

Everything  
you need to know

# The Guide

To Apprenticeships

England

*Love Every Moment*

  
Mitchells  
& Butlers  
Serving with pride, since 1898

# Contents

(Click to view)

1. Welcome
2. Learning Journey
3. Apprenticeships Available
4. Nomination Process for Front Line Team
5. Apprentice Recruitment
6. What if things go wrong?

## Welcome to 'The Guide'

This is your 'go to' guide containing everything you need to know about Mitchells & Butlers Apprenticeship recruitment services and hospitality Apprenticeships, supported by Lifetime Training.

### Who Are Lifetime Training?

Lifetime are one of the UK's leading vocational training providers. Mitchells & Butlers have partnered with Lifetime Training, to recruit new Apprentices into M&B as well as offering current M&B employees the opportunity to develop via a range of Hospitality Apprenticeships.



# Mitchells & Butlers Apprenticeships:

**Mitchells & Butlers provide work based training and development programmes known as Apprenticeships. They are designed to help give you and your Team Members the skills and knowledge to succeed in your business.**

Our qualifications are equivalent to qualifications right up to foundation degree level. No matter whether you're a Team Member or General Manager, there is a programme designed to develop your career, enhance your skills and there is **NO** cut in pay.

They are perfectly matched to roles in the licensed hospitality sector offering a great opportunity for Front of House and Kitchen Team Members, Team Leaders and Managers to work towards an Apprenticeship Standard, a transferable and nationally recognised certificate.



## Award Winning Apprenticeship Programme

- ⦿ Joe Buck Rising Star in the North West NAS Awards
- ⦿ 34th in Rate My Apprenticeship Top 100
- ⦿ BII NITA Best Apprenticeship Programme 2018
- ⦿ Springboard Best Apprenticeship Strategy 2018
- ⦿ HR Distinction Awards 2018 Early Careers and Employment Programme Winner
- ⦿ HR Excellence Awards 2018 Best Youth Engagement Strategy Highly Commended



## Throughout each Apprenticeship learners can expect:

- ⊗ A mixture of face-to-face and over the phone/Skype every 4 - 6 weeks.
- ⊗ 24 hour access to course learning materials
- ⊗ Online assessments
- ⊗ Obtain Functional Skills in English and Maths
- ⊗ Reviews every 12 weeks with Learner, Lifetime Trainer and Line Manager
- ⊗ Feedback sessions to discuss progress
- ⊗ For the programme to take between 12-15 months to complete
- ⊗ Towards the end of your programme you will take mock tests in preparation for your "End-point Assessment"
- ⊗ The End-point Assessment (EPA) can consist of an observation in the work place, a professional discussion and multiple choice questions.

# Your learning journey will follow this road map...

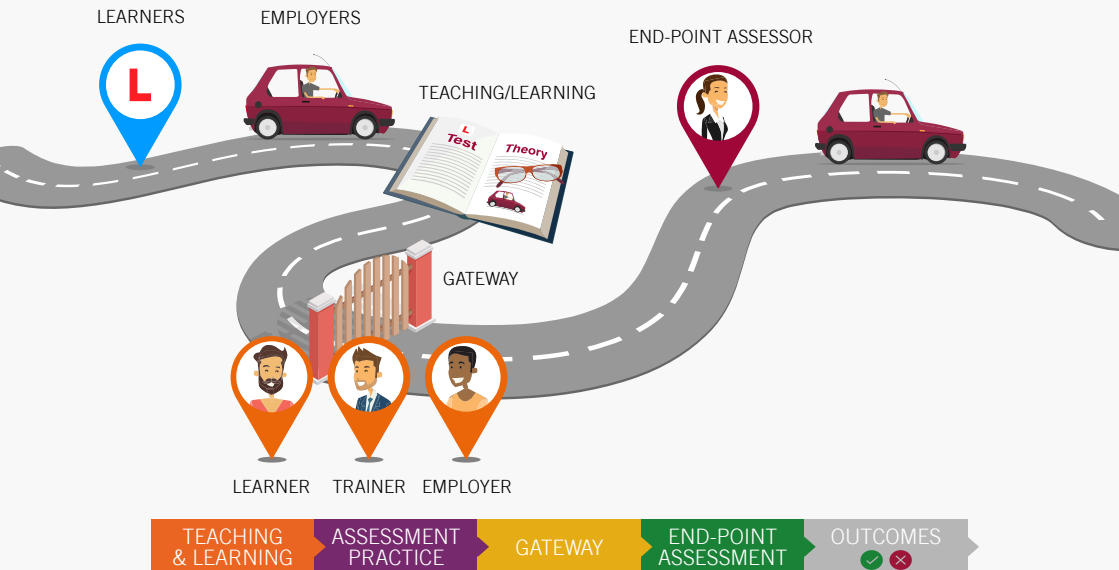
We have created the following two videos, so you can get an idea of the learner journey and how as a General Manager you can support!



Learner



General Manager



**THROUGHOUT** the learning journey, Apprentices will **Learn, Share, Apply** and **Dig Deeper** to meet their potential and get the most from the Apprenticeship. Using these **4 steps**, it will allow learners to utilise all the **learning platforms** and **tools available**.



Email: [mandb@lifetimetraining.co.uk](mailto:mandb@lifetimetraining.co.uk)

Phone: **0845123 8518**

Web: [www.mandbapprenticeships.co.uk](http://www.mandbapprenticeships.co.uk)

# Apprenticeships Available

## (England)



Click on course title to jump to the factsheet



### Front of House



Hospitality Team Member Level 2\*

- ⊗ Food and Beverage Pathway
- ⊗ Licensed Retail Pathway



### Back of House



- ⊗ Production Chef Level 2
- ⊗ Commis Chef, Level 2  
(M&B Chefs' Academy:  
email [lauren.carroll@mbplc.com](mailto:lauren.carroll@mbplc.com) to apply)



### Housekeeping



- ⊗ Hospitality Team Member, Level 2 (Housekeeping)



### Management development



- ⊗ Team Leading, Level 2 (BOH/FOH)
- ⊗ Hospitality Supervisor, Level 3 (FOH)
- ⊗ Senior Chef in Production Cooking, Level 3
- ⊗ Advanced Culinary Apprenticeship, Level 3 (M&B Chefs' Academy:  
email [lauren.carroll@mbplc.com](mailto:lauren.carroll@mbplc.com) to apply)
- ⊗ Hospitality Manager, Level 4 (FOH/BOH)
- ⊗ Operations/Departmental Manager, Level 5\*

\*Must be approved by your RBM/Paul Capper

# Nomination Process

To start an M&B Apprenticeship, you must:



Not be enrolled in any form of education



Work a minimum of 16 hours per week



Have lived in the EU/UK for 3 years



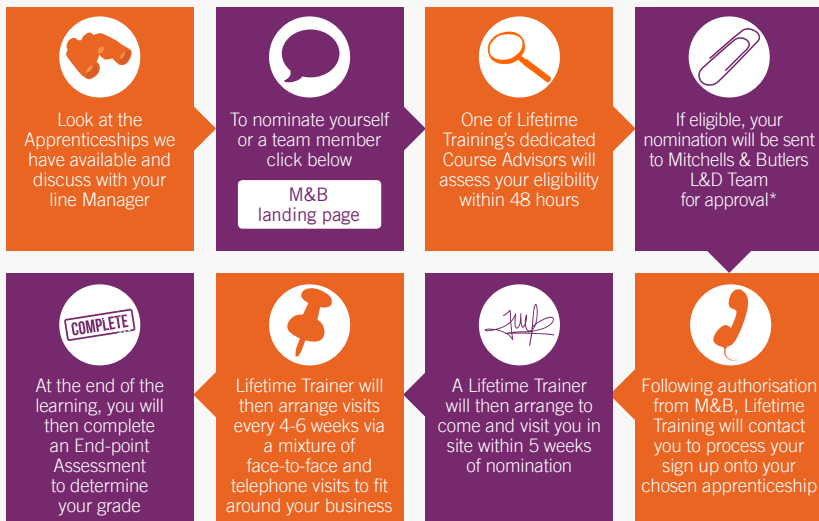
Not have an active disciplinary



Have worked for M&B for over 4 months

Lifetime Training have apprenticeships on offer for team members, supervisors and managers at all levels, and can help find the apprenticeship best suited to you. Speak to your line manager to get yourself nominated and remember your wages will **NOT** change.

## Nomination Process



\*NB this nomination is not guaranteed, Lifetime Training need to gain sign off from Mitchells & Butlers

# Apprentice Recruitment Service

Lifetime Training supports the recruitment of Apprentices from advert to appointment, then continue to support the learning process.

If you would like to advertise an Apprenticeship vacancy [click here and fill out the details](#) or call **08451 238 518**

Lifetime will contact you within 48 hours to discuss your requirements and advertise the vacancy.

Your vacancy will then be advertised on multiple job boards including National Apprenticeship Service.

You will also be sent a link for your specific vacancy, allowing you to locally promote and advertise on your businesses social media page.

For extra support advertising your vacancy on social media, please contact [lauren.carroll@mbplc.com](mailto:lauren.carroll@mbplc.com)

Lifetime Training will screen candidates and conduct a telephone interview to assess eligibility and suitability, to provide you with the best candidates.

You choose the applicant you wish to interview face-to-face and you have 100% control over who you recruit.

## To take on an apprentice you **must**:



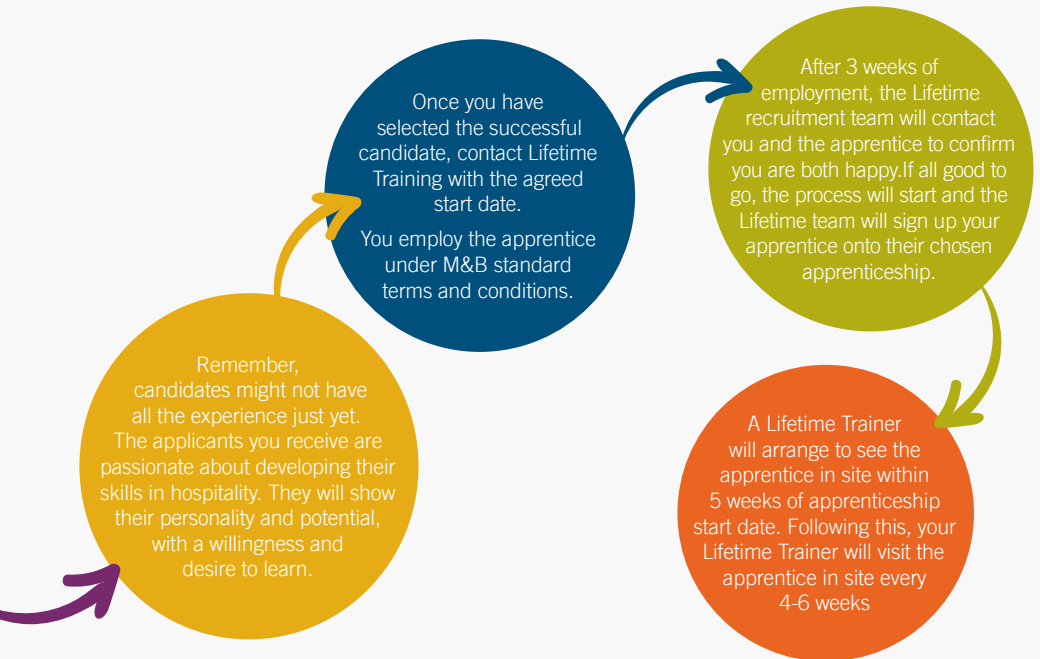
Have 30 hours per week available



Put the new recruit on the appropriate apprentice specific job code

After recruiting an apprentice, you will be eligible for a £500 training bursary to help bring them up to speed. To be eligible, you must be giving the apprentice 30 hours per week and have added them to the correct job role. You will then be automatically credited the £500.





## What if things go wrong?

Don't panic! We have a great team to help and support you if something doesn't quite go to plan.

Are you having trouble with recruitment? Is your apprentice falling behind and you're not sure how to help? Are you struggling to contact your Lifetime trainer?

**Don't be afraid to get in touch.**

Contact our dedicated Apprentice Coordinator Loraine Hughes, who will be able to answer your query or direct you to the best person to help!

✉ [loraine.hughes@mbplc.com](mailto:loraine.hughes@mbplc.com)

☎ 07791 194 081



# Mitchells & Butlers

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Clifton Heights  
Triangle West  
Bristol BS8 1EJ

☎ 0333 0143 669  
✉ [info@lifetimetraining.co.uk](mailto:info@lifetimetraining.co.uk)  
🌐 [lifetimetraining.co.uk](http://lifetimetraining.co.uk)