

The Data Academy

Frequently Asked Questions



This document is designed to answer the most frequently asked questions about The Data Academy and the programmes and workshops within it.



Why are we offering data training to Greencore colleagues?



In short, good data and the right tools to manage it, make our jobs easier and Greencore stronger. Every colleague has a responsibility to make sure our data is accurate and useable because it affects everything we do. When everyone takes responsibility, we can trust the information we have, which helps us make better decisions and work more efficiently. Accurate data means fewer mistakes and more consistent quality in our products.



Why are data skills important to Greencore?



Data is the cornerstone that supports quality control, optimises production processes, enhances supply chain management, and ultimately drives growth and profitability in a fiercely competitive market. As an example, data can help us to accurately manage our stock; by looking at our past sales and considering things like the weather, the economy, and shipping information, we can predict the best amount of stock to keep.



Why have we made these programmes available?



As part of Making Business Easier, we recognise that investing in colleague skills enhances how we understand and use data across the whole organisation. Increased data skills and literacy support us to deliver a successful business transformation and deliver increased efficiencies.



What do we hope to achieve?



The Data Academy will support us to increase our capability around data as a business, enabling us to make better, data-driven decisions, deliver more efficient processes, and we know informed decisions will ultimately help us to create better relationships with our customers.



How long will it take me to complete my programme?



There are a variety of programmes of learning available, each programme is designed with a specific learning need or role in mind, to support a broad range of colleagues across the business. Details of each programme can be found on The Data Academy.



What is the time commitment for each?



The time commitment will vary based on the workshop or programme undertaken. Our shorter self-led learning is 45 mins to 1 hour and our workshops are generally 1 day. Our longer education programmes comprise 'Off the Job' learning time of approximately 6 hours per week. You can find more information about 'Off the Job' learning during the Spotlight Session and on The Line Manager Framework [here](#).



What do I need to do to apply to join a programme?



We have an application process in place to ensure we provide the right colleagues, with the right learning, at the right time. As part of this application process you will need to:

- Review the details of the programme or workshop on The Data Academy
- Attend a Spotlight Session (where appropriate) to find out more and ask any questions, details of how to book a session can be found on The Data Academy
- Discuss the programme or workshop with your Line Manager to ensure that the learning is suitable for your role and supports your development goals
- Complete the application form

Once you have submitted your application, eligibility and suitability for the programme/workshop will be reviewed by both QA and Greencore. As part of this you may be required to provide further information, which may include:

- ID and Eligibility to Work documentation (i.e. passport, VISA)
- Evidence of prior learning associated with the programme (e.g. certificates for GCSE's, Degree, Masters, Apprenticeships, BTEC etc)



When will programmes start?



Most programmes will commence in Winter 2024, with frequent intakes happening across the year. Allocation of places and start dates will be assessed based on learning needs and roles. Your enrolment date will be communicated to you following approval for learning as part of the application process.



How will programmes be delivered?



Each programme/workshop will be delivered using the best learning vehicle available. This could be virtual, face to face or via a blended approach.



Am I expected to learn in my own time?



You will be given time during your working hours to complete these programmes. You should agree with your Line Manager how you will utilise your time to complete your learning, taking into consideration your own learning style, the requirements of your role and the needs of the business. There will be an expectation to be flexible. You may need to undertake some learning in your own time outside of the minimum learning time provided in working hours.



Will I get a qualification at the end of the programme?



Our programmes have a qualification attached to them, as they are delivered via the apprenticeship learning model. Each qualification is detailed on The Data Academy [microsite](#).



What is an Apprenticeship?



An Apprenticeship is a work-based learning qualification, which is regulated by the Government that focuses on the teaching and application of new skills. The Government's regulation focuses on quality of provision, ensuring all providers deliver a quality programme, and the delivery model is aligned to our 70:20:10 learning philosophy.



How are they funded?



Apprenticeships are funded via the Apprenticeship Levy. This funding can only be spent on approved Apprenticeship Standards and training programmes, which includes some of our academy programmes. These programmes are audited by Government bodies such as Ofsted, Skills England and the Education and Skills Funding Agency, and are therefore subject to compliance with the Apprenticeship Funding rules.



Are there any restrictions to an Apprenticeship?



Colleagues completing an apprenticeship must be 16 and above, there is no upper age limit.

An apprenticeship must demonstrate the application of new learning and skills, so similar previous qualifications or experience at the same level or higher may mean that some colleagues aren't eligible. A skills scan will need to be completed to assess ability in key areas of the programme.

To successfully complete the apprenticeship, colleagues will need to evidence that they have achieved a GCSE pass in maths and English (the equivalent to grade C/4) before getting to the End Point Assessment stage.



What are the eligibility requirements for an Apprenticeship?



Individuals must be aged 16+ with valid Passport and/or Birth Certificate and National Insurance Number.

You must have lived in the UK, a country within the EU/EEA country or British Overseas Territory for at least 3 years prior to the start date of the apprenticeship.

You're required to be working in England for 50% of your working time. This means you can live in a non-England postcode but must physically work in an England-based location for more than 2.5 days per week.

Learners can't undertake another apprenticeship or Government funded qualification at the same time.

We're required to demonstrate that individuals are learning new skills, therefore you're unable to hold an existing qualification in a similar subject* at the same level, or higher as the programme you're looking to join.

*please let the Greencore and/or QA team know if you think this is the case as we will be able to review the qualifications you hold



Do I need any specific qualifications to apply for an apprenticeship?



Colleagues are required to hold GCSE, or equivalent qualifications in English and Maths at grade C (4) by the end of their programme. It's great if you hold these already, however we're able to provide Functional Skills qualifications on programme if you don't. You can find out more information about this on Spotlight Sessions.



Where can I find out more?



Programme Spotlight Sessions will be running monthly from November 2024. All the information, and the details on how to book a place can be found within The Data Academy.



Can I finish an apprenticeship programme early?



Whilst individuals are often eager to finish earlier than planned the programmes are designed to be realistic around learning, work and life and we find the majority of learners complete in the agreed time, however, there is a minimum programme term of 372 days, so it could be possible to reduce the length of the programmes.



What is the role of the Line Manager/colleague in making time for learning?



As an organisation, we know that improving our data literacy is a priority in order for us to achieve our ambitious targets, deliver and perform as a business. To do this, we will need to prioritise the skills development for colleagues who have the greatest need, that may be as its part of their role, or they may be involved in MBE delivery.

Leaders and Managers are expected to make every effort to enable/facilitate colleagues attendance at learning and provide coaching and guidance in their day to day work. We would expect colleagues to also prioritise their development and to deliver against any commitments they make.

As we invest in our capability and grow our knowledge, it will be important that we bring our learning into our day-to-day roles, so as well as attending programmes, workshops or completing self-led learning, it will be equally important that we apply that learning in our day to day roles tasks and activities.

Much like we do across all our learning, we will use the 70-20-10 learning philosophy to guide us, and provide tools, resources and support to help colleagues learn by doing.



How will we assess the suitability of individuals for programmes from a business perspective?



Each programme of learning will vary, however suitability will be based on the development needs of the individual, their role and the team they are in. Details of requirements will be provided in the programme information on The Data Academy, in the Spotlight Session and through discussion with the Line Manager to gain approval. Applications will then be reviewed by QA and Greencore to agree suitable colleagues for each programme of learning.



How do colleagues decide what programme is suitable for them?



Colleagues should discuss with Line Managers what programme they feel supports their personal development needs to support them in their role. The Data Academy has been designed to include a quiz, which will help you identify the most suitable programme for you.



Are there any financial implications on me as a Greencore colleague?



The longer-term programmes are funded by the Apprenticeship Levy, which is regulated by Government funding rules, because of this there are no implications at an individual level for the cost of training, learning and assessment.

There may be some learning where a funding agreement would be put in place, and this may incur a clawback arrangement should you leave. These will be discussed with you, before you are enrolled on to the workshop or programme.

Any other costs, such as expenses, would be aligned to our usual business policy and processes.



Who are my best points of contact?



TD&I team on Greencorequalifications@greencore.com.

The zen desk chat function via BUD for those on our longer programmes.