

TCHC GROUP LIMITED

CUSTOMER SERVICE SPECIALIST

LEVEL 3 STANDARD

ABOUT US

TCHC Group Limited have been a leading provider of skills training and provision for 17 years, delivering our vision of transforming the lives of individuals by being the first-choice provider for exceptional provision of employment, skills, apprenticeships and business support.

To date, we have helped 270+ employers to access our apprenticeship services and 1000+ apprentices to develop their careers.

What is an Apprenticeship?

An apprenticeship is a form of employment while studying for a core set of skills that will upskill an individual and provide them a qualification that can help boost their career goals. As an employee, an apprentice is entitled to the same rights as a contracted employee with full time pay (wage is determined by the employer) with holiday leave and statutory sick pay.

What is Customer Service Specialist?

A Customer Service Specialist is an advocate of customer service and acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries. They are often an escalation point for complicated or ongoing customer problems.

Typical Job Roles

- Customer Service Assistant
- Customer Service Advisor
- Customer Service Trainee
- Customer Service Administrator
- Customer Relationship Manager
- Customer Support Officer
- Customer Service Team leader
- Customer Service Supervisor
- Customer Service Co-ordinator

ELIGIBILITY:

- Candidate must have resided in the EU for the last 3 years
- Must be employed working at least 30 hours
- Must not be enrolled in any other type of government funded training
- Must not have attained a qualification that supersedes the desired apprenticeship programme

DELIVERY MODEL

Where does the programme take place:

Currently remote delivery through Microsoft Teams.

When are sessions booked:

1st session booked at induction and then after previous sessions.

Is there a schedule for the entire programme:

No dedicated schedule for the whole programme regarding dates and times as typically we arrange sessions after the previous session. We will have lesson plans scheduled for each session but this is only viewed by the Learning Coach.

Frequency of sessions:

Once a month, typically 3 hours per session.

CONTENT

Knowledge, Skills and Behaviours (KSB's) are the main aspects of assessing an apprentice's competency within their occupation of employment.

Knowledge

- Knowing your customers
- Understanding the Organisation
- Meeting regulations and legislation
- Systems and resources
- Your role and responsibility
- Customer experience
- Product and service knowledge

Skills

- Interpersonal Skills
- Communication
- Influencing skills
- Personal organisation
- Dealing with customer conflict and challenge

Behaviours

- Developing self
- Being open to feedback
- Team working
- Equality - treating all customers as individuals
- Presentation - dress code, professional language
- "Right first time"

Functional Skills

If you do not have a maths and English GCSE grade C or above they will be required to complete Functional Skills maths and English at level 2 during the Apprenticeship.

Any opportunity to apply to a recognised body within the profession.

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

20% OFF THE JOB

All Apprentices must have a minimum of 20% off-the-job training which needs to be completed within working hours. If training must, by exemption, take place in an evening, or outside of contracted hours, we would expect this to be recognised (for example, through time off in lieu). Your TCHC Dedicated Account Manager will help you agree the off-the-job training before the start of the apprenticeship.

COURSE OUTLINE

1

Initial Assessments Pre-enrolment

Initial Assessments
English & maths

Customer Service Specialist Entry Assessment

2

On-programme Learning Month 0-12

Knowledge, Skills and Behaviours

Functional Skills:*
English Level 2
Maths Level 2

3

Gateway Month 12-15

Attained at least the minimum knowledge, skills and behaviours detailed in the Standard

Successful completion of a work-based assignment covering all three units

Achieved Functional Skills certificates at level 2 for English and maths*

4

End Point Assessment (EPA) Month 15-18

Work Based Project

Professional Discussion

Practical Discussion

Interview

**if you have already achieved GCSE grade C/grade 4 or above in English and maths, you may be exempt from this element.*

END POINT ASSESSMENT (EPA)

The EPA takes place once you have completed your on-programme learning and your readiness to complete the apprenticeship has been determined. The EPA enables you to prove your competence in the role of a digital marketer and will be facilitated by an independent End Point Assessment Organisation (EPAO). Your employer and TCHC Learning Coach will guide you through your EPA and advise you on the best approach to take towards your assessment.

What does the EPA consist of?

For the Customer Service Specialist Level 3 course, you are required to complete four assessments. The four methods of assessment will build a cumulative picture of how well you have met the requirements of the apprenticeship standard. The overall grade you are awarded is a holistic judgement of all EPA requirements, none of the assessments are graded individually. In order to pass the apprenticeship, you must meet the expected level of quality in each assessment

What does the EPA consist of?



Grading	
Distinction	90%
Pass	70%
Fail	<70%

PRACTICAL OBSERVATION

This will take around an hour and will take place in the workplace. It will be undertaken by the Independent End-point Assessor and must:

- Reflect typical working conditions
- Allow the apprentice to demonstrate all aspects of the standard
- Take a synoptic approach to assessing the overall competence (skills, knowledge and behaviours)
- Be carried out on a one-to-one basis

WORK BASED PROJECT AND INTERVIEW

Apprentices submit a written report on a project they have carried out. This will be around 2500 words on a subject agreed by the employer. It should cover a specific high-level challenge and how the apprentice dealt with it, including actions, planning execution, solutions, recommendations, policy changes and customer feedback.

The work-based project is designed to ensure the apprentice's learning meets the needs of the business and is relevant to their role.

The interview to support the work base project will take around 60 minutes and will focus on the written project and supporting annexes.

The interview can be face-to-face or via video conferencing but must be undertaken in a suitably controlled environment.

It will consist of 10 competency based questions.

PROFESSIONAL DISCUSSION

This will take around 60 minutes and will consist of the apprentice offering between 10-15 pieces of evidence to support the discussion. This can include emails, letters, manager feedback or similar. Again the discussion can be face-to-face or via video conferencing.

COMPLETION

The Independent End-point Assessor confirms that each assessment element has been completed. The grade is determined by them based on the overall performance of the apprentice in the observation and professional discussion:
Pass / Distinction / Fail is awarded.

FAQ's

Do I have to be in full-time employment to enrol onto this course?

In order to enrol onto one of our courses, you must be employed a minimum of 30 hours per week. If you are not already employed in a role that meets our entry requirements, we will work with you to find a suitable role that supports your career aspirations.

If I apply for a job vacancy as part of my course how much will I be paid?

Each vacancy we advertise is different and the salary you receive will be dependent on the employer, role and industry you apply for.

The roles we advertise are apprentice positions, however, we encourage our employers to pay above the NMW for apprentices and many of our positions include performance related incentives.

Further guidance on the NMW for apprentices can be found online at www.gov.uk/nationalminimum-wage-rates.

Will I be entitled to paid annual leave whilst studying?

Throughout your programme you will be entitled to the same statutory leave entitlement and have the same right to Statutory Sick Pay (SSP) as other employees. To calculate your statutory leave entitlement please visit www.gov.uk/holiday-entitlement-rights.

What happens if I fall behind?

Your tutor will be closely monitoring your progress with regular reviews to ensure you are on track. If at any point your development is not where it should be, your tutor and employer will work with you to update your individual learning plan and ensure you get up to speed.

What happens if my employer doesn't allow me time to study?

All employers are legally required by the UK Government to allow you 20% of your contracted working hours to study towards your course. If you are having difficulties with your employer, please speak to your learning coach.

What happens when I finish my course?

At the end of your course, if we have placed you into your role, your employer will decide whether they will continue to employ you as a full-time member of staff and you'll have the opportunity to decide which steps you take next. Your tutor will talk to you about career progression and you may also wish to progress onto a further training course with TCHC Group.

CONTACT US

Phone: 01923 698430

Email: info@tchc.net

Visit: www.tchc.net

2nd Floor,
21 Station Road,
Watford,
Hertfordshire,
WD17 1AP



TCHC Group



tchcgroup



TCHC Group



TCHC Group