

HENLEY BUSINESS SCHOOL
ESSENTIAL APPRENTICESHIP GUIDE

Developing your English and maths skills



Henley
Business School

UNIVERSITY OF READING

Where business comes to life

Developing your English and maths skills



Henley apprenticeships emphasise personal and professional growth for you as an individual. The use of English and maths is an important, but sometimes overlooked, area of development. Even experienced professionals have English and maths skills that they would like to develop further – from formal report writing to calculating financial ratios. Many apprentices find they would like some extra support in these areas during their apprenticeship – particularly those who are new to higher education or whose last experience of formal education was some time ago.

We want to provide you with the help you need to develop your English and maths skills. As each apprentice has different needs, we offer various sources of support – some of it is integrated in the apprenticeship, some of it is available outside of it.

This guide aims to help you navigate what is on offer and find the help you need.

Essential Apprenticeship Guides

This guide is one of a series designed to help our clients engage with apprenticeships and deliver best value to their organisation and their apprentices.

Further reading

Succeeding as an apprentice

henley.ac.uk/business/apprenticeships/essential-apprenticeship-guides

English and maths are important skills in the workplace – your apprenticeship will help you develop them so they are practical and contextualised to your organisation.

1

We offer various sources of support – both within and in addition to your core programme.

2

At a glance

This guide signposts you to where you can find more support for English and maths.

3

English

Your apprenticeship will assist you in developing:

- Critical thinking and analysis skills, enabling you to present well-justified arguments
- The ability to appraise written documents
- Clear and coherent written presentation skills, writing in a well-structured way with a logical flow of argument
- Clear and confident verbal presentation skills
- An understanding of business language and the ability to participate in strategic conversations
- The ability to ask insightful questions
- Confidence in communicating as an expert/ thought-leader in a particular business area

Maths

Your apprenticeship will assist you in developing:

- Quantitative analysis of information and data
- The ability to interpret and present information and data using a range of interpretation and analytical processes
- An understanding of quantitative research methods
- The ability to appraise financial information, reports and controls



English and maths support

Sources of support include:

Resource	Examples of topics
Workshops as part of your apprenticeship programme	<div> Starter workshop <ul style="list-style-type: none"> • Critical and conceptual thinking • How to apply models/frameworks • Making sense of academic content • Academic writing • Academic referencing </div> <div> Research skills workshop <ul style="list-style-type: none"> • Fundamentals of practitioner research • Tools to formulate a problem or question • Literature review • Research methods • Collection, analysis and presentation of data and evidence • Quantitative and qualitative data collection methods </div>
Study skills advice on Canvas	<ul style="list-style-type: none"> • Practice-based and reflective learning • Reading and making notes • Academic writing • Essay writing • Leadership in writing
Guides from the University of Reading Study advice hly.ac/3q28V5v Video tutorials @	<ul style="list-style-type: none"> • Academic integrity toolkit • Assessment and feedback • Dissertations and major projects • Essay writing • Giving presentations • Group work • Lectures and seminars • Literature reviews • Managing your time • Practice-based and reflective learning • Preparing for exams • Reading and making notes • Referencing • Report writing • Researching your assignment • Studying at home • Writing for maths and sciences 
Maths support From University of Reading Guides and worksheets Online learning via Blackboard hly.ac/3gvDRYV Workshops on a range of topics	<ul style="list-style-type: none"> • Numeracy skills • The chain rule • Fractions • Partial differentiation • Psychometric tests • Statistics and probability • Solving mathematical problems

Mandatory level 2 English and maths qualifications

The government requires that all higher and degree apprentices demonstrate evidence of English and maths qualifications at level 2 or above, in order to pass through Gateway and complete their apprenticeship. This is mandatory – without this evidence you will be unable to complete your apprenticeship or gain your Henley degree or qualification.

More details on the required English and maths qualifications are available on the government website. hly.ac/3wzIA2p

English and maths qualifications and supporting evidence are reviewed by Henley as part of the admissions process. You will have been informed and directed to support if you are required to gain these qualifications. If you have any concerns, please contact your apprenticeship tutor in the first instance.



OECD (2018) analysis of skill shortages in the UK workforce shows the following in the top 10 for abilities shortages:

1

Reasoning
abilities

6

Verbal
abilities

9

Quantitative
abilities

Reference:

OECD (2018) Skills for Jobs: United Kingdom.
[Accessed 28 May 2021]

On the Senior Leader Apprenticeship (Business Administration) programme, a range of study skills material will allow you to enhance your critical thinking, critical reading and writing skills. This will enable you to appraise, plan and produce well-argued documents. The learning on your modules will help you to broaden your vocabulary and deepen your understanding of business language and financial concepts, which will make it easier for you to participate in strategic conversations across functional areas. All of this will help you to improve your confidence and personal impact as leaders in the workplace!

Dr Anne Dibley, Head of Post Experience Programmes,
Henley Business School

Where business comes to life

Henley is a triple-accredited business school with over 75 years' experience in developing confident, resilient business leaders and supporting organisations in reaching their strategic and transformational goals.

We are one of the largest providers of leadership, management and digital apprenticeships. Our programmes support around 1,600 learners and are enriched by the cutting-edge research and wide-ranging commercial experience of our academics.

The depth and breadth of this knowledge base equips learners with an extensive understanding of leadership and, along with the latest sector-specific insights, enables them to become the strategic and responsible leaders of the future.

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