

We are **HILTON** We are **HOSPITALITY**



# **HILTON** Apprenticeships

**Hilton**

Destinations  
@HILTON





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# WHAT IS AN Apprenticeship

**We believe passionately in supporting and developing all Hilton Team Members to build and develop skills, knowledge and confidence with a Hilton Apprenticeship to help you reach your career aspirations. Partnering with Lifetime to deliver apprenticeships at all levels, meaning you can put your new knowledge, behaviours and skills into practice at work every day.**

## APPRENTICESHIPS ARE:

- Work-based, on-the-job training programmes
- Nationally, Institute for Apprenticeships, recognised apprenticeship
- Take a minimum of 12 months to achieve
- Support the essential knowledge, skills and behaviours needed to succeed in your role
- Functional Skills in English and maths
- Teaching and learning throughout from Lifetime Learning Coach (face-to-face and distance support sessions)
- Coaching and mentoring from Line Manager on and off-the-job
- End-point assessment (in England only). Scotland assessments will be carried out throughout the duration of the programme)

## THE COMMITMENT



Sign a Learner Agreement to outline your commitment to your apprenticeship



Complete work within agreed timescales



Attend Lifetime visits and distance support sessions every 4-6 weeks



Commit to off-the-job training, set by your Lifetime Coach & Line Manager



Bring relevant evidence of completed work



Give at least 48 hours' notice to postpone or cancel and appointment with Lifetime\*

\*Approved by your Line Manager

# HILTON Apprenticeships



## TEAM MEMBER / CHEF

### HOSPITALITY TEAM MEMBER:

Conference and Events  
Food and Beverage  
Food Production  
Housekeeping  
Reception  
Reservations  
Hilton Chef Academy  
Facilities Management L2

## SUPERVISOR / ASSISTANT MANAGER / SENIOR CHEF

### HOSPITALITY SUPERVISOR:

Conference and Events  
Food and Beverage  
Front Office  
Housekeeping  
Senior Chef in  
Production Cooking  
Team Leader Supervisor  
Personal Trainer  
Leisure Duty Manager  
Apprentice Manager Programme  
Business Admin  
HR Officer  
L&D Trainer  
Facilities Management L3

## HOD / MANAGER

### HOSPITALITY MANAGER:

Conference and Events  
Food and Beverage  
Front Office  
Housekeeping  
Kitchen  
Revenue  
Project Manager

## DO / DIRECTOR / HR MANAGER

### SENIOR LEADERSHIP TEAM:

Departmental  
Operations Management  
Coaching Professional  
HR Manager  
L&D Manager

**CLICK HERE OR SCAN TO REGISTER YOUR INTEREST.**





# HILTON Apprenticeships Scotland



## TEAM MEMBER / CHEF

### HOSPITALITY:

Front of House

Food and Beverage

Food Production

Housekeeping

## SUPERVISOR / ASSISTANT MANAGER / SENIOR CHEF / MANAGER

Hospitality Supervision and Leadership  
Management

**CLICK HERE OR SCAN TO REGISTER YOUR INTEREST.**



# YOUR SUPPORT Network

**No matter what course you're on, you will be given all the support and guidance needed to complete your programme. Key to a successful programme are:**

## LIFETIME COACH:

Participants will also have the 1-2-1 support of a dedicated Lifetime Trainer. They will provide ongoing training and hold face-to-face and distance support sessions with you and your Line Manager every 4-6 weeks. Your Trainer will guide you through your apprenticeship journey.

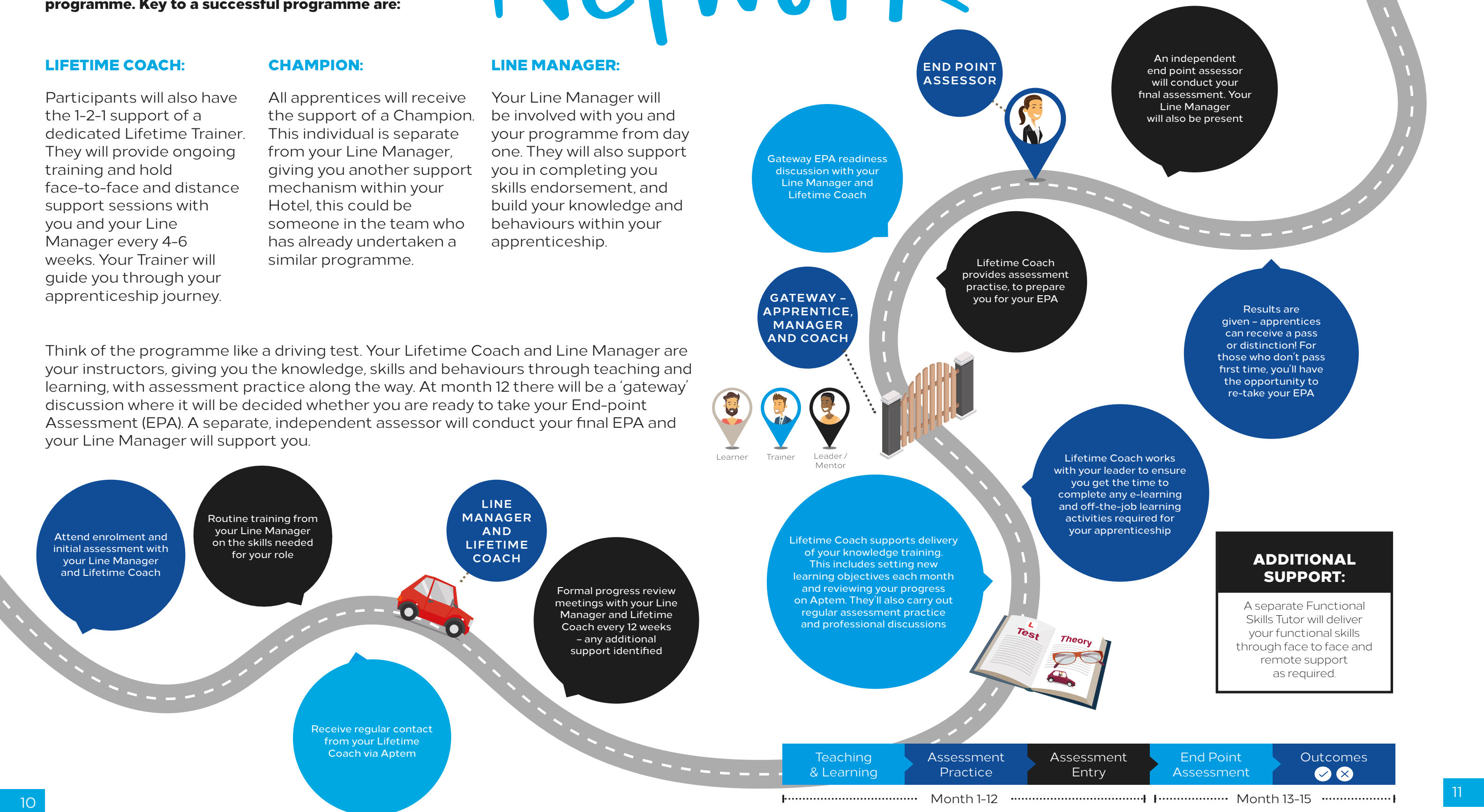
## CHAMPION:

All apprentices will receive the support of a Champion. This individual is separate from your Line Manager, giving you another support mechanism within your Hotel, this could be someone in the team who has already undertaken a similar programme.

## LINE MANAGER:

Your Line Manager will be involved with you and your programme from day one. They will also support you in completing your skills endorsement, and build your knowledge and behaviours within your apprenticeship.

Think of the programme like a driving test. Your Lifetime Coach and Line Manager are your instructors, giving you the knowledge, skills and behaviours through teaching and learning, with assessment practice along the way. At month 12 there will be a 'gateway' discussion where it will be decided whether you are ready to take your End-point Assessment (EPA). A separate, independent assessor will conduct your final EPA and your Line Manager will support you.



# BENEFITS

There are lots of benefits to an apprenticeship:



**BUILD YOUR  
CONFIDENCE**



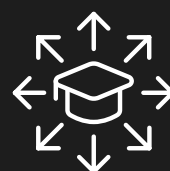
**MEET PERSONAL  
GOALS**



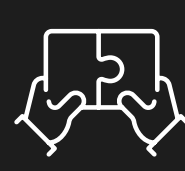
**IMPROVE YOUR  
PERFORMANCE**



**LEARN WHILE  
YOU EARN**



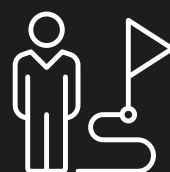
**ENHANCE  
YOUR CAREER  
OPPORTUNITIES  
WITHIN HILTON**



**ROLE AND  
SECTOR-RELEVANT  
TRAINING**



**WORK-BASED AND  
DISTANCE LEARNING**



**LEARN AT YOUR  
OWN PACE**



**TAKE ON A NEW  
CHALLENGE**

# ONLINE TRAINING Resources

## APTEM

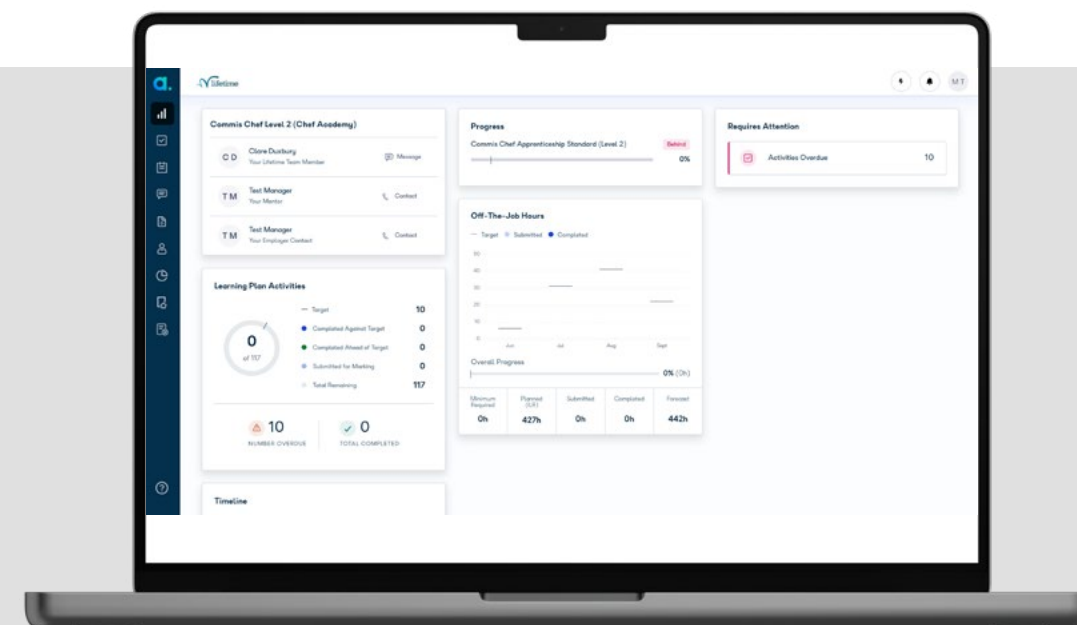
Aptem is Lifetime's online learning platform used to deliver and track your learning throughout the course.

Your assessments must be completed within a required period, 2 months for Level 2 and 3 months for Level 3, and will involve:

- All your learning is set out into manageable monthly learning topics
- Hosts a variety of interactive resources and activities to suit different learning styles
- Helpful dashboard to view your progress, track all the time spent on your learning activities (off-the-job hours) and highlight any upcoming or overdue learning activities
- Send and receive messages from your Learning Coach and view your scheduled training sessions and progress reviews dates
- Upload and store all completed work in one safe place

## FOR LINE MANAGERS

Your line manager will also have access to this platform so they can review your progress throughout the programme to ensure you are supported and on track to succeed.





# ELIGIBILITY

- ✓ Are aged 16 or over
- ✓ Have a contract of employment
- ✓ Are not in any other full-time education or training
- ✓ Permanent team member (minimum 16 hours per week – but will take longer to complete if not full time)
- ✓ Have been a UK/EU resident for 3 years or more
- ✓ Do not have a qualification at the same level or above in similar discipline

## NOMINATE NOW

[CLICK HERE](#)

or scan QR code






# Hilton



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