

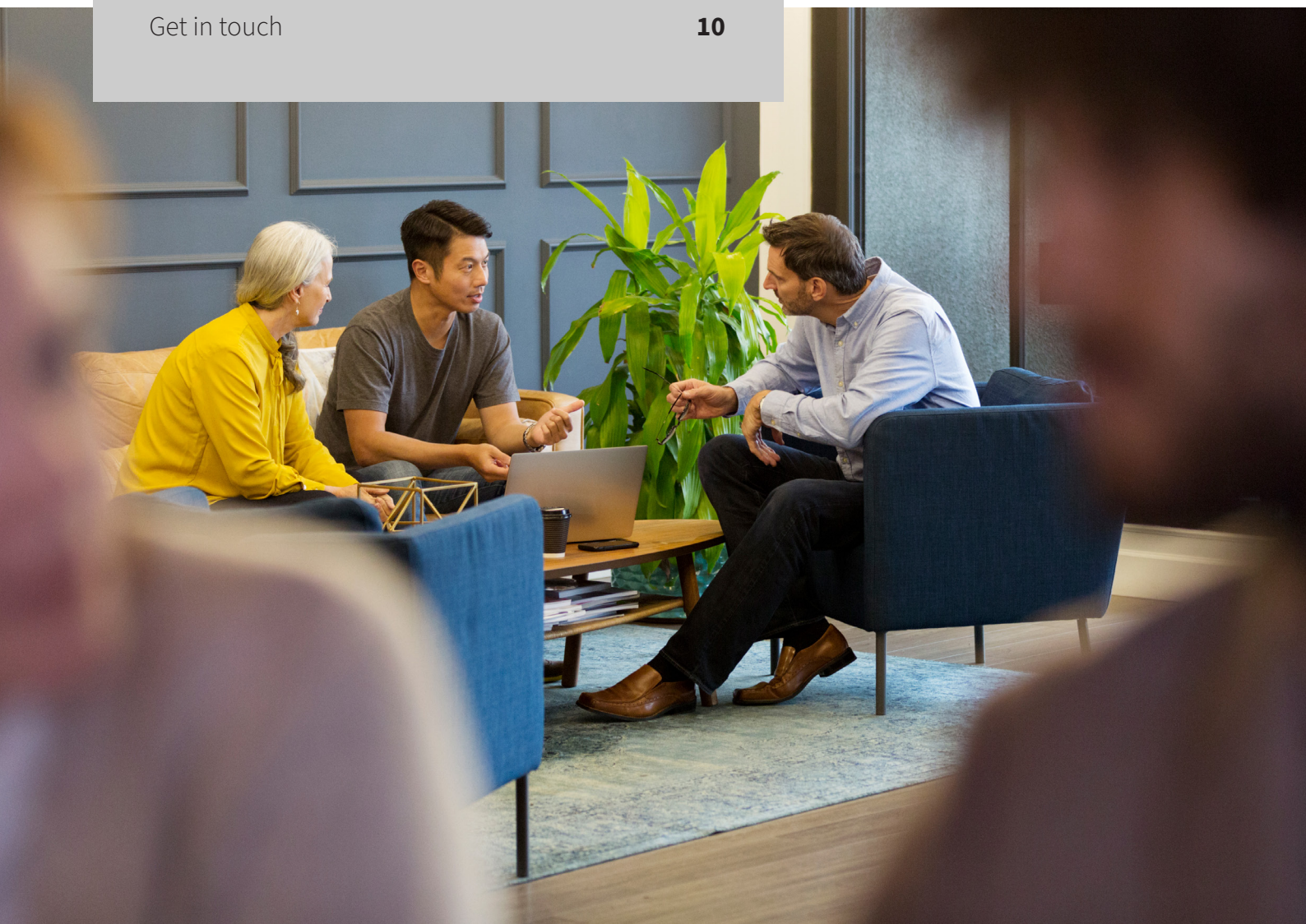
Broker apprenticeships, backed by Aviva

Helping you recruit, retain and develop talent within your team, while they work toward the Level 3 Insurance Practitioner Standard supported by the Chartered Insurance Institute Qualifications.



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Levelling the playing field

Having talked to a large number of owners and managers, it's clear that insurance brokers provide unique opportunities for career development. But it's also clear they can face unique challenges when competing with larger companies to recruit and retain the best candidates.

That's why we're working together with Davies Learning Solutions, to back exciting new apprenticeship schemes that match the level of ambition you have for your team.





Your opportunity, their development

Looking to recruit and retain the best people? Develop the talent within your team? Or help more of your staff become Chartered Insurance Institute (CII) qualified?

Our apprenticeships are specifically designed for brokers. It's not simply about helping you attract, train and retain the best talent by working with a large and trusted brand like Aviva (although that certainly won't hurt).

It's about working with you to develop and grow the talent within your team. Helping the training you provide match the needs and ambitions of your business – and your staff.

Working together, with you

There's a lot that goes into running a successful apprenticeship programme, which can prove daunting, particularly if you've never run one before.

That's why we've teamed up with Davies Learning Solutions to create structured apprenticeships that work with the needs of your business, and let recruits gain a valuable Level 3 Insurance Practitioner Qualification.

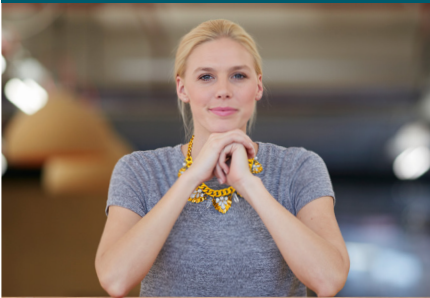
Assisting with eligibility checks; creating and delivering training; collecting evidence and reviewing progress; supporting and supervising apprentices; and ensuring regulatory compliance – Davies Learning Solutions have the proven skills and experience required to support you through all this and more. Helping you deliver a first-class training experience for your apprentices.



What can we help you do?

Together, we can help you...

Attract



We can advise you on **recruitment advertising**, provide **collateral for careers fairs** and help you **select the right applicants**.

Train



We'll provide a **structured apprenticeship programme** alongside Davies Learning Solutions, which will result in your member of staff gaining a **Level 3 Insurance Practitioner Qualification** as well as the **Cert CII**.

Retain



We already deliver **ongoing, award-winning training** for staff, sales teams, managers and even future business leaders. So, there are **clear pathways for career progression**.





What to expect from...

Davies Learning Solutions

They'll help you to provide appropriate support and supervision to help each apprentice both carry out their job role and complete the apprenticeship. This includes providing them with opportunities to practise new skills in the work environment – and delivering off-the-job training when required.

Across the course of the apprenticeship, they'll deliver:



They'll also help you meet all regulatory requirements, including:

- completing appropriate eligibility checks
- choosing an end-point assessment organisation (EPAO)
- collecting evidence of off-the-job training
- contributing to progress reviews
- supporting you with regulatory compliance visits by Ofsted, Matrix or ESFA, if required.

What to expect from...

Aviva

We can provide you with access to experienced apprenticeship recruitment consultants who can help with attracting the right candidates from the very beginning, by offering guidance on recruitment advertising, selecting the right applications, and interview techniques.

Then, once the apprenticeship begins, we'll deliver:

6 face-to-face workshops at Aviva locations

Which could include:

- personal effectiveness
- time management
- delivering exceptional customer service
- effective communication
- influencing skills
- relationship management.

We'll also provide full access to training materials and courses on the Aviva Development Zone, as they complete a specially designed Apprenticeship Pathway.

And we'll give your apprentice the opportunity to job swap with an Aviva Underwriting Apprentice.* These two-week placements will help apprentices familiarise themselves with broader industry practices. Once your apprentice has successfully completed their programme, Aviva will continue to support the individual's career development by offering ongoing training and development opportunities such as sales and management training where appropriate.

*Dependent on availability and location

Helping you help them

We'll also provide training for all line managers before they take on an apprentice. The training will cover:

1

Induction
and planning

2

Navigating
the 'DevZone'

3

Workplace
management

4

How to deliver
one-to-one training

5

Developing apprentice
support plans



The part you'll play

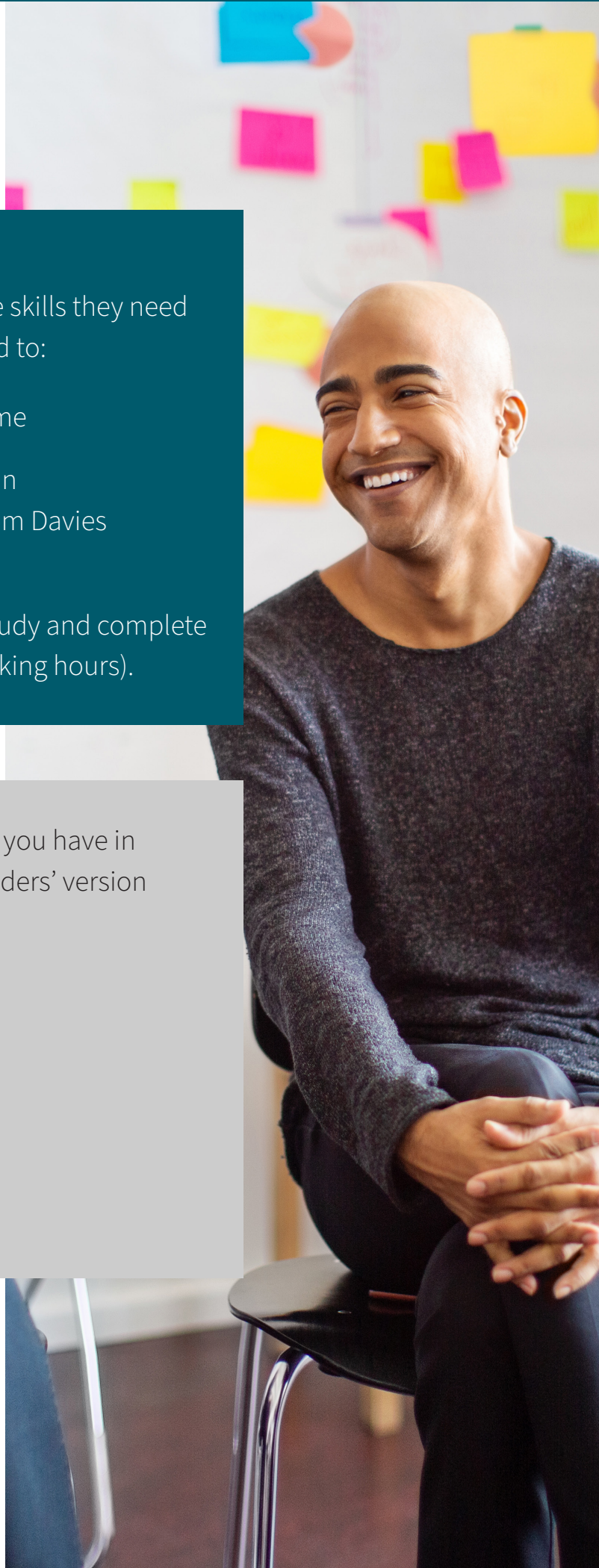
Responsibilities

To ensure your apprentice develops the skills they need within the timeframe, you'll be expected to:

1. offer regular, one-to-one face-time
2. provide a structured training plan (with our support and advice from Davies Learning Solutions)
3. allow your apprentice time to study and complete exams (around 25% of their working hours).

You should also be able to confirm that you have in place, or will abide by the training providers' version of, these key policies:

- Health & Safety
- Equality & Diversity
- Harassment & Bullying
- Safeguarding & Prevent
- Complaints
- BCP



The part they'll play

What's expected from your apprentice

1

They'll need to complete approximately **462 hours** of learning over the course of the programme to meet apprenticeship requirements

2

They'll be **committed** to completing both the apprenticeship and **CII qualification**

3

They'll study **independently, as well as attending** workshops and training sessions

As these apprenticeships are all about helping you develop your team, you're also free to set out any specific additional contractual obligations you may require.



Get in touch

Looking to recruit and develop talent within your team?

Then contact our apprenticeships team on **iblearn@aviva.com** to discuss what's next.