



An Employer's Guide to Apprenticeships

Apprenticeships Mean Competitive Advantage



Designed by Business for Business

Whether you decide to develop existing staff or recruit new employees **apprentices will directly contribute to your company's success**. As they learn while they work their knowledge is up-to-date, and because the training is on the job, the practical skills they gain are the right ones for you. Equipping your staff with the skills and knowledge to do the job better improves employee motivation and efficiency. Your apprentice can bring new specialist skills to your company through their college studies. You will also find it easier to recruit and retain bright and well motivated young people.

SEMTA, (the engineering Sector Skills Council), composed of representatives across industry decide the apprenticeship content. As they are drawn from engineering they understand our sector and the practical demands of business, and they ensure that apprenticeships remain relevant.



Commitment



Your commitment as an employer is central to your apprentice's success. It is the employer's responsibility to provide necessary supervision at work, time to learn and study, and Health & Safety in the workplace. Your apprentice is employed by you and you are responsible for his salary. Most employers prefer to offer a modest salary at the start which increases in steps each year.

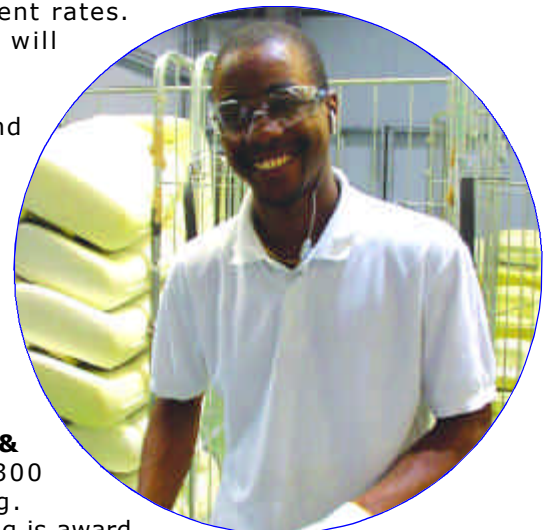
The cost of the training is supported by the government through local **Learning & Skills Councils (LSC)**. Avon Vale has several LSC contracts and is often able to access funding to offer apprenticeship training for free. Unlike other training providers we have developed an efficient operation that delivers excellent results. Providing that LSC finance is available, (which is dependant on apprentice age), the funding we source usually meets our costs so we can offer a free service.

Achieving Success

Avon Vale is committed to making sure every learner reaches their potential and we are determined to maintain our high achievement rates. Each learner is allocated a personal Training Co-ordinator who will guide them through the programme. We plan, manage and administer the programme. We conduct a Health & Safety assessment of your workplace, and provide continual support and progress monitoring of your apprentice.

As part of our service we offer free recruitment assistance to help you find the right people for the job. We interview hundreds of applicants, conduct assessments to measure their potential, and then offer you a choice of suitable candidates. With almost 40 years of experience we have a good idea how every business is different. All our programmes are flexible and designed to suit the particular demands of your company.

We are determined to remain **the leading provider of engineering & manufacturing training in the South West**. We look after over 300 apprentices across the region and in all sectors of engineering. Recognised as a **Centre of Vocational Excellence (CoVE)** our training is award winning and our achievement rates are very high. The learner is at the heart of our business and we will nurture their progression to enrich the skills and motivation of your workforce.



Apprenticeships - Path to Success



Apprenticeships are a structured learning programme to gain nationally recognised qualifications whilst in employment. They are available to young people aged between 16 to 24 who are leaving or have left full time education. Apprenticeships are a partnership between the apprentice, the employer and the training provider.

There are two levels of apprenticeship either an '**Apprenticeship**' or an '**Advanced Apprenticeship**'.

Apprenticeships in engineering usually take 1½ to 2 years and learners work towards a NVQ Level 2, whilst Advanced Apprenticeships tend to take 3 to 4 years and include a NVQ Level 3 / 4. The length of time taken will depend on the ability of the individual apprentice and the employer's requirements. Both levels also include Key Skills qualifications and a technical certificate, (such as a BTEC or City & Guilds).

Recruitment & Selection

Avon Vale can help you find candidates to interview, or train the young person you have already found. The usual minimum requirements are 3 'Cs' at GCSE in Maths, English & Science, however we conduct assessments of all applicants to measure their ability to complete the programme.

Applicants need to demonstrate they have the potential to achieve:

- NVQ at appropriate level
- Key Skills at level 2
- Technical Certificate

Recruitment & Selection

Learning Agreement

Apprenticeships are a partnership between the employer the apprentice and the training provider. The "Learning Agreement" puts in writing the commitment & responsibility of each party.

Learning Agreement

Key Skills

These are essential skills that your apprentices need to work as members of a flexible, adaptable and competitive workforce. Your staff use these skills in most of their activities at work - such as writing reports, using IT, working as a team and using numbers confidently.

Apprentices achieve Key Skills at levels 1 & 2 where as Advanced Apprentices achieve level 2. Normally delivered by Avon Vale at our training centre or in-company.

Vocational Education - Performing Engineering Operations (NVQ Units)

This equips apprentices with the basic engineering skills, knowledge and understanding they need before starting the more specific in-company training. Ideally it should be delivered in a safe training environment either at college or in-company.

All apprentices receive training in Health & Safety and complete key units from the NVQ Level 2 Performing Engineering Operations. (Apprentices complete 3 units and Advanced Apprentices complete 6 units).

Initial Engineering Training

Employment Responsibilities & Rights

We will ensure that apprentices cover: ● The responsibilities & rights of workers (including equal opportunities legislation) ● The procedures and documentation within your company ● The career pathways open to them ● Representative bodies, and their roles and responsibilities.

Vocational Education - Technical Certificate

The Technical Certificate is a vocationally related qualification which focuses on the underpinning knowledge and understanding of the NVQ. It can also provide additional knowledge and skills, which help apprentices progress to higher education or higher-level career skills. It is normally taught on day release at college.

Development Stage Training

In-House Development Training (NVQ)

This is where your apprentices gain the precise skills your company needs. We will help you select the appropriate NVQ and structure (delivered at level 2 for Apprentices or level 3 / 4 for Advanced Apprentices).

Certificate of Apprenticeship

Qualified !

Apprenticeships - Responsibilities



Apprenticeships are a Partnership

Apprenticeships are a partnership between the apprentice, the employer and the training provider. As your training provider Avon Vale will work closely with you to guide apprentices through the programme towards qualification.

The '**Learning Agreement**' puts in writing the commitment & responsibility of each party to work towards the successful completion of the training. The key responsibilities are summarised below.

Our Responsibility

Avon Vale will provide without charge:

- Recruitment Assistance and Initial Assessment
- Avon Vale's Induction Programme
- Set-up & agreement of a nationally approved programme
- Co-ordinate delivery of appropriate National Vocational Qualifications (NVQs) and Key Skills
- Provide 10 assessment visits per year with written reports
- Course Fees for the Technical Certificate within the apprenticeship framework
- Monitoring and reporting of Technical Certificate progress
- Fees for the apprenticeship registration
- Completion of the LSC records and administration procedures

Employer Responsibility

- Provide a safe working environment
- Agree jointly with the Training Provider and Apprentice, a '**Learning Plan**' to map progress.
- Provide the experience, facilities and training necessary to achieve the objectives in the '**Learning Plan**'.
- Apprentice's wages
- Mentoring support in the workplace

Apprentice Responsibility

The motivation and commitment of the apprentice is central to their own success. Apprentices agree to:

- Work for the Employer to the best of their ability and in accordance with the Employer's policies and procedures.
- In both working & training, to be diligent and punctual and to attend courses keep records, take part in and contribute to the review process, undertake assessments in order to achieve Learning Plan objectives, and keep the Employer informed of their progress towards these aims.

Variations 2007/8

- For '**Apprentices**' who are 19+ at the start of their programme, the employer pays £50 per month and half of the Technical Certificate fees to meet reduced funding.
- For '**Advanced Apprentices**' who are 16-18 at the start of their programme, AVT will pay up to £3,000 for the PEO Level 2.
- For '**Advanced Apprentices**' who are 19+ at the start of their programme, the employer pays for the PEO Level 2, and half of the Technical Certificate fees to meet reduced funding.