

APPRENTICESHIP WORKFORCE DEVELOPMENT: STAFF DEVELOPMENT SESSION PLAN

Project Title – Exploring barriers to apprenticeship study

**Organisations/Partnership Names: University of Portsmouth (UoP),
Hampshire County Council (HCC), Defence Science & Technology
Laboratory (DSTL)**



Hampshire
County Council



DATE 17/10/2024

Date:		Time:	Session facilitators:
Learning Aim: To deliver training on the use of the Apprentice Journey Log			
Session Objectives: <ul style="list-style-type: none"> • Introduce and outline key points of the project • Share and interpret apprentices' lived experiences • Provide opportunities to implement phases of the AJL • Examine top tips to increase engagement • Facilitate the exchange of good practices • Q&A. 			
Approximate timings	Session leader activities	Colleague activities	Resources
20 minutes	Introductions	Introductions and icebreaker activity	Refreshments
5 minutes	Overview of the session and objectives		PowerPoint
10 minutes	Introduce the project and steer/ themes from AWD	Questions & Answering	PowerPoint
10 minutes	Discuss the project context and the steps taken to reach AJL outcome	Questions & Answering	PowerPoint Printed copies of AJL
30 minutes	Share 4 x lived experiences/ vignettes (Explaining that these have come from a range of providers not necessarily	Read Vignettes	PowerPoint Copies of printed vignettes, Post Its, Pens

15 minutes	those directly linked to the collaborative partners)	Discussion, sharing thoughts, feelings e.g. empathy etc.	
	Invite feedback and discussion around feelings and thoughts of apprentices' experiences	Discussion, Questions & Answering	
25 minutes	Facilitate discussion around key points in blue	Questions & Answering	
	Introduce the AJL, how it was created, input from collaborative partners and trial of the documentation		Copies of AJL Blank AJL Example
	Split into 4 groups and introduce the case studies	Group work to complete relevant stages of the AJL	Case studies
	Q and A as each group feeds back	Spokesperson to feedback, explaining rationale of the AJL section used and the records made	
30 minutes	Comfort break	Comfort break	
5 minutes	Share tips to increase engagement and links to research		
15 minutes	Introduce Padlet and set task for colleagues to share their experiences and perspectives Live facilitation and discussion as colleagues add to Padlet		Padlet QR code/ link, double check link is working prior to the session, or set up a similar

10 minutes	Review general concerns on slides 17 through to 23	Make notes of new tips	tool of your own preference.
10 minutes	Re-introduce case studies to see if any of these tips could have been utilised and a BIL avoided	Share thoughts, Q and A	Post Its
10 minutes	Review own training providers support services	Discussion point on experiences of relevant services if applicable	Case studies from earlier
5 minutes	Review session objectives, opportunity for final questions and end session	Q and A	Add in own details and hyperlinks to this slide

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