

# *Apprenticeships:*

# GETTING STARTED GUIDE

FOR EMPLOYERS





# Getting Started with Apprenticeships



An Apprenticeship with Loughborough College helps businesses to grow their own talent by developing a motivated, skilled, and qualified workforce. 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.

Our Apprenticeships have been designed by employers to meet the needs of the industry and have been developed to create the managers of the future. We work with you, ensuring that the Apprenticeship meets the needs of your business and actively seeking funding on your behalf to support training and continued staff development.

We attract an unparalleled quality of candidates, providing you with the opportunity to harness fresh, new talent to drive your business forward in challenging economic times.

## FIND OUT MORE...

To find out more about Apprenticeship opportunities at Loughborough College, please do not hesitate to contact the Apprenticeship Team on **01509 515461** or email [apprenticeships@loucoll.ac.uk](mailto:apprenticeships@loucoll.ac.uk)



*Loughborough College are very supportive of both apprentices and their employers.*

*They are extremely efficient in the way they recruit and interview potential apprentices.*

*They also offer well-managed, up-to-date courses which cover most of the basic skills required for a busy company. I would certainly recommend the College to any employer looking to recruit an apprentice.*



**STEVE EMERY**

MANAGING DIRECTOR INSTRUMENTS DIRECT (SERVICES) LTD.



# Enhanced Recruitment Service

Here at Loughborough College, we have a dedicated Apprenticeship Recruitment Team, staffed entirely by qualified recruitment specialists, to ensure that you get the right applicants for your job vacancy.

With a tailor-made package to ensure that not only your costs are reduced but that you receive a positive return on your investment, there are a number of other benefits an Apprenticeship could have for your business:

- Fill skills gaps and develop a better-skilled workforce
- More efficient use of new technology
- Increased productivity
- Motivated workforce and reduced staff turnover
- Increased competitiveness

By keeping it simple, listening to what you want, and creating a programme to support your organisation, we can provide you with a suitably cost-effective solution to achieving your business goals.

## 01 FACE-TO-FACE CONSULTATION WITH YOUR CLIENT ACCOUNT MANAGER

Your individual business needs will be discussed and we will advise a suitable programme for you and discuss its framework in detail



## 02 CREATING A JOB DESCRIPTION

We will scope out the job description based on your requirements



## 03 ADVERTISE THE VACANCY

We will advertise the vacancy with the National Apprenticeship Service, at Loughborough College, and within our existing applicant pool or to current students where appropriate



## 04 PRE-SELECTION

On the closing date we will pre-screen the applicants received using our matching service based on your criteria



## TELEPHONE INTERVIEWS

We conduct telephone interviews with the applicants



## 05

## EMPLOYER INTERVIEWS

## 07

We will arrange a suitable time and date for you to formally interview the candidate(s) put forward



## APTITUDE ASSESSMENTS

Successful candidates will be invited to attend an aptitude assessment at the College

## 06



## 08

## FEEDBACK TO CANDIDATES

We will notify unsuccessful applicants and provide feedback where appropriate



## OFFER LETTER

We can inform the successful apprentice



## 09

## APPRENTICE STARTS

## 10



We will arrange a start date to suit you



# Recruitment & Employment

At Loughborough College our Apprenticeship Recruitment Team are all members of the Recruitment & Employment Confederation (REC) Code of Professional Practice. This means that we are committed to providing a professional and ethical recruitment service in line with businesses today.

The REC ensures that we work in accordance to the following values and principles:

## PRINCIPLE 1

Respect for Laws

## PRINCIPLE 5

Respect for Safety

## PRINCIPLE 9

Respect for Ethical International Recruitment

## PRINCIPLE 2

Respect for Honesty and Transparency

## PRINCIPLE 6

Respect for Professional Knowledge

## PRINCIPLE 10

Respect for Confidentiality and Privacy

## PRINCIPLE 3

Respect for Work Relationships

## PRINCIPLE 7

Respect for Certainty Engagement

## PRINCIPLE 4

Respect for Diversity

## PRINCIPLE 8

Respect for Prompt and Accurate Payment



*What was appreciated most about working with the team was their ability to explain what was needed at each stage, communicate, keep everyone productive and happy, and deliver the results both written and orally in a no-nonsense format which was understandable.*

*I would definitely recommend to anyone looking to implement a recruitment drive or simply improving their staff training programme to consider employing an apprentice and ultimately work with Loughborough College.*



**PAUL JONES**

GENERAL MANAGER WHITMORES TIMBER CO. LTD.



# Our Apprenticeships

We offer a wide range of Apprenticeships tailored to suit your individual business needs.

## ACCOUNTING (AAT)

Every business involves a lot of financial activities; therefore, this Apprenticeship trains staff to work in an accounts department in a variety of roles, helping a business or organisation to manage their money properly.

## BEAUTY

The Beauty Apprenticeship provides learners with the skills, knowledge and understanding needed to be a professional beauty therapist. Once the course is completed, the apprentice will be able to offer a wide range of treatments to clients.

## BUSINESS ADMINISTRATION

This Apprenticeship can be applied across a wide range of industries. Apprentices will play an important support role within an organisation; handling the day-to-day tasks in an office and making sure things run smoothly.

## CHILDCARE

This Apprenticeship is for people who work with children – from birth to 16-year-olds (and their families) in settings or services whose main purpose is children's care, learning, and development.

## CUSTOMER SERVICE

It's likely that the apprentices will work at the front end of an employer's business activities and regularly assist customers. In most cases they'll be making sure that customers are dealt with in a positive, reliable, and pleasant way, which could involve offering advice, answering questions, or handling complaints.

## ENGINEERING

Our Engineering Apprenticeships involve a wide range of craft skills such as working as mechanical fitters, fabricators, and welders, maintenance electricians, and mechanical manufacturers, as well as mould- and tool-makers.

## HAIRDRESSING

Apprentices help with the running of salons by shampooing, conditioning, drying, cutting, and colouring hair. They'll learn how to deal with customers; so good communication skills are important. The candidates choose either the Hairdressing or the Barbering pathway when studying for the Apprenticeship.

## HEALTH & SOCIAL CARE

This Apprenticeship covers a wide range of job roles in the health and social care fields, including the NHS and local authority or within the private sector. An Apprenticeship in Health & Social Care is about helping people with a particular need.

## HOSPITALITY & CATERING

This Apprenticeship covers a range of occupations, including Front of House, Professional Cookery, Food & Beverage Service, and Housekeeping. Work in this sector is incredibly broad and can cover hotels, restaurants, bars, pubs, and schools/colleges.

## IT PROFESSIONALS

The Apprenticeship in IT covers a broad spectrum of IT careers on offer in the workplace. It will give the foundation to become an IT Technician, Network Engineer, Software Developer, Web Developer, and more.

## LABORATORY TECHNICIAN

Those undertaking this Apprenticeship will be trained to work within a laboratory setting, supporting scientists and helping carry out tests and investigations.

“96% of employers that take on an apprentice report benefits to their business”

## LIBRARIES, ARCHIVE, RECORDS AND INFORMATION

This Apprenticeship aims to provide a basis for the development of a range of transferable skills and to address skills gaps in the libraries, archives, records, and information management sectors.

## SALES

This Apprenticeship is designed to develop worthwhile sales skills and techniques. These skills will make a valuable contribution to an organisation working in a competitive business environment.

## SPORTS, EXERCISE & FITNESS

Apprenticeships in the active leisure sector have been designed to give opportunities for young people to develop a mixture of practical and technical skills that will allow them to both develop at work in the leisure industry and, where applicable, progress into Higher Education. This route also covers careers in fitness instructing, coaching, leisure centre operations, spectator control, and activity leadership.

## TEAM LEADING

This Apprenticeship is ideal for new or aspiring team leaders. Learners gain valuable, applied workplace learning through completion of the Level 2 NVQ Certificate in Team Leading, plus theory and knowledge with the VRQ Certificate in Team Leading.

## WAREHOUSING

This Apprenticeship is aimed at candidates looking to undertake various warehouse, storage, and logistics activities.

The qualification provides training on the safe and efficient receipt, movement, storage, handling, and dispatch of goods in a warehousing and logistics environment.

**Apprenticeships are available at Intermediate Level 2, Advanced Level 3, and Higher Level 4.**

**We are also able to work with you to design a talent management programme which takes an apprentice from Level 2 right through to degree level.**





# 10 Step Guide to Employing an Apprentice

## 1. FOCUS ON YOUR ORGANISATION'S CURRENT AND FUTURE NEEDS

There are a number of benefits to an employer investing in an Apprenticeship.

The real results will be seen in the long term, so it is important for the focus to be on training people in skills that may be lacking in the market.

## 2. REDUCE YOUR COSTS

Loughborough College can advertise your vacancy and shortlist applicants based on your requirements at no cost to your organisation.

Not only is this process hassle-free for you as an employer, but it also reduces the overall costs to your business through saving time.

## 3. THE RIGHT CANDIDATE

It is important to select the right candidate, knowing that through progression within the company, one day, they could end up running it. Think about the type of candidate that will help take the business forward and base your selection around this.

Look for candidates that have researched the market as well as your business, are willing to take on responsibility, and know why they want to work for you.

## 6. MOTIVATE YOUR APPRENTICE

Throughout the Apprenticeship, give the apprentice different activities and modules to concentrate on and give them the opportunity to work within different areas of the business.

Apprentices tend to be motivated and eager and, by investing time in them, you will be continuing to give them reasons to want to work for your business.

## 7. RIGHTS AND RESPONSIBILITIES

Ensure apprentices have the same rights and responsibilities as other employees in the business and are not considered as an option for 'cheap labour'. In the current economic climate, it's difficult to predict where the business will be towards the end of the Apprenticeship.

Letting an apprentice go at the end of their training sends a poor message about how your business values its people; it's a two way investment of time and commitment.

## 8. EVALUATE

Evaluation throughout the Apprenticeship is vital for both parties. By setting objectives and evaluating, the apprentice feels a sense of achievement and motivated about their overall goals.

You can ensure they are learning the skills the business requires and identify any areas where additional support may be required.

“75% of apprentice employers say the programme has helped cut recruitment costs”

## 4. EXPECTATIONS AND SUPPORT

At the start of the Apprenticeship set out your expectations both academically and on-the-job. Make sure the apprentice is fully aware of their responsibilities and where and who to go to should they have any questions.

By failing to take an interest in your apprentice you could risk losing them and your investment. Take an interest in them, provide them with the right mentors, and encourage them to share their experiences.

## 5. TECHNOLOGY

As well as making sure the apprentice learns the skills that work best for your business, remember they can also help you to develop the specialist skills you need to drive the business forward and keep up-to-date with the latest technology.

## 9. YOU KNOW YOUR BUSINESS

Regular visits from an assessor at Loughborough College will provide the apprentice with an additional support network.

As an expert in your business, it is important for you to be a part of this to ensure the apprentice's learning incorporates your business needs.

## 10. FINALLY, DON'T STOP!

It is important for the business to continue to offer training and ensure employees are inspired, eager, and happy.

By continuing to offer training following the completion of an Apprenticeship and by monitoring the work they are contributing you will see a positive return on your investment.





# Coaching & Mentoring

*Taking on an apprentice is an opportunity for your existing staff to develop their mentoring skills. We offer a one-day, bespoke programme to introduce your team leaders, supervisors, and/or managers to mentoring and coaching practices.*

It will give them an understanding of the needs of the apprentice, the skills they need to become a mentor or coach, and an understanding of models of good practice to use to ensure a positive outcome.

## THE BENEFITS TO YOUR ORGANISATION IN ADOPTING A MENTORING AND COACHING APPROACH ARE:

- Integrates the apprentice into the organisation quickly
- Improves attitude towards their contributions through being directed and supported
- Gains in productivity and improved performance of the apprentice
- Allows for skills to be enhanced and transferred at a faster rate
- Increases opportunities for on-the-job learning that reduces off-the-job training costs
- Improves cost effectiveness
- Retain quality staff

## KEY THEMES

- Issues facing the apprentice at a personal and professional level
- Interpersonal relationships
- Mentoring and Coaching Skills
- Positive psychology
- Mentoring and coaching theories and models

## THOSE TAKING PART IN THIS SESSION WILL:

- Understand the purpose and importance of mentoring and coaching apprentices
- Have an awareness of the issues facing young people today in and outside of the workplace
- Identify skills required to become a coach and/or mentor
- Have initial understanding of the purpose of using positive psychology with young people
- Be able to use specific and appropriate models relating to coaching and mentoring

“

*I would recommend Loughborough College and their Apprenticeships without reservation.*

*The College staff are great to deal with and very professional - the recruitment process is good and the filtering of candidates is very helpful and saves us time.*

”

**TINA HUTSON-GOATER**  
BUSINESS MANAGER LIMEHURST ACADEMY



# About Apprenticeships

*Apprenticeships are designed by employers, for employers to ensure that they reflect the current market and industry needs. They offer you a structured programme that provides you with the skills needed to do the job well.*

## LEVELS OF APPRENTICESHIPS

There are three levels of Apprenticeships available;

- **Intermediate Apprenticeships**  
Level 2 - equivalent to five A\*-C GCSEs
- **Advanced Apprenticeships**  
Level 3 – equivalent to two A Levels
- **Higher Apprenticeships**  
Level 4 and above – degree level

We are also able to work with you to design a talent management programme which takes an apprentice from Level 2 right through to degree level.

## DELIVERY METHOD

Your apprentice will either attend College for day/block release or receive the practical training in your workplace; this depends on the course that they are studying.

They will work towards their Apprenticeship framework by studying technical skills and carrying out practical assessments.

Review meetings will take place with Loughborough College to ensure that your apprentice is progressing well with the right support.

## COMPONENTS OF AN APPRENTICESHIP

An Apprenticeship is essentially a set of qualifications called a 'framework' or a 'standard'. Most Apprenticeship frameworks follow a standard format that's consists of an NVQ, a technical certificate, and Functional Skills.

**1. The NVQ element** focuses on developing the practical skills required to do the day-to-day job and also forms part of the qualification. The NVQ itself is work-based and this element of the framework is usually achieved through assessment and training, where specific units are selected at the start of the Apprenticeship. There are mandatory units that the apprentice will be required to complete.

**2. The technical certificate element** focuses on the knowledge and understanding which underpin the NVQ and really concentrates on the theory side.

Generally, obtaining the technical certificate involves commitment to a minimum number of hours in a classroom, where the apprentice would usually attend College one day a week or, for some frameworks, this may also be delivered during block release.

There are different methods to how the technical certificate can be delivered. For example, this could be in College or perhaps even at the company premises. When we look at the framework in more detail with you, the delivery of the technical certificate is something we will also discuss.

**3. Functional Skills** are those core elements of English, Maths, and ICT that provide individuals with the skills and abilities they need to operate confidently, effectively, and independently at work. If the apprentice doesn't have the required GCSEs at grade C or above in these core subjects, then, as a College, we will support the individual and your organisation to upskill them in these areas. If required, the functional skills will usually be tied onto the technical certificate.

## FUNDING

Employers receive:

- 100% funding for apprentices under 19 years old
- 50% funding for 19 – 24 year olds
- Limited funding available for 25 years +

There may be employer grants available (subject to eligibility and availability). These will be discussed in the initial meeting with your Client Account Manager.

“81% of consumers favour companies that employ apprentices”

## LENGTH OF APPRENTICESHIPS

The length of an Apprenticeship varies, depending on prior skills levels of the apprentice, the qualification being obtained, and the industry sector. Generally, Apprenticeships take between one and four years to complete.

## START DATES

We offer flexible start dates for all of our Apprenticeships.

## EMPLOYER RESPONSIBILITIES

### WAGES

Employers are responsible for paying their apprentice's wages. Apprentices must be paid at least the National Minimum Wage for an apprentice; however, many businesses pay more. If the apprentice is aged 19+ and / or has completed the first year of their Apprenticeship, the employer must pay the National Minimum Wage for their age.

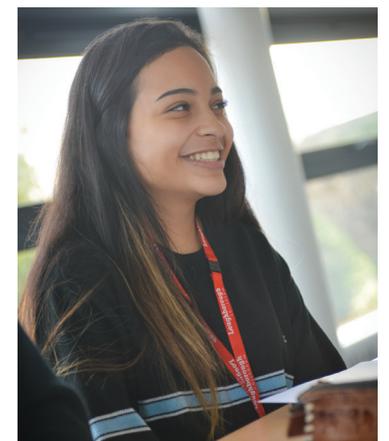
Visit [www.gov.uk](http://www.gov.uk) for the latest rates.

### WORKING HOURS

Apprenticeships need to contain a minimum of 30 working hours per week.

### CONTRACT OF EMPLOYMENT

All apprentices should be offered a contract of employment by their employer and agree to release staff, as appropriate, during paid working hours to attend training and assessment sessions.



### **Disclaimer**

Whilst every effort is made to ensure that the information contained within this guide is correct, the College accepts no liability for any errors or omissions.

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