



New opportunities
are waiting, are
you ready?

A BRIEF GUIDE TO
OUTDOOR
APPRENTICESHIPS



Institute for **Outdoor Learning**

A large teal circle on the left side of the slide, containing white text.

THE SINGLE BIGGEST FUNDED OPPORTUNITY FOR THE SECTOR WORKFORCE

We are really pleased to introduce you to a brand new Outdoor Activity Instructor Apprenticeship for England.

Built over the last 2 years by a wide range of outdoor employers with support and guidance from the Institute for Outdoor Learning, the result is a fit-for-purpose funded training route for entry level roles across the breadth of outdoor instructional work.

Opportunity is now waiting for employers, for training organisations, and for future leaders in outdoor learning to harness the potential of the new pathways.

Are you ready?

Mark Lavington

Employer Chair and on behalf of the Outdoor Employers Working Group

Neal Anderson

Outdoor Trailblazer Project Manager, Institute for Outdoor Learning

TRAILBLAZER APPRENTICESHIPS - THE HEADLINES

Standards are replacing Frameworks in England.

- Government grants permission to a group of employers who wish to design a new apprenticeship standard and gives them Trailblazer status.
- Standards describe what knowledge skills and behaviours employers expect of a person working in the role.
- There is no syllabus or prescribed training course – the employer decides what training is required to get an apprentice to the standard.
- Assessment takes place at the end of the apprenticeship, in the workplace and doing the job.
- There is no upper age limit.

The Outdoor Activity Instructor (OAI) level 3 apprenticeship can be funded to £6000 per apprentice.

English and Maths at level 2 is required and is funded separately.

CONTENTS

What is Good
About
Apprenticeships?

The Apprenticeship
Revolution

The Outdoor
Trailblazer Group

The Outdoor
Activity Instructor
Apprenticeship

The OAI
Apprenticeship
Journey

Employer Guidance

Training Provider
Guidance

Assessment
Organisation
Guidance

The Outdoor
Activity Instructor
Apprenticeship in
Numbers

Further links

Outdoor
Apprenticeships In
Development

Where next?

AN APPRENTICESHIP
IS A REAL JOB WITH
TRAINING,
ENABLING LEARNERS
TO EARN WHILE
THEY LEARN AND
TO ACHIEVE
NATIONALLY
RECOGNISED
QUALIFICATIONS

Apprenticeships are available to businesses of all sizes and sectors across the UK*. They last from 12 months to four years, depending on the type or level of the programme. Apprentices can be either new or current employees.

- Apprentices learn through on-the-job and off-the-job training.
- Apprentices develop their skills while contributing to an organisation's productivity.
- Apprenticeships help to develop a motivated, skilled and qualified workforce.
- Apprenticeships can attract funding*

Some of the main benefits for apprentices are:

- The opportunity to earn a wage and receive other employee benefits available
- Training in the skills employers want
- Excellent progression opportunities, whether looking to study further or climb the ranks in the workplace

** Some differences in terms of the level of funding provided and training required exist in England, Scotland, Wales and Northern Ireland, but the core benefits of the Apprenticeship model remain the same.*

THE TRAILBLAZER APPRENTICESHIP REVOLUTION



Higher level apprenticeships – Level 4 is equivalent to a higher national diploma; Level 5 a foundation degree; Level 7 a master's degree.

Advanced level apprenticeships – Level 3 are equivalent to 2 A Levels

Intermediate level apprenticeships – Level 2 are equivalent to 5 GCSEs at grades A*–C

Apprenticeships have changed in England.

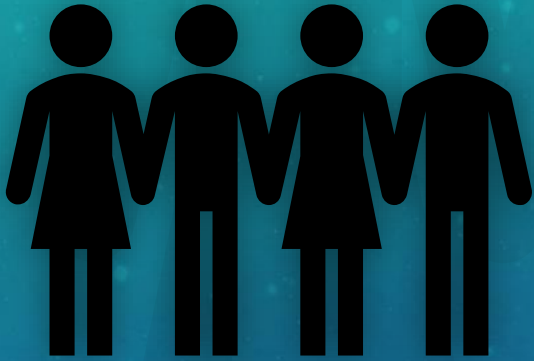
Apprenticeship Frameworks are being replaced with new Apprenticeship Standards designed by employers.

Employers control where the funding goes – they negotiate what training their apprentices require with providers (and at what price).

Independent assessment happens at the end of the apprenticeship journey, in-the-workplace, doing the job.

External Quality Assurance ensures consistency and that the apprenticeship is fit-for-purpose.

THE OUTDOOR TRAILBLAZER GROUP



The Outdoor Activity Instructor (OAI) Apprenticeship was designed by a Trailblazer Group comprising 49 employers. They represented a range and variety of businesses and products prevalent in the sector and were led by Employer Chair Mark Lavington (PGL) supported with guidance and project management by Neal Anderson (IOL).

Employers and organisations actively involved in creating the standard included:

- PGL, Field Studies Council, Lake District Calvert Trust, JCA Adventure, Channel Training, Inspiring Learning, Plas y Brenin, Heatree Adventure Centre, Exeter College, Action 4 Youth, Peak District National Park, Haven Banks OEC, Locomotivation, Pioneer Sailing Trust, Lindley Educational Trust, Outward Bound, Kendal College, IOL.
- A big thanks to all employers involved, who gave their time for free, provided meeting rooms and lunches and claimed no expenses.

Development costs were covered by IOL, AHOEC, Inspiring Learning and PGL.

- Valuable feedback and support came from members of the English Outdoor Council, IOL Employers Group, Mountain Training, AHOEC, CIMSPA, British Canoeing, OEAP, IOL Home Nations and Regions.

A large teal circle with a gradient, darker at the bottom, occupies the left side of the slide. The text 'THE OUTDOOR ACTIVITY INSTRUCTOR APPRENTICESHIP' is written in white, uppercase letters across its center.

THE OUTDOOR ACTIVITY INSTRUCTOR APPRENTICESHIP

- The NEW Outdoor Activity Instructor Apprenticeship focuses on training individuals who are new to the sector to run safe and enjoyable activity sessions with children and adults.
- It is at Level 3 and lasts 12-18 months.
- Completion of this apprenticeship gives entitlement to Registered Membership of the Institute for Outdoor Learning.

AN OUTDOOR ACTIVITY INSTRUCTOR

An Outdoor Activity Instructor supervises and guides children and adults in activities and pastimes such as canoeing, sailing, climbing, surfing, cycling, hillwalking, archery, bushcraft, rock pooling, geology, plant identification, habitat or wildlife walks at an introductory level.

The main responsibility of an Outdoor Activity Instructor is to run a safe and enjoyable activity session. They will:

- **Prepare for the session** – gather information about the participants and resources for the activity.
- **Deliver the session** – brief participants, maintain safety, provide on-going instruction and encouragement.
- **Meet the session outcome** – support participants to achieve an outcome (such as new skills / knowledge, thrill seeking, personal or team challenge).
- **Close the session** – hand-over participants, return resources and equipment, log any issues.

They will be supervised while working in a limited range of venues and weather conditions following tightly defined operating procedures. They exercise autonomy and judgement to complete tasks and procedures and call on close back-up for problems and incidents that may occur.

Outdoor Activity Instructors may work with an employer who specialises in a particular client group (individuals or groups, specific age range, mental and physical ability) or range of activities offered.

They actively respect the environment, show a positive attitude and are employed in outdoor adventure or education centres, nature reserves or national parks. Typical job titles may include Multi-Activity Leader, Environmental Education Tutor, Activity Instructor, Ranger, National Park Guide.



THE OAI APPRENTICESHIP JOURNEY

Apprenticeship Programme

- 12-18 months
- On-the-job training and support throughout the programme.
- Off-the-job training to acquire the required knowledge and skills.
- Work towards English and maths requirements (if not already achieved).
- Gather portfolio of 5-10 pieces of naturally occurring evidence.

End-Point Assessment Gateway

- Employer confirms the apprentice is consistently working to the full level of the standard.
- Apprentices without English and maths at level 2 must achieve level 2 English and mathematics prior to taking their EPA
- Completion of portfolio.

End-Point Assessment

- By independent assessor
- Maximum of 3.5 hours duration
 - Practical Test of planning and observation of running a session
 - Professional Discussion supported by portfolio of evidence
- Final decision and grade confirmed
 - Fail, Pass, Distinction

GUIDANCE FOR EMPLOYERS



HIRE AN APPRENTICE

JOIN THE FREE ONLINE
WORKFORCE TRAINING
EMPLOYER GROUP

- The Standard can be used to develop eligible employees by any Employer in England (single or multiple employees) who can read their roles into the generic standard and occupation description.
- The employer creates a programme of on-the job and off-the-job training suitable to develop the apprentice to meet the standard at the end of the apprenticeship. This may be through:
 - **Working with one or more external training providers**
 - **Using the expertise within their own staff team (employer provider)**
- The employer is responsible for recruitment, wages, induction, holidays, management (as with any other employee).
- The apprenticeship (training and assessment) can be funded to a maximum of £6000. View the [DfE apprenticeship funding policy](#)
- Once the employer is confident that the apprentice is consistently working at the standard they request an End Point Assessment.
- End Point Assessment takes place in the workplace, doing the job.
- Read the [full standard and assessment plan](#) here.
- Get tailored advice from the [National Apprenticeship Service](#).
- [Join the free online workforce training employer group](#) to ask questions and get answers from the trailblazer employers and colleagues facing similar issues such as apprenticeship funding, training options, recruitment, etc.

GUIDANCE FOR TRAINING PROVIDERS



TRAIN AN APPRENTICE

- Each employer can create a training programme suitable to develop the apprentice to meet the standard at the end of the apprenticeship.
- To keep the standard accessible to a wide breadth of employers (who offer a different range of activities dependant on their location) there are no mandatory qualifications.
 - It is expected much of the training will be delivered by a subject specialist or technical advisor to a syllabus agreed by the employer.
- Awards can be included as off-the-job training if they are relevant and help the apprentice meet the standard. For example:
 - Archery GB Instructor Award
 - British Canoeing Paddlesport Instructor
 - Mountain Training Climbing Wall Instructor
 - Mountain Training Lowland Leader Award
 - Level 2 Bushcraft Award
- To be eligible to deliver funded apprenticeship training organisations must be listed on the register of apprenticeship training providers (RoATP).

GUIDANCE FOR ASSESSMENT ORGANISATIONS



ASSESS AN APPRENTICE

- Assessments must follow the requirements of the employer designed Assessment Plan.
- Only organisations on the register of end-point assessment organisations are eligible to conduct independent end-point assessment of apprentices.
- Employers can choose any eligible assessment organisation listed on the register against the apprenticeship standard being taken by their apprentice.
- Employers cannot select their apprentices' training organisation to be the end-point assessment organisation.
- Independent End Point Assessors must work with an organisation on the register of end-point assessment organisations. They require:
 - Current and sufficient knowledge and understanding of the apprenticeship standard and the grading criteria
 - Recognised qualifications in assessment
 - Experience of outdoor learning training and delivery
- External Quality Assurance will be provided by the Institute for Outdoor Learning.

Read the Outdoor Activity Instructor Standard and Assessment Plan

USEFUL LINKS

JOIN THE IOL ONLINE
TRAINEE & APPRENTICE
EMPLOYERS GROUP

www.outdoor-learning.org/Jobs/Outdoor-Apprenticeships

Apprenticeship Standard for Outdoor Activity Instructor

ST0479
Level 3

An Outdoor Activity Instructor supervises and guides children and adults in activities and pastimes such as canoeing, sailing, climbing, surfing, cycling, hillwalking, archery, bushcraft, rock pooling, geology, plant identification, habitat or wildlife walks at an introductory level. They will be supervised while working in a limited range of venues and weather conditions following tightly defined operating procedures.

The main responsibility of an Outdoor Activity Instructor is to run a safe and enjoyable activity session. They will:

Prepare for the session – gather information about the participants and resources for the activity.

Deliver the session – brief participants, maintain safety, provide on-going instruction and encouragement.

Meet session outcome – support participants to achieve an outcome (such as new skills / knowledge, thrill seeking, personal or team challenge).

Close the session – hand-over participants, return resources and equipment, log any issues.

Outdoor Activity Instructors may undertake their apprenticeship with an employer who specialises in a particular client group (individuals or groups, specific age range, mental and physical ability) or range of activities offered. They exercise autonomy and judgement to complete tasks and procedures and call on close back-up for problems and incidents that may occur.

They actively respect the environment, show a positive attitude and are employed in outdoor adventure or education centres, nature reserves or national parks. Typical job titles may include Multi-Activity Leader, Environmental Education Tutor, Activity Instructor, Ranger, National Park Guide.

Requirements – Knowledge, Skills and Behaviours:

	Knowledge and Understanding The Outdoor Activity Instructor knows and understands:	Skills The Outdoor Activity Instructor is able to:
Preparing for sessions	• How to collate and use information about the participants in order to run the session such as group size, age, mental and physical ability, and relevant medical information. • How to meet desired outcomes of the session e.g. recreation and enjoyment, increasing self-confidence, learning about a local habitat. • The approved options for adapting a session to accommodate predictable environmental changes. • The organisation's procedures and standards relevant to the session being delivered. • Activity venue locations and access arrangements.	• Find information on: the activity type and timings; outcome requirements; participant age; medical information; equipment and resourcing allocation; venue; weather conditions. • Prepare sessions to achieve the required outcomes e.g. enjoyment, thrill seeking, personal or team challenges, acquisition of new knowledge or skills. • Select methods to meet all participant needs e.g. visual impairment, mental and physical ability. • Select methods to respond to potential changes in the environment e.g. wind increasing in a sailing session or rain making conditions slippery underfoot. • Collect appropriate equipment and resources. • Ensure the venue is set-up and ready to be used.

Crown copyright 2017 You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/View/Open-government-licence

ST0479/AP01

Outdoor Activity Instructor Apprenticeship, Level 3

End-point Assessment Plan

1

Crown copyright 2018 You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/View/Open-government-licence

Government Guidance, Advice and Support



BE AN
APPRENTICE



HIRE AN APPRENTICE



TRAIN AN APPRENTICE



ASSESS AN APPRENTICE

THE OUTDOOR ACTIVITY INSTRUCTOR APPRENTICESHIP IN NUMBERS

12-18

No. of months most people will take to complete the OAI apprenticeship.

3.5

Number of hours for Independent Assessment of each apprenticeship.

49

Employers contributed to designing the Apprenticeship Standard.

4

No. of organisations that funded the development costs for the apprenticeship - IOL, AHOEC, Inspiring Learning and PGL.

400%

Increase in funding band for employers who choose to move from the **Activity Leadership: Outdoors Framework** to the **Outdoor Activity Instructor Standard**.

1

No. of External Quality Assurance Bodies for the Apprenticeship – Institute for Outdoor Learning.

£6000

Upper limit of the funding band for training.

FURTHER OUTDOOR APPRENTICESHIPS IN DEVELOPMENT

- Employers and IOL are now bidding to Government to create further Trailblazer Apprenticeships appropriate for more complex roles.
- The first of these is for an **Outdoor Programme Leader** (working title)
 - *An Outdoor Programme Leader plans and leads developmental learning experiences in the outdoors with individuals or groups. They organise and deliver a sequence of outdoor sport, adventure, field study and environmental education activity and learning sessions to meet the requirements of the programme, the needs of participants and the demands of a changeable and uncertain environment.*
- [Find out more here](#)



Institute for **Outdoor Learning**

Get in touch with IOL consultancy services if you are new to working with apprentices, want advice on designing training programmes to meet the standard, or support to understand assessment processes.

- IOL is the professional body for instructors, teachers, leaders and organisations that provide purposeful and planned outdoor learning experiences. We use the outdoors to make a difference for others.
- The Institute is a registered charity governed by a voluntary Board of Trustees elected by a membership network representing more than 5,000 skilled practitioners.
- We are driven by a vision of Outdoor Learning as a highly valued form of development, education and employment in UK society.
- IOL quality assures occupational standards and CPD for instructors, teachers or leaders of outdoor learning.
- Our aims are to influence policy, advance workforce standards and enable more people to get active, learn about and connect with the outdoors.
- Join us at www.outdoor-learning.org

WHERE NEXT?

There are a wide range of apprenticeships available that can benefit outdoor employers, including:

- Hospitality and catering
- Management
- Youth and family work
- Grounds
- Countryside Management
- Administration

[Apprenticeships in England](#)

[Apprenticeships in Scotland](#)

[Apprenticeships in Wales](#)

[Apprenticeships in Northern Ireland](#)

- [History and people involved](#) in developing the Outdoor Activity Instructor Trailblazer Apprenticeship

“No matter who I speak with, everyone agrees that apprenticeships are a good thing - but only when they are ‘true’ apprenticeships.”

Doug Richards

- Read the [Richards Review of Apprenticeships](#) to learn about why things changed, why only England, and what was suggested to improve the quality of apprenticeships and make them more focused on the needs of employers.

A BRIEF GUIDE TO OUTDOOR APPRENTICESHIPS

INSTITUTE FOR OUTDOOR LEARNING, WARWICK BRIDGE, CARLISLE CA4 8RR
01228 564 580 INSTITUTE@OUTDOOR-LEARNING.ORG



Institute for **Outdoor Learning**