

Apprenticeships: APSE Management Seminar

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Transforming
lives **National
Apprenticeship
Service**



The National Apprenticeship Service is responsible for Apprenticeships in England

We enable our nation to **generate a more highly skilled workforce** by providing a dedicated service to employers, offering free, impartial advice and support to those looking to recruit apprentices for the first time or expand their Apprenticeship programme.

For **Small and Medium sized Employers** (under 250 employees), our specialist small business support team provides a responsive and customer focussed web and telephone service which offers a high quality, tailored experience to each employer.

For **Large Employers** (250+ employees), our Employer Account Managers who are expert Apprenticeship advisers, offer dedicated and personalised support, responding to meet the employers needs around training and recruitment. We offer impartial advice on whole workforce development strategies which can include a direct grant arrangement. Our advisers support large employers to procure, promote and deliver the training they need in the way that works best for their business.

What is an Apprenticeship?



An Apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future.

Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

An Apprenticeship is a job with a skills development programme designed by employers. They are open to all age groups above 16 years old from school leavers to those seeking to start a new career

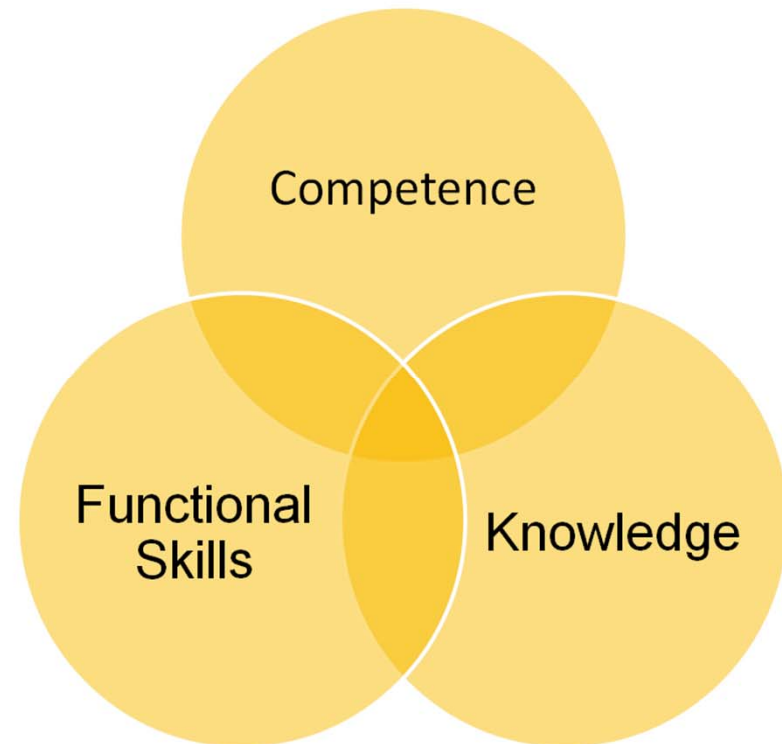


Fact: Over 500,000 people started an Apprenticeship in the 2012/13 academic year; of which 115,000 were 16 to 18 year-olds

What is an Apprenticeship?

An Apprenticeship is not a qualification in itself, but a number of separately certified qualifications and courses known as a **Framework**:

- **Competence Qualification** - work related qualification assessed in the workplace by a college or training provider
- **Knowledge Qualification** - such as a BTEC or City & Guilds relevant to the job role
- **Functional Skills** - transferable skills that support an employee in their job (e.g. literacy & numeracy)
- **Employment Rights and Responsibilities**
- **Personal Learning and Thinking Skills**



Types and levels of Apprenticeships

Apprenticeships are available at three levels: Covering more than 170 industries and 1500 job roles. Framework options include catering, cleaning & environmental services, and facilities management

NB: They can be used to bring in new recruits up-skill existing staff

Higher Apprenticeship (Level 4, 5, 6 & 7)

Advanced Level Apprenticeship (Level 3)

Intermediate Level Apprenticeship (Level 2)

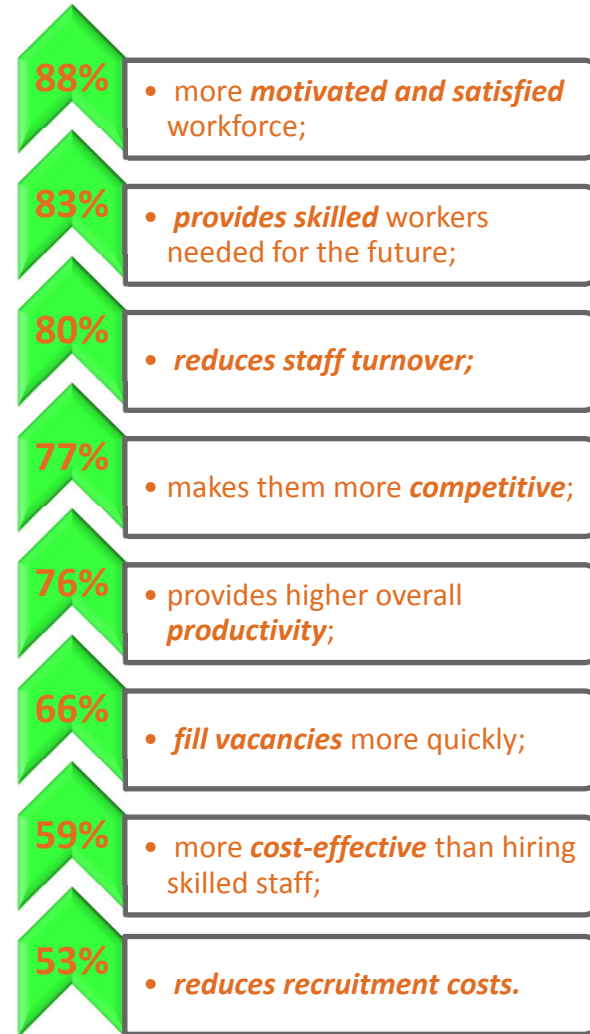
Benefits: Why take on an apprentice?

Apprenticeships help businesses grow their own talent. Nearly every employer that takes on an apprentice (96%) reports benefits to their business.

72% of businesses report improved productivity as a result of employing an apprentice.

Other benefits reported by employers include improved products or services, the introduction of new ideas to the organisation, improved staff morale and better staff retention: Each mentioned by around two-thirds of employers.

What other employers say:



Developing a Talented Workforce

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Young people are increasingly making Apprenticeships their first choice with 54% of young people stating that they would like to do an Apprenticeship if one was available. This rises to 66% of young people who are already employed, but receiving no training. And 56% of those who are already university students said they would like to do an Apprenticeship [ICM Research for NAS, August 2013]

A real future:

- After finishing, the majority of apprentices (86%) will stay in employment, with two-thirds (67%) staying with the same employer
- A quarter of all former apprentices had received a promotion (22%) within 12 months of finishing, and of those in work, two thirds reported taking on more responsibility in their job (67%)
- Employers think that qualified apprentices are 15% more employable than those with other qualifications

Apprenticeship Funding

Apprenticeship funding is available from the Government through the Skills Funding Agency and is paid directly to the training organisation. The **Government funds Apprenticeship training in full for 16-18 year olds. Training for Apprenticeships for those over 19 is part funded**, with employers expected to make a contribution.

If you are a business that employs up to 1000 employees, you may even qualify for a **£1,500 grant to help cover the cost** of starting a new apprentice aged 16 to 24 years old. Eligible employers can claim the AGE 16-24 grant for up to 10 new apprentices.

Where Government funding is not available an Apprenticeship can be funded entirely by the employer or employee: From August 2013 apprentices aged 24 or above on an Advanced level or Higher Apprenticeship will no longer attract funding. It is expected that employers continue to make a contribution towards the costs of the Apprenticeship with any remaining balance being met by the individual.

Recruitment: Apprenticeship Vacancies

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Apprenticeship Vacancies: The official online jobsite for Apprenticeships, enables employers to advertise Apprenticeship vacancies for free and find candidates who match their criteria.

Up to **20,000 quality Apprenticeship vacancies** are available online at any one time.

In 2012/13, over 1.4 million applications were made online - eleven applications for every Apprenticeship vacancy.

**THE
HARD
WORK
ENDS
HERE!**

Apprenticeship in Cleaning and Environmental Support Services

This Apprenticeship is available at both Level 2 Intermediate and Level 3 Advanced. There are four pathways to choose from:

- 1. Cleaning and Support Services**
- 2. Local Environmental Services**
- 3. Pest Management**
- 4. Cleaning Supervision**

This particular Apprenticeship is suitable for anyone who performs the following jobs: • Cleaner • Hygiene Operative • Waste Operative • Caretaker • Street Cleaning Operative • Window Cleaner • Neighbourhood Services Operative • Upholstery & Carpet Cleaner • Pest Management Technician • Cleaning Supervisor

**For more information visit www.assetskills.org
or alternatively visit www.apprenticeships.org**

Example of Apprenticeship in Cleaning and Environmental Support Services

Summary of Mandatory Outcomes

Cleaning and Support Services pathway	Local Environmental Services pathway
<p>Main qualification</p> <p>Level 2 Certificate in Cleaning & Support Services Skills</p>	<p>Main qualification</p> <p>Level 2 Certificate in Local Environmental Services</p>
<p>Knowledge qualification</p> <p>Level 2 Certificate in Cleaning Principles</p>	<p>Knowledge qualification</p> <p>Level 2 Award in Cleaning Principles plus independent assessment of one horticulture unit (see qualification structure)</p>
<p>Functional Skills</p> <p>Level 1 English Level 1 Maths</p>	<p>Functional Skills</p> <p>Level 1 English Level 1 Maths</p>
<p>Employment Rights & Responsibilities</p> <p>Apprentices will be required to complete the Asset Skills Checklist or Facilities Management Workbook</p>	
<p>Personal, Learning and Thinking Skills</p> <p>Apprentices will be required to complete the Asset Skills Checklist or Workbook</p>	

Intermediate Apprenticeship in Catering and Professional Chefs

Available at both Level 2 Intermediate and Level 3 Advanced. There are three pathways to choose from:

1. **Food Production and Cooking**
2. **Professional Cookery**
3. **Craft Cuisine.**

Job Roles: School Cook, Cook/Chef, Kitchen Assistant, Craft Chef, Assistant Chef/ Cook. Also Sous Chef or Senior Chef/Cook (at Level 3)

Example Qualification options:

Competence element: • Level 2 NVQ Diploma in Food Production and Cooking • Level 2 NVQ Diploma in Kitchen Services
• Level 3 NVQ Diploma in Professional Cookery

Knowledge element: • Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking; or Kitchen Services) • Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)

Next Steps

The next step is to discuss your exact training requirements with an Apprenticeship representative. If you haven't already been in contact with us, please call:

08000 150 600

Or visit www.apprenticeships.org.uk



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