



Delivered in partnership with Intec Business Colleges.

Hub Development Programme

- 0808 100 1155
- intec@intecbusinesscolleges.co.uk
- www.intecbusinesscolleges.co.uk



Welcome

About the Hub Development Programme

- DPD have partnered with Intec Business Colleges to help you unlock your potential. Tailored for every stage in your career – from front-line operational roles to middle and senior management. Intec's programmes focus on your professional development, helping you acquire the knowledge, skills, and behaviours you need to excel in your career. Our unique blended training approach, combines hands-on work with integrated learning, so that you can study alongside your full time role.

What Makes Us Different?

About Intec Business Colleges



Operating for 42 Years



Links with Industry Partners



Blended Learning Experience



We don't Sub-contract



Rolling Start Dates



Flexible & Tailored Learning



Expert Tutors



99% of Learners Achieve

Programmes on offer

Designed to Build your Capabilities

Express Delivery
Sortation Hub Operative



Team Leader/
Supervisor



Improvement
Practitioner



Operations/
Departmental Manager





Career Development

Designed for You

We believe that communication between you, your employer and Intec is essential to successful learning. Working together, we identify the most effective ways for you to learn and apply your new skills.

During enrolment we will establish your levels of learning and meet with you and your manager to discuss in detail what the programme entails. This personalised approach is outlined in our Learner Pack and Learning Agreement, which details the entire apprenticeship journey from start to finish.

Programmes can last 12 - 24 months and throughout you will be paired with a dedicated tutor who is both an expert in their field and a qualified educator. Our programmes are based around three core elements; **knowledge, skills and behaviours** and draw on your experience in the workplace. Your Tutor will work with you to apply the latest theories to real life scenarios you encounter, instilling best practise and building your confidence to support your career. While on programme you will work towards an End Point Assessment (EPA) that will assess what you have learned on programme against a nationally recognised industry standard.

Depending on the programme, you will meet with your Tutor once a month one-to-one or in a workshop as part of a cohort with learners from across the business. Workshops are supported by one-to-ones. In between sessions, your Tutor will set you work to complete and upload to our e-learning platform (Smart Assessor).

By tailoring the learning experience to each learner's needs and providing comprehensive support, we help you reach your full potential.

Our Approach

Blended Learning Solutions



Directive Learning
& Observations



Training, Coaching &
Feedback Sessions



Quarterly Progress
Reviews



Guided Self-
Study



Professional
Discussions



Witness
Testimonies



Assignments or
Workbooks



EPA
Preparation



Our Promise

Enabling you to Develop, Progress & Achieve

- > To support learners' ambitions through helping them to achieve their potential in their programme and beyond.
- > To offer flexible delivery of our programmes, accommodating shift patterns and working rotas
- > To work collaboratively with employers and Line Managers, keeping them informed of Learner progress.

Learner Journey

A Quality Learning Experience

Expression of Interest

Learners complete an expression of interest form. This helps us to check prior learning and funding conflicts.

Eligibility Check

We check the learners funding eligibility and identify exemption from Functional Skills.

Training Needs Analysis

Identifies prior learning and skills gaps. Where there are conflicts teaching sessions and funding is reduced.

Online Initial Assessments

Completed through Smart VLE, this assesses Learners levels of maths and English. This outcome will be built into their training plan, so each apprentice's experience is individualised.

Programme Sign Up

The Account Manager, Line Manager and learner will meet to review the TNA to develop an individual learning plan.

Introduction to Smart Assessor

Learners are shown how to upload work and navigate our online learning platform.

Online Initial Assessments

Learners will meet their specialist Tutor for the first time to discuss the results of the Initial Assessment and TNA.

Programme Delivery

The Tutor will meet with the learners once a month either face to face or via Microsoft Teams to deliver the programme

Functional Skills Delivery

If the learner does not have exemptions they must complete Functional Skills. This is delivered remotely by a specialist Tutor.

Progress Reviews

Every 12 weeks the learner, employer/ Line Manager, and Intec meet to discuss progress against programme aims.

Mock Assessments

We offer learners the chance to complete a mock assessment with an experienced End Point Assessment (EPA) Tutor who will provide feedback.

Gateway Assessment

Learner, employer/ Line Manager, and Intec meet to decide if the learner is ready to be put forward for EPA.

End Point Assessment (EPA)

An external organisation (EPAO) assesses the knowledge, skills and behaviours the learner has developed whilst on programme.

Receiving Results

Learners will receive results up to 15 working days after they complete their End Point Assessment.

Gateway Assessment

Learners receive a certificate with a Pass, Merit or Distinction. Resits are available at an additional cost.



Develop your skills

Entry Requirements

> Location

We deliver our programmes across the UK. To be eligible for funding learners need to have been a resident in the UK for 3 years or more, or a national of an EU Settlement Scheme. As funding is managed by devolved authorities you need to spend at least 50% of your time working in England.

If you are based outside of England, please speak to your HR department as we can support your employer to look at other funding streams.

> Employment Contract

To enrol, you must have a contract of employment and work at least 16 hours per week. If you work fewer than 30 hours per week, the required off-the-job study hours and the overall duration of the programme will be adjusted to match your working hours.

> Funding or Study Conflicts

Funding is available if you already have a HND or Degree or equivalent qualification, provided the programme does not relate to topics covered by the degree, but you must not be enrolled on another government funded programme i.e. at college or doing a Learn Direct course.

> Functional Skills

To complete the programme Learners will be must achieve a Level 2 in English and maths prior to their End Point Assessment. If the Learner has already achieved a Functional Skill Level 2 (grade 4 or above at GCSE) or equivalent, they will need to provide us with evidence of these exemptions. (More Info on next page)

> Requirements of the Programme

You must be able to meet the requirements of the programme through your job role. This ensures the job provides opportunities for you to develop and demonstrate the competencies required for End Point Assessment.

As part of the programme you must be able to meet the off-the-job training requirement (6hrs per week) for the duration of the programme, which can last 12 to 24 months. You must also commit to attending monthly workshops, one-to-one learning sessions and assessments, and completing assignments and OTJ training log between sessions.

Functional Skills

Levels 1 & 2 English & Maths

Functional Skills are qualifications in English and maths that can be completed either as standalone certifications or as part of one of our programmes. They are equivalent to GCSE's and equip you with essential skills for everyday life, learning, and employment.

Our specialist Functional Skill Tutors deliver these qualifications through remote sessions held once a month, through Microsoft Teams, assigning tasks for you to complete between sessions.

Initially, each person will complete a diagnostic assessment to determine your current level and identify specific areas for improvement, allowing the learning experience to be tailored to their needs.

English Level 1 & 2

English has three modules. Reading Skills examines text types and their purposes. Writing Skills focuses on producing clear and accurate texts with proper spelling, punctuation, and grammar. Speaking and Listening helps you prepare for confident presentations and professional discussions.

Maths Level 1 & 2

Maths covers practical subjects that are essential for everyday life, with lessons specially tailored to match each individual's unique skills and abilities.

For those whose first language isn't English, we offer additional support materials and diagnostic tools to assist their learning journey. We also have an ALN (Additional Learner Needs) specialist tutor available for further support if needed.





Learner Commitment

Understanding Off the Job Learning

Embarking on one of our programmes is a commitment. To succeed, learners need to dedicate an average of 6 hours a week to off-the-job learning. This time is crucial for completing your set work and honing the knowledge, skills, and behaviours essential for you to pass your EPA.

Off-the-job learning, a legal requirement for an our programmes, involves engaging in new learning experiences outside of your usual job role, directly relevant to your course. These learning experiences should take place within your normal working hours and directly enhance your knowledge, skills and behaviours for your programme. These activities will be tracked and logged in Smart Assessor, ensuring you get the credit you deserve.

For those working part-time (less than 30 hours a week), the programme can be adjusted with an extended timeline and fewer weekly off-the-job hours, making it flexible to fit your schedule.

There are huge range of activities this can include but functional skills delivery, progress reviews or training outside of working hours cannot be counted towards off the job learning.



Programme Induction



One to One with Tutor



Other Relevant Learning



Practical Training



Online Learning



Workshops



Related Projects



Research



Writing Assignments



Mentoring & Shadowing



Competitions



Interactions with Peers



Explore our programmes Further

Programmes on offer

➤ Express Delivery Sortation Hub

This Level 2 Programme (equivalent to 4-5 GCSE passes) is suitable for those supporting the rapid distribution of goods in sortation hubs.

Duration : 12 months | Level : 2 | Delivery Method : One-to-One

📄 Programme Overview

📄 Scheme of Work



➤ Team Leader/Supervisor

This Level 3 Programme (equivalent to 2 A-level passes) is designed for those in first time or front line manager roles.

Duration : 19 months | Level : 3 | Delivery Method : Cohort

📄 Programme Overview

📄 Scheme of Work



➤ Improvement Practitioner

This Level 4 Programme (equivalent to a Foundation Degree) has been developed for those who manage a system or process at a senior level.

Duration : 19 months | Level : 4 | Delivery Method : Cohort

📄 Programme Overview

📄 Scheme of Work



➤ Operations/Departmental Manager

This Level 5 Programme (equivalent to a Foundation Degree) is designed for mid-level or senior managers.

Duration : 21 months | Level : 5 | Delivery Method : One-to-One

📄 Programme Overview

📄 Scheme of Work



What's Expected?



> What is the Hub Development Programme?

In partnership with Intec Business Colleges DPD are launching the next phase of the DPD Hub Development Programme to support the professional and personal development of your team.

> What does the programme involve?

Programmes last from 12 - 24 months and are focused on an individuals professional development. Programmes are on offer at various levels and will be taught through a blended learning approach: Delivered in workshop sessions and one-to-one visits with an Intec Tutor, supported by an e-learning platform.

DPD have worked with Intec to design a bespoke programme of delivery that is focused around developing the knowledge, skills and behaviours individuals need in their day to day role.

> What will they learn?

The bespoke programmes will help their personal and professional development, covering a range areas relating to their job role. The programmes are nationally recognised and are proven to support staff as they develop new skills and build their confidence.

> What will you be expected to do?

Our experience has taught us that having your support as a Line Manager enables the Learner to get the most out of their programme.

You should sit in on the sign up and induction with the Learner to gain an overview of the apprenticeship. During this meeting you will sign the Learner's individual learning plan, committing you as their manager to provide the time they need to attend workshops and off the job learning. Ensuring the learner has safeguarded time to complete any set work, meet with their Tutor and sit their End Point Assessment, is essential if they are to succeed.

The professional development the Learner receives throughout their programme should be integrated into their work objectives and form part of the appraisal process. You should also sit in on 12 weekly reviews designed to support the learners ongoing professional development.

We also request you keep the Tutor informed of any changes in circumstances that the Learner may face that could effect their apprenticeship.



Your Intec Team

Here to Support You

Simon Coldwell
Tutor/Assessor

 **07841 502 823**

 **Simon.Coldwell@intecbusinesscolleges.co.uk**

 **[Simon Coldwell](#)**

Right from the start, there will be a personal Intec Tutor assigned. This Tutor will deliver the programme and be the your first point of contact for any questions. You will also benefit from the expertise of our leadership team and subject specialists. They ensure consistent high-quality training and provide in-depth knowledge specific to the field of study.

Vicky Bolton
Account Manager

 **07766 504 420**

 **Vicky.Bolton@intecbusinesscolleges.co.uk**

 **[Vicky Bolton](#)**

Your Account Manager will onboard you onto the programme. Making sure you and your line manager understand the commitments of the course. The Account Manager will support you to complete the Training Needs Analysis which identifies the areas you are seeking to develop. They will also discuss with you any additional learning needs that could impact your experience and time on programme.

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