English, maths, and digital skills

Apprenticeships
Learn. Develop. Earn.

University of Bolton
GREATER MANCHESTER

Professional growth and personal development

The University of Bolton is committed to developing apprentices' professional and personal growth. Developing English, maths and digital skills are also essential skills that even experienced professionals want to develop and many apprentices need additional support in these areas during their apprenticeship.

As a teaching intensive, research informed university, staff use innovative and forward-thinking methods to embed English, maths, and digital learning into core academic programmes. Additional enhancements to further develop your skills are available via our award-winning LEAP Online platform, and through personalised support from your Work Based Trainer and our specialist English and maths tutors.

This guide will help you to find out what is on offer and to access the support you need.

English

Your apprenticeship will help you to:

+ Write for different audiences and for different purposes
+ Understand and apply complex workplace language
+ Participate in successful conversations with peers and colleagues
+ Develop clear and coherent presentation skills
+ Confidently ask discerning questions
+ Appraise complex documents
+ Structure a logical discussion or argument
+ Read and interpret multi-modal texts
+ Compare and evaluate effective methods for communication, including digital and online

Maths

Your apprenticeship will help you to:

+ Analyse information and data
+ Understand and apply quantitative research methods
+ Appraise numerical reports
+ Apply numerical processes to workplace applications
+ Present information and data using numerical processes
+ Accurately interpret workplace mathematical concepts
+ Confidently articulate mathematical applications with peers and colleagues

Digital

Your apprenticeship will help you to:

+ Understand online safety and security
+ Work with a digital community of practice to collaborate with your peers and colleagues
+ Expand your repertoire of digital competencies
+ Adapt communication strategies to include digital innovation
+ Develop an awareness of cultural and generational diversity in digital equality
+ Use digital technologies to enhance your learning and workplace experiences
+ Consider, combine, and compare digital applications and use them effectively in workplace practice

Available support

Resource	Description
Skill Scan	During the apprenticeship application process, each candidate undertakes an online self-assessment known as a Skills Scan. This assessment is designed to ensure that the knowledge, skills, and behaviours outlined in the chosen apprenticeship standard align with the apprentice's developmental needs and meet the requirements of the business, taking into account any prior learning you have undertaken.
Moodle	Moodle is an online platform designed to help you learn and engage with educational materials. It's like a virtual classroom where you can access course materials, participate in discussions, submit assignments, and interact with your instructors and fellow learners.
LEAP Online	LEAP Online is tailored to aid your academic and personal advancement. Each section offers comprehensive information, insightful videos, and interactive activities to delve into. Completing assessments allows you to earn digital badges as recognition for your accomplishments. Simply select a segment of the circle to embark on your LEAP Online journey.
Tutorials	Tutorials provide smaller group settings where you can engage in discussions about lecture topics and assignments. They offer opportunities to ask questions and clarify your understanding of the material studied. This can be on a one-to-one basis or a small group and aids in your academic and personal learning journey.
Academic Programme	University academic programmes blend lectures, seminars, tutorials, practical sessions, and independent study. They offer structured courses with core and optional modules, along with assessments to track student progress and learning outcomes. You will be given a comprehensive academic programme to follow.
Work-based Trainer	The Work Based Trainer delivers learning support to apprentices and employers, including support at an apprentice's place of work. You will be assigned a personal Work-Based Trainer for the duration of your course.

Mandatory English and maths qualifications

All degree apprentices must demonstrate evidence of their maths and English qualification at Level 2 or above. This is a core requirement stipulated by the Government and must be in place prior to you passing through Gateway and completing your apprenticeship. More information can be found **here**.

As we are committed to continued development of your maths, English, and digital skills, further enhancement in all of these areas is embedded through your programme even if you have already achieved Level 2 English and maths. This will improve your confidence and professional competencies in your workplace practice.

For more support and guidance please contact the apprenticeship team.

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🖱 bolton.ac.uk/apprenticeships

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