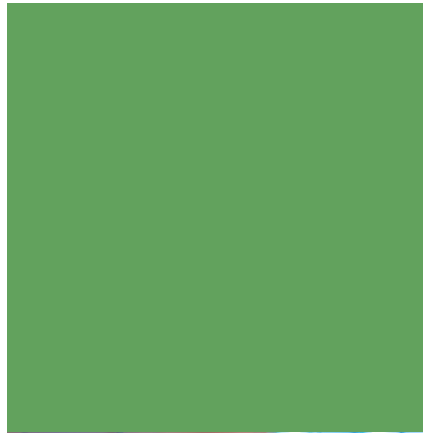




# Events Assistant Apprenticeship (Level 3)





# The Football Family and Partners

Football Family, Safeguarding Nightlife, Lisa Lashes School of Music, First Aid Collective, UKDSA, and NTIA CIC have collaborated to develop and promote standardised training qualifications that emphasise safeguarding, diversity, inclusion, and wellbeing within the Hospitality, Catering, and Music sectors.

**Football Family is dedicated to delivering on their promise of preparing individuals for the workforce, with a strong focus on supporting growth in employee retention, employment, and progress into higher level apprenticeships.**

Learners are at the core of the Football Family and its partners and training providers, and we are all committed to delivering revolutionary and unique training to all.



# Level 3 Apprenticeship

An **Event Assistant Apprenticeship** spans up to 18 months, uniting employers, training providers, and learners (staff members). It's tailored for those in specialised roles like Event Planners or Project Managers, equipping them with essential event planning skills, including venue selection, design collaboration, and logistical coordination. These events can serve the apprentice's employer or a wide range of clients, including businesses and nonprofit organisations.

## **Entry Requirements for Apprentices:**

- Must be 16+ years old.
- Work in the Events sector for 16-30 hours per week
- Not in education or training
- Must be settled in UK or have the right to work in the UK



# Employer Pathway

## Job Description

Gain an understanding of the job roles available and what the learning and development pathways are.



## Funding

Plan your funding (see "[Funding](#)" for more details).



## Find an Apprentice

Choose from existing staff, recruitment channels, training providers, or other third-party websites.



## Engage with Training Partner

Create the development and training plan.



## Set up Apprenticeship Account

All apprenticeships must be managed through the government online service.



# Employer Pathway

## Apprentice Interview

Share outline of training plan and income.



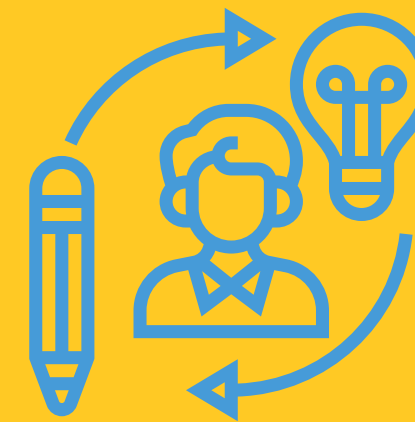
## Job Offer

Clear plan and expectations.



## Onboarding and Begin Training

Following the training plan for both internal and external apprentices.



## Gateway Assessment

Create the development and training plan.



## End Point Assessment

All apprenticeships must be managed through the government online service.

# Funding



Employers with a **payroll bill of less than £3 million** are required to **pay 5% of the cost of the apprenticeship** programme directly to their training provider before the training can commence. This can be paid in a single up-front payment, or by monthly or quarterly payments.

All employers who employ a **16–18-year-old apprentice**, or someone who is under 24 and has left care, or has a local authority health and education place, will receive a **bonus payment of £1,000**.

All employers with a **payroll bill in excess of £3 million** per annum have to **pay an Apprenticeship Levy of 0.5%** of their pay bill, paid monthly through PAYE.

Employers with **less than 50 employees are not required to make any financial contribution** towards the cost of an apprenticeship for an employee aged between 16 and 18.

*Apprentices should be employed for a minimum of 30 hours a week. Part-time staff working a minimum of 16 hours per week may also be eligible, but the length of their apprenticeship programme will increase.*



# Exploring Our Training Programmes



## Night Safe Champion Welfare Officer

Night Safe Champions promote secure, inclusive nightlife, ensuring patron, employee, and community well-being.

## First Aid for Night Spaces

First Aid Training that is tailored to the nighttime and hospitality sector. We focus on managing trauma and substance-related incidents in event settings.

## Events Assistant Training

Learn how to run events safely for staff and customers.

## Training for Overseas

Opportunity for top achievers to join the *Turing Scheme*, gaining skills for the international arena.



# Night Safe Champion

## Modules include:

- NSC role and responsibilities using the Bystander 6 D's Approach.
- Vulnerability awareness & marginalised groups
- Drugs and alcohol awareness
- Drink spiking awareness
- Sexual harassment in night spaces
- De escalation ad conflict resolution
- Incident management protocol
- Embedding diversity in night spaces
- Accessibility in night spaces
- Licensing activities and your role & responsibilities





# First Aid Collective

## Level 3 Emergency First Aid at Night Training: Empowering Night-Time Responders

- Basic Life Support Techniques
- Assessing and Prioritising Casualties
- Choking and Airway Obstruction Management
- Wound Care and Bleeding Control
- Handling Night-Time Emergencies
- Immersive Simulations: realistic practical simulation to apply theoretical knowledge in night-time scenarios
- Managing an Incident Involving Trauma (Catastrophic Bleed)
- Managing an Incident Involving Controlled Substances





# Level 2 Functional Skills

## Level 2 (GCSE) Maths and English

We know that your staff must have Level 2 Functional Skills in Maths and English to be enrolled onto an apprenticeship programme, so we offer this training as part of the apprenticeship.

Functional Skills Maths and English L2 are to be **completed within the first 3 months** of apprenticeship.





# Motivate Through Rewarding Incentives

## Rewarding Milestones in Achievement

During the training process, apprentices will have the option to receive rewards.



# Showcase Learning at Recruitment Events

## The End Point Assessment (EPA) and Gateway to Employment

A work based project where the apprentice will support a real event.





# Programme Value & Duration



Up to 18 months

## Functional Skills Maths L2

8 hrs (1 hr per week).

To be completed in first 3 months of apprenticeship.

**£724 each**

*Free for new and existing staff*

## Night Safe Champion and First Aid

10 days (1 day a month,  
face to face)

To be completed in first 10 months of apprenticeship.

**£175- £250**

## Support & Assessment

2-hour workshop, 1 per month (with coach and mentors)

1 Review every 12 weeks

### From month 11+

1 day a month face to face with tutors preparing for EPA, Hosting/Planning Events

**EPA Assessment (1-2 days)**

**£9000**

*Free for new and existing staff  
(Employer contribution applies)*



# Questions?

You probably have lots of questions! Write them up and drop us a line.

[Email: jobs@ntia.co.uk](mailto:jobs@ntia.co.uk)

