

# APPRENTICESHIPS AT EAST COAST COLLEGE

***'APPRENTICESHIPS HAVE BECOME A KEY ELEMENT FOR CEFAS IN ACHIEVING OUR BUSINESS OBJECTIVES. IT IS A PLEASURE TO WATCH THE JOURNEY OF OUR APPRENTICES FROM NORMALLY TIMID AND NERVOUS ON DAY ONE TO CONFIDENT, HAPPY IMPORTANT PARTS OF THE WIDER TEAM.'***

**– CEFAS**

***'WE HAVE WORKED WITH THE COLLEGE FOR A NUMBER OF YEARS AND THEY HAVE ALWAYS OFFERED US OUTSTANDING PROVISION IN SUPPORT OF OUR TRAINING NEEDS. THE APPRENTICESHIP PROGRAMME HAS ALLOWED US TO RECRUIT NEW STAFF (AND TRAIN THEM TO THE STANDARD THAT WE REQUIRE) AND ALSO OFFER OPPORTUNITIES FOR OUR EXISTING STAFF TO CONTINUE THEIR TRAINING AND PROFESSIONAL DEVELOPMENT WITH US.***

***LEARNERS RECEIVE REGULAR VISITS FROM THEIR ASSESSOR, EXPERT GUIDANCE, FEEDBACK AND SUPPORT TO ACHIEVE – AND WE ARE INVOLVED THROUGHOUT.'***

**– YOUR CHOICE SOCIAL CENTRE**

***'SINCE OPENING MY OWN BUSINESS I HAVE EXPANDED MY TEAM AND TAKEN ON AN APPRENTICE. I'M LOOKING FORWARD TO PASSING ON MY KNOWLEDGE AND INSPIRING YOUNG TALENT OF THE FUTURE. I HAVE ALSO JUST RETURNED TO THE COLLEGE TO COMPLETE MY ASSESSOR AWARD.'***

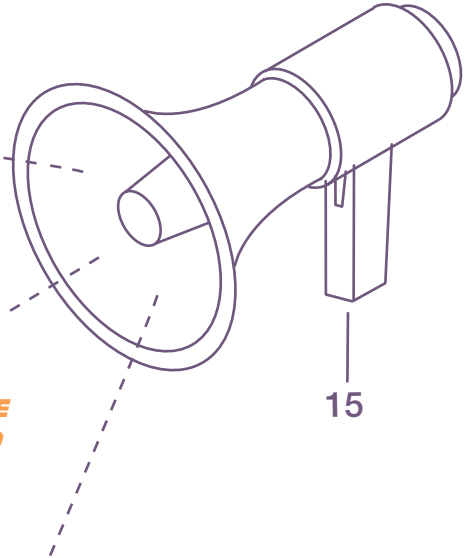
**– THE GENTLEMEN'S CLUB**

***'WE HAVE A GOOD WORKING RELATIONSHIP WITH STAFF AT THE COLLEGE AND THEY ARE ALWAYS ON HAND IF WE HAVE ANY ISSUES.'***

**– MEKA HAIR DESIGN**

***'APPRENTICES HAVE BEEN KEY IN REVERSING THE TREND OF AN AGEING WORKFORCE BY INTRODUCING FRESH NEW TALENT INTO THE ORGANISATION AND DEVELOPING THEM IN THEIR CHOSEN CAREER WITHIN THE NHS.'***

**– NORFOLK COMMUNITY HEALTH AND CARE NHS TRUST**



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# **APPRENTICESHIPS: RELEVANT TRAINING ACROSS THE WORKFORCE**

Over the last few years, apprenticeships have changed substantially. These programmes are playing a central role in the government's plans to address skills gaps at all levels in the nation's workforce. Apprenticeships are now more relevant and more effective, and offer the opportunity for anyone aged 16 or over to learn new skills – whether they're a new employee or an existing employee looking to develop within their organisation.

This form of on-the-job training is very flexible. Apprentices have to do some guided learning 'off the job' but this doesn't have to be a day a week at college – a lot of it can be delivered in the workplace. East Coast College's dedicated Apprenticeships & Training Team currently tailors training to meet the needs of over 700 local companies. We work hard to ensure that the employer has the support they need and that their apprentice is learning effectively, with an expert Vocational Trainer/Assessor making regular workplace visits throughout the programme.



# **APPRENTICESHIPS: THE BASICS**

## **WHAT IS AN APPRENTICESHIP?**

An apprenticeship combines on-the-job and supplementary learning in a training programme that works towards a recognised qualification. Designed to improve the competence of people at different stages of their career, these programmes teach the skills needed by employees in a huge range of job sectors.

## **HOW ARE THESE PROGRAMMES STRUCTURED?**

Apprenticeships are designed to help people work towards acquiring all the skills and knowledge they need to be effective in a particular job role. Each programme is based on a list of required elements (sometimes described as the 'Framework' or 'Standard') that have been designed by industry experts. Provision can be tailored to help an apprentice bring the latest and most relevant new skills to a particular business.



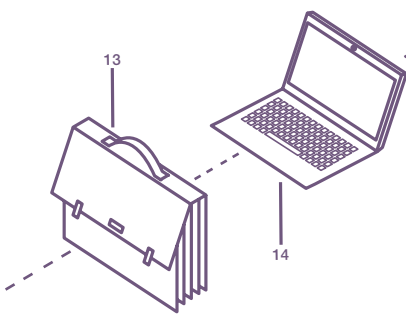
## **DOES AN APPRENTICE HAVE TO BE YOUNG?**

No! Apprenticeships are aimed at anyone aged 16 or over who would benefit from learning new work-related skills. Programmes are available from introductory up to degree level. This means employers can use them both to train new recruits and upskill existing staff.

All apprenticeship programmes strike a balance between relevant theory and applied skills, with some apprentices also needing to attend college to help them achieve the required standard in English, Maths and ICT.

## HOW DOES AN APPRENTICESHIP WORK IN PRACTICE?

The employer agrees a tailored programme plan for their employee with college staff. Over the course of the apprenticeship (normally between 18 and 48 months, depending on qualification level), the employer needs to enable their apprentice to acquire the skills and knowledge necessary to complete the programme. Apprentices are employed to do a specific job, and are paid to work at least 30 hours a week.

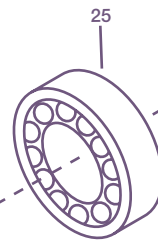


East Coast College ensures companies are always well supported with apprenticeships: an expert Vocational Trainer/Assessor will make regular workplace visits to monitor, assess and advise the apprentice, as well as liaise with the employer to discuss progress and offer guidance.

## HOW OFTEN DOES AN APPRENTICE NEED TO BE AWAY FROM WORK?

Although all apprentices have to spend 20 per cent of their time doing 'off the job' training, this doesn't have to mean they have to be away from work on a regular basis. 'Off the job' covers anything outside normal working duties that helps an apprentice learn relevant skills or information, so can take many different forms and often be delivered in the workplace.

'Off the job' can include training in the workplace, mentoring and job shadowing, day-release courses at college, and online assignments completed during work hours. In addition, an apprentice ideally needs to be provided with weekly study time for the completion of work set by their Vocational Trainer/Assessor.



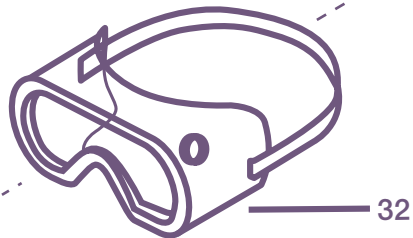
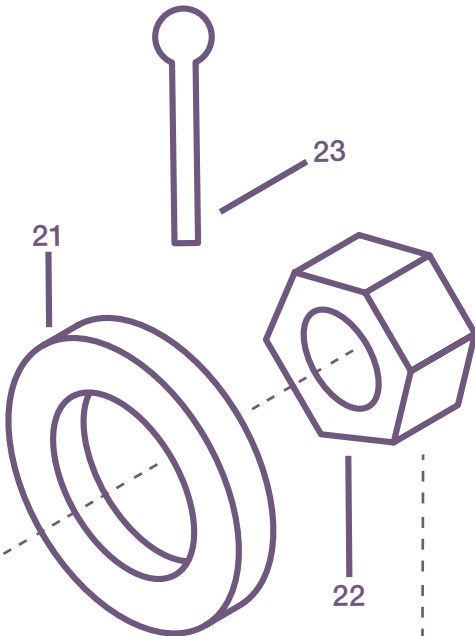
# THE COST OF AN APPRENTICESHIP

The amount you pay towards training depends on the size of your company's wages bill, and the cost of apprenticeship training, which varies according to programme type and level. Companies with staff costs over £3 million pay for the cost of training provision via the Apprenticeship Levy (our Apprenticeships & Training Team can give you more detail on this).

For non-Levy-paying companies, the government will fund at least 90 per cent of an apprenticeship's training costs. If a company has more than 50 staff, it's expected to make a 10 per cent contribution for any apprentice. If a company has less than 50 staff, a 10 per cent contribution is expected only for those apprentices aged 19 or over – for anyone aged 16–18, the training is 100 per cent funded by the government.

The government will also pay employers, regardless of the size of the company, £1,000 for each apprentice they employ aged 16–18.\* Apprentices must be employed for a minimum of 30 hours a week and be paid in accordance with criteria for the National Minimum Wage, or more. In addition, they must be paid both for the hours they spend working and for those spent studying.

\*correct at time of print



# THE BENEFITS OF AN APPRENTICESHIP

## **FLEXIBILITY**

Apprenticeships can be used to upskill and/or train employees of any age, including existing staff. Anyone over 16 is eligible to do one, as long as they fulfil the entry requirements and the training offers them the chance to learn new skills.

## **REDUCED PRESSURE ON EXISTING STAFF**

The staff at East Coast College who tailor apprenticeships training for employers are all experts in their sector. This means they can ensure that each training programme will bring only the most useful and relevant skills into a particular business, helping relieve pressure across the workforce.

## **FUTURE-PROOFING**

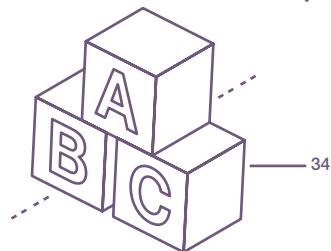
An apprenticeship is a great way to invest in your company's future, ensuring your workforce has the skills and knowledge it needs to cope with change and exploit new opportunities. This kind of training also helps with succession planning.

## **COST-EFFECTIVE, EFFICIENT TRAINING**

Apprenticeships deliver effective, tailored and well-organised provision at a fixed price. With everything scheduled well in advance, these programmes run smoothly without creating the unforeseen costs and organisational issues that a more ad hoc approach to staff training often can.

## **A MORE DYNAMIC WORKFORCE**

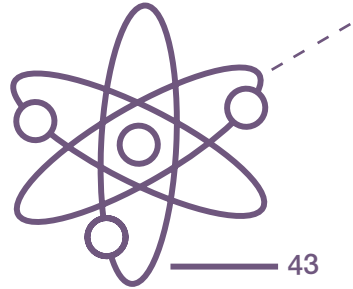
Newly recruited apprentices can bring vital energy to a business, together with new ideas. Putting members of staff on an apprenticeship programme shows them that the company thinks they're worth investing in – and when employees feel valued, they're happier and work harder, and staff turnover drops.



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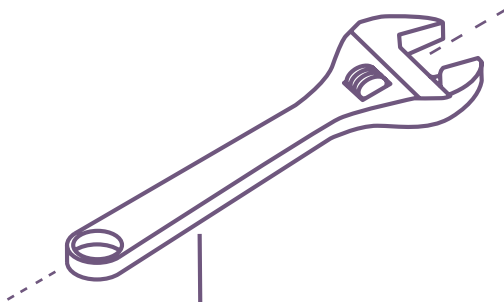
# SKILLS TRAINING AT DIFFERENT LEVELS

Over the last ten years, the scope of apprenticeships has changed hugely. Now available at different levels up to a degree, they're not only used to improve the skills of people at the start of their careers but also to develop the potential of existing members of staff. Entry requirements vary depending on apprenticeship level, sector and job role.

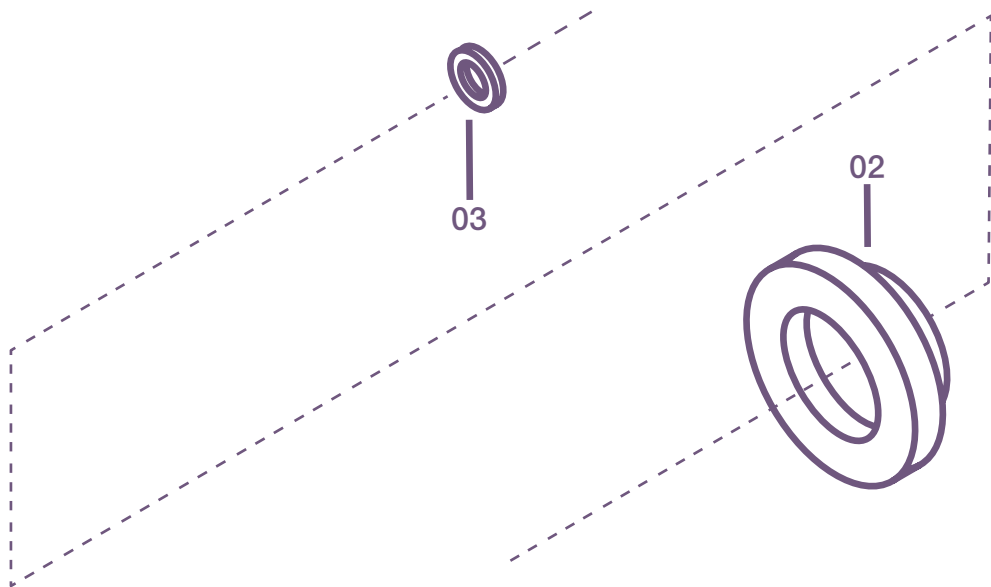


There are four different types of apprenticeship, which relate to academic qualifications as follows:

Apprenticeship type	Equivalent qualifications	Qualification level
Intermediate	5 GCSE passes at Grades A*/9 to C/4	2
Advanced	2 A level passes	3
Higher	Foundation degree and above	4, 5, 6 and 7
Degree	Bachelor's or Master's degree	6 and 7



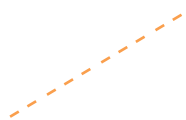




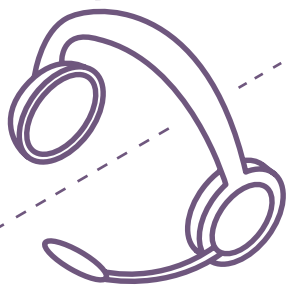
# **APPRENTICESHIPS: FINDING THE RIGHT MATCH**

As the largest established apprenticeships provider in the area, East Coast College is well placed to help you find the right apprentice for your business. Members of our Apprenticeships & Training Team have a huge amount of experience in recruitment, and can help with advertising, job descriptions, candidate matching and interviewing. East Coast staff can also advise employers on how to use work-based training to effectively upskill existing staff – a business is allowed to take on as many apprenticeships as it can afford to support.

Apprenticeships are designed to be flexible. Although the list of requirements for each programme will include compulsory skills and knowledge that an apprentice must acquire, there's a lot of scope to tailor the training to maximise its benefit to a particular business. Our expert Vocational Trainers/Assessors design a bespoke training schedule that ensures an apprentice will be a valuable addition to the workforce.



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# **GET IN TOUCH**

**TO DISCUSS WHAT A TAILORED APPRENTICESHIP PROGRAMME COULD DO FOR YOUR COMPANY, OR ANYTHING ELSE RELATING TO WORK-BASED TRAINING, INCLUDING THE APPRENTICESHIP LEVY:**

**CALL**

**0800 085 8860**

**EMAIL**

**APPRENTICESHIPS@EASTCOAST.AC.UK**

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**IN THE LATEST SATISFACTION SURVEY  
RUN BY THE EDUCATION AND SKILLS  
FUNDING AGENCY (PUBLISHED  
NOVEMBER 2018), % OF THE EMPLOYERS  
WE WORK WITH AGREED THAT:**

**EAST COAST COLLEGE DELIVERS  
TRAINING THAT REFLECTS  
UP-TO-DATE PRACTICES IN YOUR  
INDUSTRY/SECTOR – 86%**

**THE INFORMATION WE PROVIDE  
ABOUT THE APPRENTICESHIP  
LEVY IS HELPFUL – 93%**

**EAST COAST COLLEGE  
UNDERSTANDS YOUR  
ORGANISATION'S  
TRAINING NEEDS – 82%**

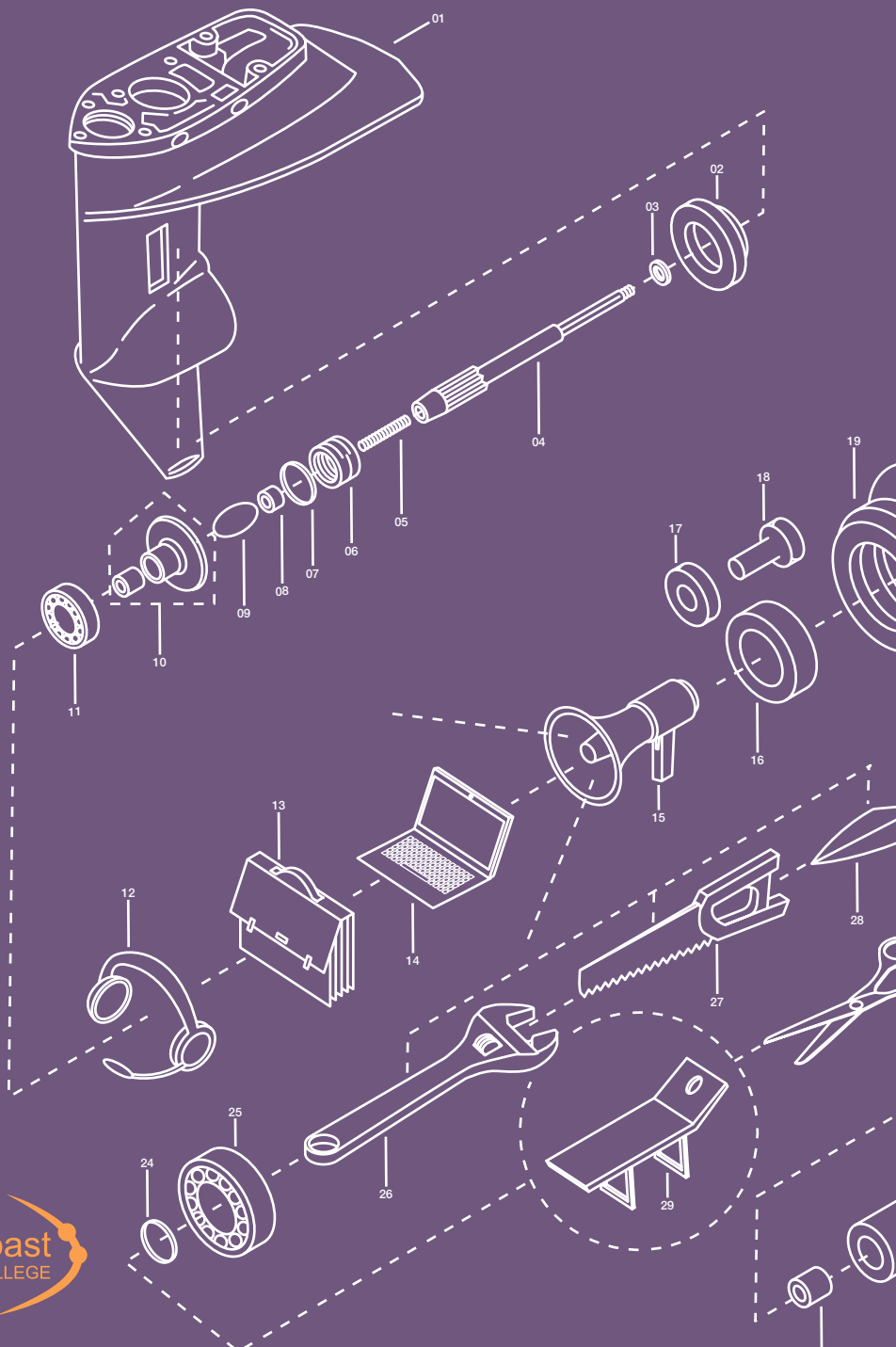
**TRAINING AND/OR ASSESSMENT  
IS OFFERED FLEXIBLY TO  
MEET YOUR NEEDS – 84%**

**OVERALL, THE QUALITY OF  
TRAINING IS GOOD – 83%**

**THE LOCATION OF TRAINING  
IS CONVENIENT – 86%**



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