How does an apprenticeship work?

Introduction
An apprenticeship is a learning opportunity and a way for you to earn while you learn, employed in a real job, gaining a real qualification and real skills for your future career. Although the qualification is important it is a basic framework on which LTM hopes to provide an inspiring, valuable and supported learning experience. The apprenticeship offers a Level 2 or 3 NVQ in Cultural and Heritage Venue Operations and Gold Arts Award.

What you will do
The NVQ will be completed in partnership with our training provider Creative and Cultural Skills. You will spend at least one day a week working towards your qualification and you will be assigned an assessor from the training provider to guide you through it.

The qualification is made up of five main parts:

1. **Competence** – this is all about showing what you can DO. You will do this by completing tasks and activities on the job. Your assessor will observe and help you to create evidence that will go into an online portfolio to meet the requirements of the qualification.
2. **Knowledge** – this is all about showing what you KNOW. You will complete on-line learning activities and webinars and training at the Museum to build your knowledge. You will take tests and complete assignments to show your progress.
3. **Functional Skills** – Maths, English and ICT – depending on the qualifications you already have you might need to undertake some extra training and tests on-line in these subjects.
4. **Personal learning and thinking** – all of the work for this section will be covered in the completion of parts 1 and 2.
5. **Employment rights and responsibilities** – this will be achieved by completing a short work book on-line with the training provider.

Each qualification contains mandatory units that you will need to complete. There are other optional units that you can choose, with the help of your assessor to fit your role and future aspirations.

What the qualification looks like

**Level 2 Cultural and Heritage Venue Operations**

**Level 2 Certificate in Supporting Venue Operations (competence)**

**Mandatory units:**
- Communicate in a business environment
- Meet and welcome visitors
- Give customers a positive impressions of yourself and your organisation
- Ensure responsibility for actions to reduce risks to health and safety

**Level 2 Award in the Principles of the Creative and Cultural Sector (knowledge)**

**Mandatory units:**
- Understand features of the creative and cultural industry
- Principles of developing creative and cultural ideas
- Principles of keeping up-to-date with trends and developments within the arts
Young People’s Skills Programme Apprentice
London Transport Museum

Level 3 Cultural and Heritage Venue Operations
Level 3 Certificate in Cultural Venue Operations (competence)
Mandatory units:
- Support the organisation of an event
- Assist with incidents and emergency procedures
- Solve business problems
- Contribute to decision-making in a business environment
- Ensure responsibility for actions to reduce risks to health and safety

Level 3 Certificate in Principles of the Creative and Cultural Sector (knowledge)
Mandatory units:
- Understand the creative and cultural industry
- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Understand the customer service environment

Please note the level of the apprenticeship will be determined by the candidate’s previous achievements. Level 2 is equivalent to 5 GCSE passes A*-C, Level 3 is equivalent to 2 A level passes.

Cultural heritage
Cultural heritage is all about museums, galleries, heritage and conservation. It is about preserving the past and helping the public share and enjoy Britain’s historical sites. This sector is broad and includes historic buildings, landscapes and collections – from towns, cities and rural spaces in the UK to collections from across the world. It stretches beyond the tangible to languages, customs and practices.

Arts Award
The apprentice will also have the opportunity to work towards a Gold Arts Award Qualification. The Arts Award is a flexible qualification that develops your creativity, communication, planning, teamwork and leadership skills. The award is also recognised on the UCAS Tariff (35 points). You can find out more here [www.artsaward.org.uk](http://www.artsaward.org.uk) and here [www.artsawardvoice.com](http://www.artsawardvoice.com)