



Apprenticeships

an employers guide

THE FACTS

- Apprenticeships are training programmes designed for young people aged 16-24 who have left full-time education.
- Nationally there are more than 150 types of Apprenticeship available.
- Apprenticeships can be pursued at Level 2 and Advanced Levels.
- Each Apprenticeship will normally last between one and three years, depending on the occupation, the ability of the apprentice and their aspirations.

WHAT ARE APPRENTICESHIPS?

Apprenticeships are an effective way to develop the kind of employees that your organisation needs. If you take on a young person aged 16-24 as an apprentice, you can ensure that he or she develops the skills and experience that benefit your business.

Apprenticeships are an investment to avert skills shortages in the future and are an excellent way of developing and motivating existing staff.

Apprentices gain respected qualifications while they are getting hands-on experience and off-the-job training.

HOW WILL MY COMPANY BENEFIT?

The benefits of having an Apprentice are considerable. You will be developing employees who have the knowledge and ability to make a significant contribution to your business.

Apprenticeships improve motivation and productivity by offering a comprehensive mix of training and development activities.

HOW DO APPRENTICESHIPS WORK?

Employers are responsible for giving apprentices an induction into their role, the workplace and providing on-the-job training opportunities. An apprentice will get the hands-on skills and experience they need to work successfully in your organisation.

Off-the-job training for Apprentices is arranged by Doncaster College. Doncaster College make the whole process easy - they produce a training plan agreed by the employer and the individual and manage the Apprentice's regular assessments.

Employers are responsible for the wages of Apprentices who are in full-time employment. You may negotiate a salary that reflects their skills and experience, age, ability, and the going rate for the job concerned. Apprentices at Level 2 who are on work placements receive a guaranteed training allowance.

WHAT ARE THE QUALIFICATIONS?

Over the course of their Apprenticeship, Apprentices will work to achieve a National Vocational Qualification (NVQ), a Technical Certificate and Key Skills, all of which will lead to a completion certificate.

NVQs are vocational awards that are gained through assessment of performance and knowledge at work.

Apprenticeships also include technical certificates, such as BTEC National Certificate or a City & Guilds Progression Award. These are delivered through off-the-job learning and provide Apprentices with the underpinning knowledge of your business area which is so important if employees are to progress in their jobs and make a valuable contribution to your business.

Key skills are a range of essential skills needed by employees to operate effectively. All Apprentices receive training in the Key Skills required by their chosen industry. Doncaster College will incorporate the skills into each apprentices training plan.

The six key skills are:

- Communication;
- Application of Number;
- Information Technology;
- Working with others;
- Improving Learning and Performance; and
- Problem Solving.

DESIGNED BY EMPLOYERS FOR EMPLOYERS

Apprenticeships are designed to be relevant to the needs of each occupational sector. Each one has been developed by the relevant Sector Skills Council or sectorial organisation - formerly National Training Organisation (NTO) - in co-operation with employers in their sector.

There are two different levels of Apprenticeship. The most appropriate level for a young person depends on their abilities and the requirements of the job, as well as their career aspirations.

Apprenticeship at Level 2

Apprentices doing an Apprenticeship at Level 2 may be on a work placement with an employer and receive a training allowance, or they may be employed with a wage. This programme will take at least 18 months to complete and lead to NVQ Level 2, a Technical Certificate and the appropriate Key Skills. Most of the work an Apprentice does is practical. Apprentices develop technical skills and gain valuable work experience. There is also an opportunity to progress to an Advanced Apprenticeship.

Advanced Apprenticeship

Apprentices doing an Advanced Apprenticeship (AA) are aiming for technical, supervisory or junior management roles. They should be in full-time employment, and receive an appropriate wage. The training can take up to three/four years. On completion, an apprentice will have gained NVQ Level 3, a Technical Certificate and relevant Key Skills. An AA may also provide a route to higher education and to NVQs at Levels 4 and 5.

The Benefits

- You'll be developing a workforce for the future - and by encouraging further training your Apprentices may become your supervisors and managers.
- Apprenticeships are designed by employers for employers, which means you can be sure they'll meet your needs.
- Apprenticeships are designed to be easy for you.
- Employing an Apprentice is not as expensive as you might think, as the majority of training costs are paid for.
- Apprenticeships are not just for new staff - you can use them to develop your existing staff between the ages of 16-24.

THE QUALIFICATIONS

There are five levels of NVQ, ranging from Level 1, which focuses on basic work activities, to Level 5 for senior management.

The academic equivalents of NVQ levels are:

- NVQ 1 - Foundation GNVQ or GCSE level (Grade D - G)
- NVQ 2 - Intermediate GNVQ or GCSE level (grade A - C)
- NVQ 3 - Advanced Vocational Certificate of Education (AVCE), A Level or AS Level
- NVQ 4 - Degree level
- NVQ 5 - Postgraduate level

HOW DO I FIND OUT MORE?

For more information on Apprenticeships contact the Work Based Learning Unit at Doncaster College on 01302 553757.

Doncaster College is committed to promoting Equal Opportunities
This leaflet is available in alternate formats

DONCASTER COLLEGE OFFER APPRENTICESHIPS IN

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- Administration
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- Catering
- Engineering
- Floristry
- Hospitality
- Hairdressing
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- Painting and Decorating
- Plastering
- Plumbing
- Sports and Recreation
- Warehouse and Distribution
- Marketing
- Telesales
- and many more...