

Apprenticeships at Carshalton College

The Learner and the Employer Journey



Learner Journey

What is an Apprenticeship?

As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Off-the-job training, usually on a day-release basis, helps apprentices to work towards nationally recognised qualifications. Anyone living in England, over 16 and not in full-time education can apply. Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the apprentices' ability and the industry sector.

What are the elements of an Apprenticeship?

NVQ

NVQ stands for National Vocational Qualification which is a work based award that is achieved through assessment and training.

Please note some Apprenticeships work towards the Qualifications and Credit Framework (QCF) diploma qualification.

Key Skills and Functional Skills

Key Skills/Functional Skills are skills that will help you become a more effective employee and are a mandatory part of the Apprenticeship framework. Key Skills/Functional Skills are mainly delivered in the areas of Numeracy (Maths), Literacy (English) and IT in some areas. Functional Skills will eventually replace Key Skills.

Technical Certificate

This is a qualification within most Apprenticeships. It teaches you the specialist knowledge and understanding you need within a particular job. In other words, the theory aspect of the job.

Why choose an Apprenticeship?

Our Apprenticeships are high quality work based training programmes.

Key benefits:

- Earn a salary
- Get paid holidays
- Receive training
- Gain qualifications
- Learn job-specific skills

What are the entry requirements?

Apprenticeships Level 2

- Be in relevant employment
- English and Maths (minimum Entry Level 3 or equivalent)

Advanced Apprenticeships Level 3

- Be in relevant employment
- Successful completion of an Apprenticeship or other appropriate Level 2 qualification
- English and Maths (Level 1 or equivalent)

- For the Electrotechnical Engineering Advanced Apprenticeships at Level 3, entry requirements include the equivalent of GCSE Mathematics or Science at Grade C and GCSE English at Grade C. If you do not hold this level of qualification we can test your levels of attainment at interview.

Where apprentices wish to work with Children or vulnerable Adults, they should meet the requirements of the VSB as described by the Independent Safeguarding Authority

How do I make the right career choice?

Whatever your age, it's important that you make the right career choice. Here are some ideas you should consider:

- Talk to current apprentices to find out what the Apprenticeship is really like.
- Talk to your local careers service or school careers advisor.
- Talk it over with your parents/guardians.
- Visit our Open Events and discuss with tutors.
- Organise yourself with work experience to see what it's really like.

How do I find the right employer?

It's your responsibility to find an employer, so start early. You cannot start your Apprenticeship unless you have secured a suitable employer (for at least three days a week, one of which will be your College day). In some cases we can help you find the right employer. You can also log onto www.apprenticeships.org.uk to search for job vacancies.

How do I get paid?

Your employer is responsible for your wages. You will be paid weekly or monthly, as per your employer's payment arrangements. You will receive a minimum of £100 per week if you work for the employer four days a week and attend College on the fifth day.

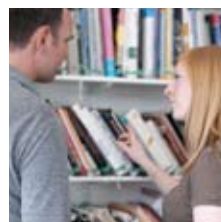
How many levels can you study at Carshalton College?

1. Apprenticeships Level 2

Equivalent to five good GCSE passes leading to a vocational qualification at Level 2, Key Skills/Functional Skills at Levels 1 or 2, an industry specific Technical Certificate and ERR (Employment rights and responsibilities).

2. Advanced Apprenticeships Level 3

Equivalent to two A-level passes leading to a vocational qualification at Level 3, Key Skills/Functional Skills at Levels 2 or 3, an industry specific Technical Certificate and ERR (Employment rights and responsibilities).



Employer Journey

Why choose to have an apprentice – the benefits

- Develop your workforce with the right skills.
- Business impact – improved productivity.
- Succession planning – embedding the business culture.
- Enthuse and motivate your workforce.
- Assist in skills shortages – develop staff to meet specialist skill demands.
- Grow/mould your own workforce.

Who is eligible?

To get full government funding an apprentice must:

- Be working at least 16 hours per week
- Not have completed a university degree or be studying on another government funded course
- Be between 16 and 18 years old.
For those aged 19 – 24 funding may be available for certain vocations. There may also be funding available for apprentices aged 25+
- Have a National Insurance number and be eligible to work in the UK.

How much will it cost me?

- Free for 16 to 18-year-olds.
- For 19 to 24-year-olds there is an employer contribution. The amount will vary depending on industry sector.

It is government policy that employers should contribute, particularly in the case of the 19+ age group. The amount contributed will depend on a number of factors and can be agreed on an individual basis.

What are my responsibilities as an employer?

- You have the same responsibilities for an apprentice as you have for any of your employees; for example, legal requirements in terms of Health and Safety and Equal Opportunities. You retain all your employer rights.
- Ideally you will appoint a manager/mentor to be responsible for the apprentice. This person will have an important role to play in the training of the apprentice.
- You will give the apprentice a full induction to your company and their job role and provide their on-the-job training.
- You will be responsible for paying the apprentice's wages; this should be at least the appropriate National Minimum Wage (NMW) rate for their age: **£100 per week**.

How long do Apprenticeships take?

Apprenticeships can vary in duration from one to two years per level, depending on the vocational area chosen.

How much time will the apprentice spend away from work?

- Most of the training takes place on the job in the workplace and we provide additional training, support, guidance and assessment.
- The frequency of the sessions will depend upon the programme chosen, but can range from weekly day release to once or twice a month. All training requirements will be agreed with you prior to the start of the programme.

How do I go about taking on an apprentice?

Talk to us. Please contact the College's Business Services team on 020 8544 4501 who will be able to facilitate the process for you.

Apprenticeships

at

Carshalton

College

Accounting

Carpentry

Catering & Hospitality

Childcare

Electrical Installation

Hairdressing

Health & Social Care

Motor Vehicle

Plumbing

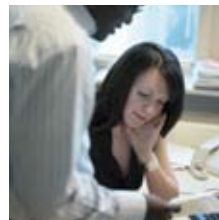
Supported Teaching & Learning

Equality and diversity

Carshalton College is committed to creating a learning environment that is free from discrimination and prejudice and which encourages everyone to reach their full potential. We are committed to ensuring equal opportunities and treatment for everyone across all our activities, regardless of age, cultural background, race, ethnic origin, religion, gender, disability, marital status or sexual orientation.

We are here to help

We are here to help and support you throughout the Apprenticeship journey. If you need to speak to someone for any reason you can contact the College's Business Services team on 020 8544 4501.



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