFF-THE-JOB TRAINING

Off-the-job training must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period.

Off-the-job training can be delivered in the apprentice's normal workplace or at an external location.

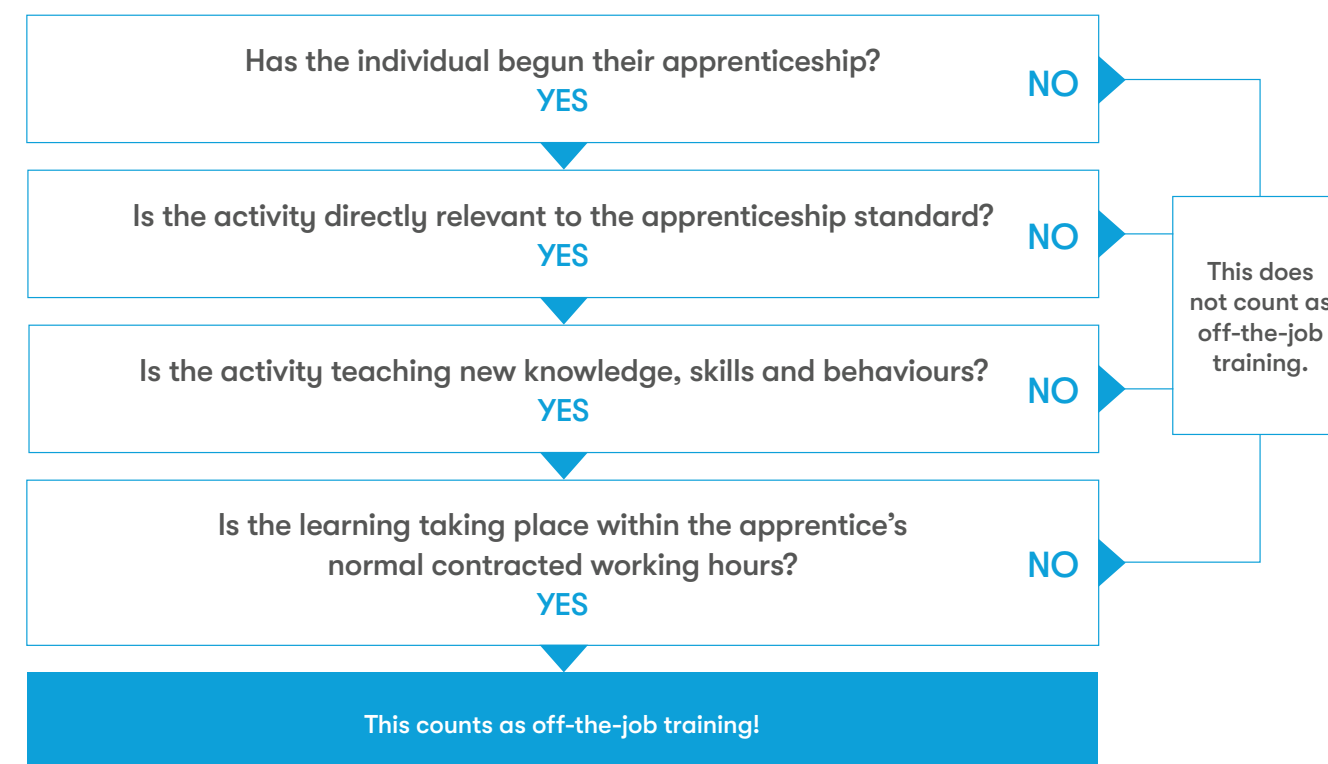
Off-the-job training can be delivered flexibly, for example as part of each day, one day per week, one week out of five or as a block release.

If needed, English and Maths training must be on top of the 20% off-the-job training requirements.

Progress reviews and on-programme assessments do not count towards 20% off-the-job training, as they do not deliver new knowledge, skills and behaviours.

Compass apprenticeships which include workshops and masterclasses already contribute to 20% requirements.

HOW TO DETERMINE WHETHER AN ACTIVITY COUNTS AS OFF-THE-JOB TRAINING



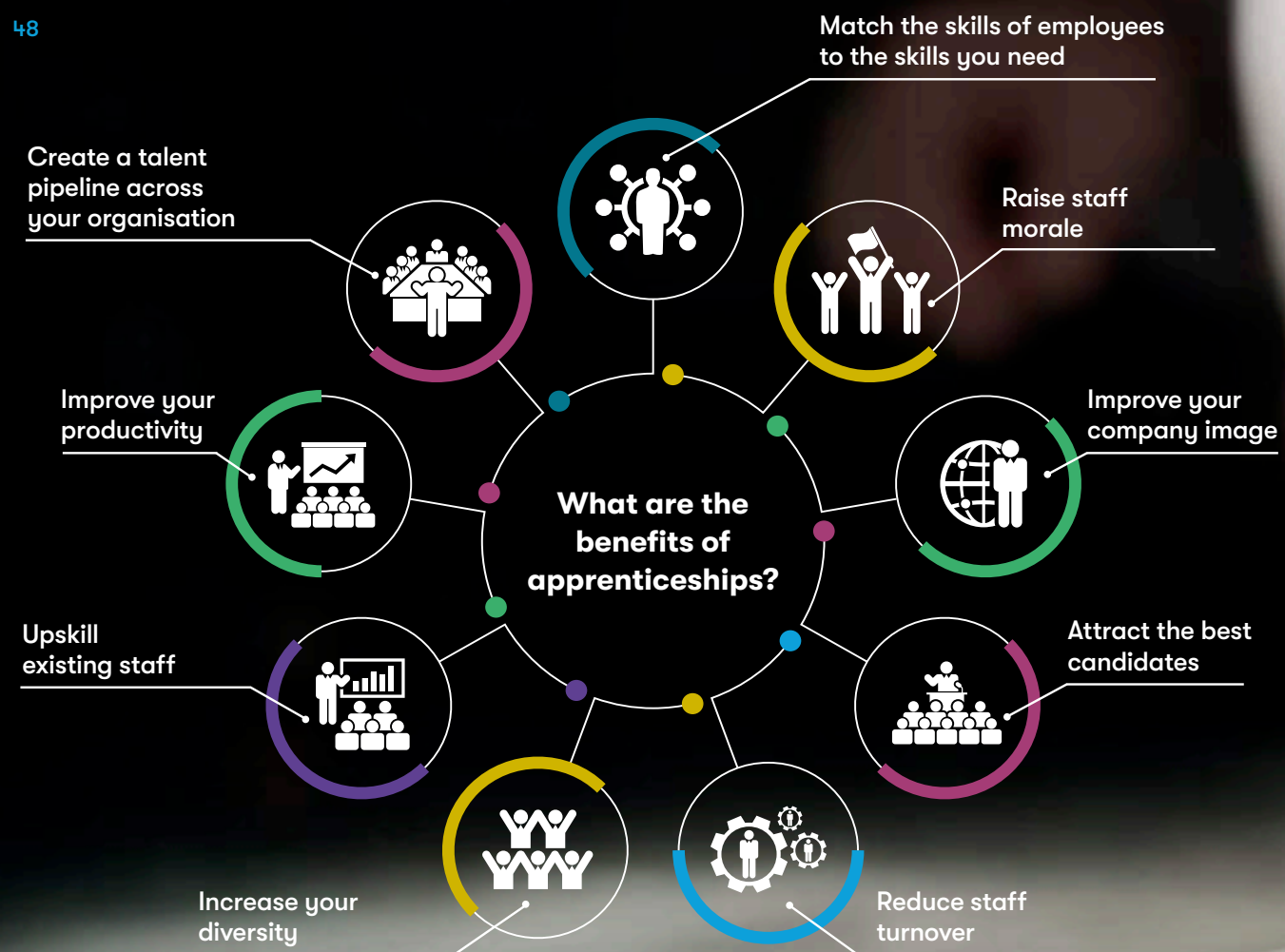


THESE ALL COUNT TOWARDS OFF-THE-JOB TRAINING

- ✓ Workplace stimulated exercises
- ✓ Provider workshops and masterclasses
- ✓ Practical training (role plays)
- ✓ Department project work
- ✓ Company induction if linked to apprenticeship
- ✓ Online and blended learning (internal and external)
- ✓ Self-study
- ✓ Industry visits
- ✓ Time spent within other departments
- ✓ Attending competitions
- ✓ Writing assignments and assessments
- ✓ Manufacture training, new equipments or technologies
- ✓ Time spent within Compass sector sites
- ✓ Job shadowing and mentoring
- ✓ Team meetings
- ✓ Attending conferences

Top Tip

“As a Manager, it’s about how you plan to support your apprentice to bring these examples to life.”



Benefits

Top Tips

TOP TIPS FOR SUCCESSFUL APPRENTICESHIPS

- Create a welcoming environment
- Set up a mentor – pick the right person
- Set clear goals and objectives – link these to performance appraisal and personal development plan
- Provide effective supervision – regular catch-ups with apprentices will let you know how they feel
- Monitor progress – take time to meet with your apprenticeship delivery partners (tutor/trainer/assessor) regularly and discuss progress in detail
- Be an effective communicator
- Never hesitate to contact the Compass Apprenticeships team for any support, advice and guidance
- Use colleague 1-1s and appraisals as opportunities to explore how the apprenticeship pathways can enable current colleagues to grow in the business
- Be a role model



END POINT ASSESSMENTS (EPA)

As part of the apprenticeship, the apprentice must complete an EPA totally separate to the apprentice's training. It's a bit like a driving test. Apprentices **MUST** complete the EPA requirements relating to the apprenticeship standard. EPA organisations must be on the government's register of Apprentice Assessment Organisations.

Gateway

Planning meeting

Multiple choice question paper

Business project

Culinary challenge

Practical observation

Professional discussion

Completion/Certificate

We have produced an End Point Assessment guide in partnership with our preferred End Point Organisations to support Apprentices & Line Managers through the gateway and End Point Assessment.



SAFEGUARDING

Compass Group UK & Ireland is fully committed to safeguarding the welfare of all stakeholders by taking all reasonable steps to protect them from harm, and accepts its corporate responsibility for the well-being and safety of its stakeholders, including children and vulnerable adults.

Compass Group UK & Ireland recognises its responsibility and acknowledges that it is the duty of the Compass Apprenticeships team and all other internal and external stakeholders, for example our delivery partners, to uphold British Values and to safeguard the welfare of all stakeholders by creating an environment which protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation or victimisation.

Therefore, employees, delivery partners and contractors will at all times show respect and understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values and culture of our organisation and be aware, and follow current legislation, regarding the safeguarding of all stakeholders.

- Well-being and Safety
- Safe Working Environments
- British Values
- Protection from Harm
- Reduce Risks of Extremism, Exploitation and Victimisation
- Respect for Everyone

How To Apply

COMPLETE THE FOLLOWING STEPS TO START YOUR APPRENTICESHIP JOURNEY...

1. Click **HERE** to download the Apprenticeship Application form from My Learning

2. Select your Country of Residence

3. Complete the Apprenticeship application form in full

4. Return to the Compass Apprenticeship Team via email: apprenticeships@compass-group.co.uk along with Line Manager approval

The Compass Apprenticeship Team will then review each application and communication will be sent to each employee and their Line Manager explaining the next steps of the application process.



If you have any questions or need any support completing your apprenticeship application, please call us on **0121 457 5126**, email us at apprenticeships@compass-group.co.uk or access the Learning Portal here www.mylearningatcompass.co.uk



End to End Hospitality & Facilities Experience

WE'RE HERE FOR YOU

Our apprenticeships application form is located on the Learning Portal.

If you would like to contact us directly, please email:

apprenticeships@compass-group.co.uk

or phone 0121 457 5126.



End to End Hospitality & Facilities Experience