



Empowering Local Communities Through Sport

Apprenticeships

at

LITC

2015/2016 Prospectus



Co-financed by





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Registration No: 07063783, VAT No: 131739128

WHO IS LITC?

LITC is a pioneering NGO mobilising the **power of Sport** to empower our local communities. LITC offers **International Youth** projects; **Volunteering**; **Skills** development; and **Apprenticeships** in a range of dynamic training qualifications.

LITC supports People throughout London to be aspirational, participate in opportunities and develop skills and experience, building a strong foundation for their future careers.



LITC provides a range of Apprenticeship qualifications in 4 dynamic frameworks: **Business Admin**; **Customer Service**; **Hospitality**; and **Retail**.

How are LITC's Apprenticeships different?

LITC offers our Apprenticeships to all age groups, **fully funded** including those aged 24 and over. LITC offers qualifications up to Level 3.

LITC also offers a full **Job Matching service**, so if you are seeking employment and willing to complete an Apprenticeship, LITC will also match you to one of our local Employers.

Apprenticeships

What is an Apprenticeship?

An Apprenticeship is a sector-focused vocational training qualification which allows you to **Earn** while you **Learn**.



Key Facts

- Work a minimum of 30 hours a week
- 1 day a week in training
- Apprentices build a portfolio of evidence
- Apprentices are assessed in their work place



Which Apprenticeships are available?

- Business Administration
- Customer Service
- Hospitality
- Retail



What are the entry requirements?

- Aged 16 and over
- Qualifications at Level 3 and below accepted
- Be in employment

LITC Job Matching Service

Occasionally, LITC will consider applicants **who are not currently in employment**, but are willing to be matched to a suitable employer, through our Brokerage Service.

However, this service is only available to individuals who are dedicated to completing an Apprenticeships for a minimum of 12 months in the same work place.





Business Administration

How is it structured?

LITC delivers Level 2 and Level 3 Apprenticeships in Business Admin.

The table below explains what is involved for each level of qualification:

Level 2 Apprenticeship	Level 3 Apprenticeship
Employment Rights and Responsibilities	Employment Rights and Responsibilities
Functional Skills in English, Maths & ICT	Functional Skills in English, Maths & ICT
Level 2 QCF Diploma in Business and Administration	Level 3 QCF Diploma in Business and Administration
Personal Learning & Thinking Skills (PLTS)	Personal Learning & Thinking Skills (PLTS)

How are Apprenticeships assessed?

Apprenticeships are assessed through:

- The production of an evidence-based Portfolio online
- Assessments in the Work Place
- Functional Skills examinations

How long will the course last?

Apprenticeships last a minimum of 12 months, incorporating the whole aspects of the qualification: Functional Skills; Technical Certificate; and Employment.

Entry requirements

- Aged 16 and upwards
- Qualifications at Level 3 and below accepted
- Committed to completing an Apprenticeship for 12 months



Customer Service

How is it structured?

LITC delivers Level 2 and Level 3 Apprenticeships in Customer Service.

The table below explains what is involved for each level of qualification:

Level 2 Apprenticeship	Level 3 Apprenticeship
Employment Rights and Responsibilities	Employment Rights and Responsibilities
Functional Skills in English, Maths & ICT	Functional Skills in English, Maths & ICT
Level 2 QCF Diploma in Customer Service	Level 3 QCF Diploma in Customer Service
Personal Learning & Thinking Skills (PLTS)	Personal Learning & Thinking Skills (PLTS)

How are Apprenticeships assessed?

Apprenticeships are assessed through:

- The production of an evidence-based Portfolio online
- Assessments in the Work Place
- Functional Skills examinations

How long will the course last?

Apprenticeships last a minimum of 12 months, incorporating the whole aspects of the qualification: Functional Skills; Technical Certificate; and Employment.

Entry requirements?

- Aged 16 and upwards
- Qualifications at Level 3 and below accepted
- Committed to completing an Apprenticeship for 12 months



Hospitality

How is it structured?

LITC delivers Level 2 Apprenticeships in Hospitality. We currently offer 2 pathways: Front of House Reception and Food & Beverage Service. The table below explains what is involved for each specialist route:

Hospitality Services		Food & Beverage Service
Level 2 Certificate in Hospitality and Catering Principles		Level 2 Certificate in Hospitality and Catering Principles
Employment Rights and Responsibilities		Employment Rights and Responsibilities
Functional Skills in English, Maths & ICT		Functional Skills in English, Maths & ICT
Level 2 QCF Diploma in Front of House Reception		Level 2 QCF Diploma in Food and Beverage Service
Personal Learning & Thinking Skills (PLTS)		Personal Learning & Thinking Skills (PLTS)

How are Apprenticeships assessed?

Apprenticeships are assessed through:

- The production of an evidence-based Portfolio online
- Assessments in the Work Place
- Functional Skills examinations

How long will the course last?

Apprenticeships last a minimum of 12 months, incorporating the whole aspects of the qualification: Functional Skills; Technical Certificate; and Employment.

Entry requirements?

- Aged 16 and upwards
- Qualifications at Level 2 and below accepted
- Committed to completing an Apprenticeship for 12 months



Retail

How is it structured?

LITC delivers Level 2 and Level 3 Apprenticeships in Retail Services.

The table below explains what is involved for each level of qualification:

Level 2 Apprenticeship	Level 3 Apprenticeship
Level 2 Technical Certificate in Retail Skills	Level 3 Diploma in Retail Skills
Employment Rights and Responsibilities	Employment Rights and Responsibilities
Functional Skills in English, Maths & ICT	Functional Skills in English, Maths & ICT
Level 2 Certificate in Retail Knowledge	Level 3 Diploma in Retail Knowledge
Personal Learning & Thinking Skills (PLTS)	Personal Learning & Thinking Skills (PLTS)

How are Apprenticeships assessed?

Apprenticeships are assessed through:

- The production of an evidence-based Portfolio online
- Assessments in the Work Place
- Functional Skills examinations

How long will the course last?

Apprenticeships last a minimum of 12 months, incorporating the whole aspects of the qualification: Functional Skills; Technical Certificate; and Employment

Entry requirements?

- Aged 16 and upwards
- Qualifications at Level 3 and below accepted
- Committed to completing an Apprenticeship for 12 months



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Next Steps

How to Enrol?

To enrol onto an LITC Apprenticeships or refer a person to LITC, please use the below contact details:

Key Contact	Email	Tel.
Charles, Youth Officer	Charles@litc.org	0203 397 0303, option 2

How to find us?



LionHeart In The Community
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SW9 8RR
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www.litc.org