



# An Employer's Guide to Apprenticeships

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2007–2008



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# What is an Apprenticeship?

Apprenticeships are government-funded schemes designed for young people aged between 16 and 24 years. The Learning and Skills Council (LSC) funds the college's apprenticeship programmes.



## How Apprenticeships can help your business

They can:

- Provide a source of enthusiastic and talented young people
- Help you to solve your skills shortages
- Train employees to high occupational standards
- Save you money by providing funded training packages
- Help you to plan for the future



## Sponsored Training

At Hackney Community College, we work collaboratively with employers to deliver the job training and qualifications that an apprentice needs to complete their apprenticeship framework.

Normally, an Apprentice will spend four days a week with their employer obtaining the practical skills and job knowledge necessary for their chosen occupation. One day a week will be spent at college doing practical tasks, learning necessary job theory and developing key employment skills.

All Apprentices have an agreed training plan. An Apprenticeship is a contract between the Employer, the Apprentice, the College and the LSC.

Training is fully sponsored for 16 to 18 year old Apprentices.



## Apprenticeship Frameworks

Apprenticeships are available for many vocational occupations. They all have set time frames for completion.

Frameworks consist of:

- A National Vocational Qualification (NVQ) at level 2 or level 3
- A Technical Certificate
- Key Skills
- Employment Rights and Responsibilities (ERR)

Staff in our Apprenticeship team advise you about framework content for the apprenticeship programmes that we offer.

## Apprenticeship Programmes

**National Vocational Qualifications cover:**

- The standards required for an occupation
- The competencies required to do a job
- A breakdown of the contents of jobs within an occupation, into tasks called units of competence
- The performance criteria required to do jobs and tasks

## Technical Certificates

- The theoretical knowledge required in an occupation
- Knowledge that underpins the performance criteria of the NVQ

### Key Skills are:

Fundamental skills required in everyday life and work. Apprentices need to develop these skills so that they become effective members of a flexible, adaptable and competitive workforce. They comprise of:

- An external test/examination
- A portfolio of evidence showing that skills have been applied
- Key Skills that could be required in both the level 2 are:
  - Application of Number\*
  - Communication \*

Key Skills at either level 1, level 2 or level 3 are required as components of apprenticeship frameworks.

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\*These are the common skills that apply to most apprenticeship frameworks. If apprentices have achieved an A\* to C in English, maths or IT, they may be exempt from the level 1 or level 2 key skills requirements of their respective framework.



## How you contribute to Apprenticeships

- Offer employment with sponsored training to a young person
- Support an Apprentice throughout their training
- Work in collaboration with the college
- Participate in quality training to develop highly skilled and effective employees

### You are expected to:

- Employ your Apprentice throughout the duration of their training and beyond
- Provide your Apprentice with a contract of employment
- Agree and sign a training plan for your Apprentice with the college
- Ensure a safe and healthy working environment
- Ensure your Apprentice is properly supervised at work
- Pay your Apprentice an appropriate/ nationally agreed rate for the job (a minimum of £80 per week is a requirement)
- Provide relevant work tasks so that your Apprentice can achieve the necessary NVQ competencies
- Collaborate with college staff and participate in reviewing your Apprentice's progress
- Provide opportunities for college assessors to undertake work-based assessments
- Provide witness testimonies/ statements of your Apprentice's work competence
- Provide a mentor for your Apprentice in the workplace

## Hackney Community College delivers Apprenticeships in:

- Administration
- Construction Services
- Early Years Care and Education Care

For more information on the courses we offer, please contact us on 020 7613 9430 or email **[employer@tcch.ac.uk](mailto:employer@tcch.ac.uk)**.

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