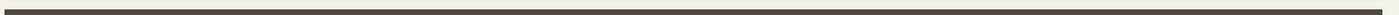


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# APPRENTICESHIP JOURNEY 2026



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# About Us

## Who We Are

Founded in 1999 by Jayne Raftery and Mathew Nutt — both of whom remain actively involved in every aspect of the organisation — Straight A Training has continued to grow steadily and sustainably. Today, it boasts a diverse, multicultural team of committed tutors supporting apprentices to achieve standards across a broad range of sectors and occupations in line with approved apprenticeship standards. All staff play a key role in maintaining the quality, consistency and compliance of this provision. Straight A Training is an independent, nationwide Apprenticeship Training Provider, graded 'Good' by Ofsted in 2025 with Outstanding recognition for Behaviours and Attitudes.

We specialise in Business, Facilities Management, Hospitality and Catering, Human Resources, Learning and Development, Leadership and Management, Marketing, Retail, and Safeguarding.

## Our Vision, Mission and Values

### Our vision:

To inspire people to learn and to become the best they can be.

### Our mission:

To deliver high-quality, compliant and personalised apprenticeship programmes that enable apprentices to succeed, employers to grow, and staff to uphold the highest professional standards.

### Our values:

Our values guide how we work with apprentices, employers and colleagues. They underpin our approach to quality, safeguarding, inclusion and professional conduct.

# Understanding how our apprenticeship programme works

## How Apprenticeships Work (KSBs, OTJ, Reviews)

### Knowledge, Skills and Behaviours

Every apprenticeship is designed around Knowledge, Skills and Behaviours (KSBs) that define what competent performance looks like in a specific job role.

- Knowledge – the technical understanding and theoretical learning an apprentice needs (e.g. policies, procedures, legislation, systems).
- Skills – the practical application of knowledge, such as communication, problem-solving, or IT use in real work situations.
- Behaviours – the professional conduct and mindset expected, such as teamwork, integrity, adaptability and commitment to quality.

Apprentices build these KSBs throughout their programme via:

- On-the-job training – learning through day-to-day tasks, mentoring, and practical experience in the workplace.
- Off-the-job training – structured learning led by Straight A Training, webinars, research activities, shadowing colleagues, leading projects, and applying new techniques in practice.

The apprenticeship finishes with an End-Point Assessment (EPA) – a final, independent evaluation carried out by an End-Point Assessment Organisation (EPAO).

EPA tests whether the apprentice has achieved full occupational competence through methods such as:

- A project or presentation,
- A professional discussion or interview, and/or
- Observation in the workplace.

### Off-the-job Training (OTJ)

Each standard now has a fixed number of OTJ hours. OTJ training continues to mean learning undertaken during normal working hours that is directly relevant to the apprenticeship but outside of routine job duties. This includes training sessions, shadowing, project work, e-learning, mentoring, and reflective activities.

It must take place within paid hours and be properly recorded. Employers, tutors, and apprentices must therefore work together to ensure OTJ training is planned, tracked, and evidenced accurately throughout the apprenticeship.

English and Maths training (Functional Skills) do not count towards off-the-job.

## Progress Reviews

Progress Reviews (often called Tripartite Reviews) take place at least every 3 months and involve three people:

- The apprentice,
- The employer or line manager, and
- The Straight A Training tutor.

These meetings review:

- Learning completed and progress against the KSBs,
- Workplace performance and feedback from the employer,
- Upcoming learning and targets before the next review, and
- Any additional support or adjustments needed.

## Gateway and End Point Assessment (EPA)

Once all on-programme learning is complete, the apprentice enters the Gateway stage.

This is a formal checkpoint where the employer, tutor, and apprentice agree that the apprentice is ready for final assessment. To pass through Gateway, the apprentice must have:

- Completed all required training and assignments,
- Gained all necessary evidence for Functional Skills English and Maths
- Gathered all evidence required (e.g. portfolio, project, review records).
- Covered the minimum required tutor for the standard

After Gateway, the apprentice moves to End-Point Assessment (EPA) — conducted by an independent EPA organisation (EPAO), not by Straight A Training or the employer.

EPA is designed to confirm that the apprentice can perform confidently and consistently in their role. It may include:

- A professional discussion or interview,
- A project or presentation,
- Observation of real work tasks,
- Multiple assessment components combined.

Results are graded (typically Pass, Merit, Distinction or Fail).

## Safeguarding

Throughout your apprenticeship, you will be supported to understand how to recognise concerns and know who to speak to if you are worried about anything. To support this, you will complete monthly safeguarding topics on OneFile. These topics are designed to build your knowledge over time, keep you up to date with key issues, and give you the opportunity to reflect on how safeguarding applies to your role, workplace, and everyday life.

# The Apprenticeship Journey

(In-depth)

Below is a typical learning journey for an apprentice at Straight A Training.  
(This can vary depending on the apprenticeship standard and level.)

<p><b>Stage 1: Initial Assessment &amp; Induction</b> (Weeks 1–4)</p>	<ul style="list-style-type: none"><li>• Completion of enrolment, eligibility, and funding checks.</li><li>• Initial assessment of English and Maths</li><li>• RPL (Recognition of Prior Learning) completed to identify prior experience.</li><li>• Introduction to e-portfolio (OneFile), safeguarding, and equality and diversity.</li><li>• Basic understanding of the apprenticeship standard and KSBs.</li></ul>
<p><b>Stage 2: On-Programme Learning</b> (Months 1–12 or longer)</p>	<ul style="list-style-type: none"><li>• Ongoing off-the-job training sessions delivered by the tutor</li><li>• On-the-job learning in the apprentice’s workplace, applying new knowledge and skills.</li><li>• Monthly communication with tutor; progress evidence uploaded to OneFile.</li><li>• Tripartite progress reviews at least every 3 months (apprentice, tutor, employer).</li><li>• Continuous feedback and reflection activities.</li><li>• Functional Skills delivery (if applicable).</li></ul>

<p><b>Stage 3: Preparation for Gateway (Final 3 Months)</b></p>	<ul style="list-style-type: none"> <li>• <b>Completion of all KSB learning outcomes and evidence.</b></li> <li>• <b>Mock assessments and EPA preparation sessions.</b></li> <li>• <b>Final employer and tutor confirmation that the apprentice is ready for Gateway.</b></li> <li>• <b>Submission of mandatory documents (portfolio, project, certificates, etc.).</b></li> </ul>
<p><b>Stage 4: Gateway and End-Point Assessment</b></p>	<ul style="list-style-type: none"> <li>• <b>Gateway meeting held with apprentice, tutor, and employer to confirm readiness.</b></li> <li>• <b>Apprentice completes the EPA (project, discussion, presentation, observation, etc.).</b></li> <li>• <b>Grading awarded: Pass, Merit, Distinction, or Fail.</b></li> </ul>
<p><b>Stage 5: Completion and Progression</b></p>	<ul style="list-style-type: none"> <li>• <b>Apprentice receives certificate and feedback from EPAO.</b></li> <li>• <b>End-of-programme review with tutor and employer.</b></li> <li>• <b>Information Guidance provided for career progression or higher-level apprenticeship. For example exploring promotion opportunities within your current organisation, applying for roles with greater responsibility, or moving into a specialist area linked to your qualification; discussing options for a higher-level apprenticeship; reviewing CVs, updating LinkedIn profiles, and supporting with interview preparation to help you showcase their new competencies and achievements.</b></li> <li>• <b>3- and 6-month post-completion check-ins to review progression since completion, evaluate how effectively their new skills and behaviours are being applied in the workplace and offer continued career and learning guidance.</b></li> </ul>

# Apprentice Journey

(Overview)

## START

Applies for an apprenticeship



Training Provider checks eligibility (age, education, right to work etc)



Information, Advice and Guidance meeting with Training Provider



Apprenticeship programme selected to align with apprentice's job role/profile



Programme delivery dates and duration agreed



Onboarding process commences  
Apprentice completes Maths & English initial assessments



Tutor allocated to apprentice  
RPL assessment and Induction completed



## COMPLETED!

Apprenticeship achieved and Certificate issued by EPAO



End-Point-Assessments completed



Apprentice attends EPA planning meeting if required



Apprentice agrees Gateway readiness with Employer and tutor



Apprentice attends tripartite review meetings at least every 3 months



Tutor and employer provide ongoing support to apprentice



Apprentice commences programme to achieve required KSBs for standard