



A skilled workforce
for employers

A great opportunity
for young people



Learning+Skills Council

What's in it for me?

“Our industry requires specialised skills. How do we get them?
We train people on the job.
There's no other way.”

Graham Henderson
First Line Manager
Skills Centre
Novartis, Grimsby
Pharmaceuticals industry

It's about all-round training. Apprenticeships give young people everything they need to do a job well.

If you're an employer...

No matter how big your organisation, you know how hard it is to find employees with the right skills and motivation.

Apprenticeships are often the answer. Take on a young person aged 16–24 as an apprentice and you can be sure that he or she will develop the skills you need. Very soon they will be proving themselves by making a real contribution to your operation.

That means they'll be better motivated and far more likely to remain loyal. After all, in many cases, it will have been you who gave them their first big opportunity.

If you are aged 16–24...

You'll want to achieve things in life. If you're leaving or have already left full-time education, you'll want to learn skills that will give you satisfaction at work.

You'll also want to improve your prospects of finding a job in the industry you've chosen.

Apprenticeships allow you to do just that. There are over 160 to choose from. You're trained on the job. Best of all, you also get paid.

How Apprenticeships work

“A chance to train for a good job and earn a good wage.”

Paul Britten
Printing apprentice
Aylesford Newsprint

So, what are Apprenticeships?

They are work-based training programmes designed for current and future employees aged between 16 and 24 at the start of the Apprenticeship.

Who runs them?

The Learning and Skills Council, in close collaboration with the Sector Skills Council that represents your industry.

How are they developed?

Apprenticeships are designed by business for business. Sector Skills Councils, supported by business representatives from the relevant sector of industry, decide on the course content within that sector. And, because they genuinely understand business, the training will be relevant.



Who provides the training?

“My attitude to work has changed completely. I feel I’ve become more professional.”

Gary Gibbons
Information Technology apprentice
IBM

Where do they take place?

Most of the training is on-the-job. The rest is provided at a local college, or by a specialist learning organisation.

What are the responsibilities as an employer?

Employers must give apprentices an induction into their role, and provide on-the-job training. They are also responsible for the wages of their apprentices.

What does the learning provider do?

Throughout Apprenticeships a learning representative will provide support and guidance.

- They:
- Help you decide which Apprenticeship is right for you
 - Explain the way that Apprenticeships work
 - Agree a training plan
 - Support existing staff onto Apprenticeships or help with recruitment
 - Manage the training and assessment
 - Ensure national quality standards are met and deliver integrated, coherent training.

Are there different levels of Apprenticeships?

Yes. There are different levels of Apprenticeships that allow young people to study at the right level (NVQ Level 2 or NVQ Level 3). Apprenticeships also include Key Skills and in most cases a technical certificate.

What are NVQs?

NVQs or National Vocational Qualifications recognise learning and lead to competence in the work place. They range from basic work activities at Level 1, through to senior management at Level 5 and can lead to further qualifications.

Do Apprenticeships lead to further qualifications?

Apprentices can progress to higher education (in particular University Degrees), and NVQ Levels 4 and 5.

Is an Apprenticeship a recognised qualification?

Completion of an Apprenticeship is recognised by the awarding of a completion certificate. Following changes announced by the Chancellor on 10 May, this will soon be recognised as a qualification in its own right.

What are Key Skills?

They are the essential skills that learners need to support their vocational skills. They include:

- Communication
- Numeracy
- Information technology
- Working with others*
- Improving learning performance*
- Problem solving*

*Optional

As an employer can I get help with funding? Yes. You're entitled to funds towards the cost of the training from £1,500 up to £10,000 depending upon your sector.

As an apprentice what will I be paid? Your employer will pay you a salary that reflects your skills, experience and ability and the going rate for the job.

The advantages

“We find Apprenticeships have a positive impact on staff retention.”

Fiona Johnston
Call Centre HR Manager
Bourne Leisure

What types of employer offer Apprenticeships?

“Our Apprenticeship programme allows us to develop our people – it’s a good recruitment tool and retention mechanism.”

Chris Stephenson
Head of Human Resource Operations
Egg – Financial Services

Well trained young people are better motivated and more effective. That improves productivity. So Apprenticeships are good for young people, good for employers, and good for the UK economy.

For employers

More competent, better trained people, improve your productivity. That makes your organisation more competitive.

Apprenticeships are well structured and require commitment. So you’ll find apprentices are more disciplined from the word go. Your recruitment costs often come down because apprentices are loyal and less likely to switch to another employer.

With better trained, better motivated and more disciplined staff staying with you for longer it is easier to develop future managers from within your organisation. This offers yet another benefit: likelihood of promotion motivates young people even more.

For people aged 16-24

You get to learn how to do a job well. That will give you more options in life as it will make you more employable. You will also learn other Key Skills that are useful whatever you do.

Although Apprenticeships mean you’ll be rewarded with respected qualifications there are no exams. It’s about practical skills and ability - not being academic. Having said that, Apprenticeships allow you to carry on learning so you become even more valuable to employers. Some industries have developed programmes that take Apprentices all the way up to the level of a postgraduate university degree.

All types of businesses benefit from Apprenticeships. No matter what size your organisation, if you employ young people, you could almost certainly benefit from an Apprenticeship of some kind.

Some larger employers may organise their own Apprenticeship training programmes. But most employers take advantage of the existing programme for their industry. These have been developed by employers for employers. As a result, they take into account the particular needs of each sector.

Over 36,000 organisations offer Apprenticeships, from blue-chip companies such as Orange, BMW and British Gas, to companies like Bourne Leisure and Leapfrog Day Nurseries and successful local businesses.

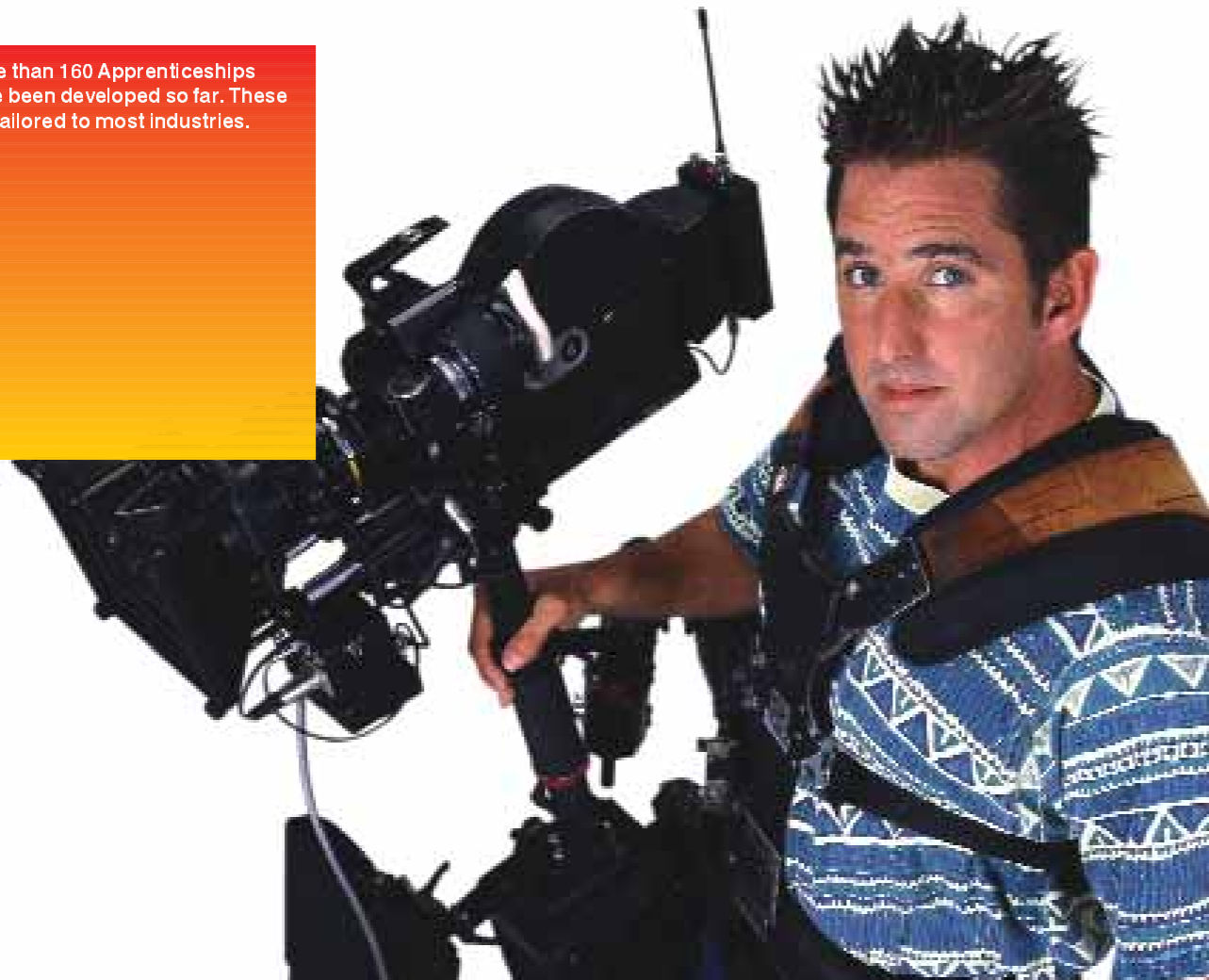


Apprenticeship by industry

“The training – it wasn’t at all what I expected. They give you a real chance. Six months into it and there I was, camera operating, on a real shoot.”

Nia Evans
Broadcasting apprentice

More than 160 Apprenticeships have been developed so far. These are tailored to most industries.



A
Accounting
Advice & Guidance
Agriculture & Commercial Horticulture
Agriculture & Garden Machinery
Amenity Horticulture
Animal Care
Arts & Entertainment
Aviation
B
Broadcast, Film, Video & Multimedia
Building Services Engineers
Bus & Coach (Land Passenger Transport)
Business Administration
C
Call Handling
Ceramics
Chemicals Industry
Cleaning & Support Service Industry
Clothing Industry
Community Justice
Construction
Craft Baking
Cultural Heritage
Customer Service
D
Driving Goods Vehicles
E
Early Years Care & Education
Electrical & Electronics
Electrical Installation Engineering
Electricity Supply Industry
Electrotechnical
Emergency Fire Service
Engineering
Engineering Construction
Environmental Conservation
Events
F
Farriery
Fencing
Fibreboard
Floristry
Food & Drink Manufacturing Operations
Furniture Manufacture

G
Gas Industry
Glass Industry
H
Hairdressing
Health & Beauty Therapy
Health & Social Care
Heating, Ventilation, Air Conditioning & Refrigeration
Horse Industry
Hospitality
Housing
I
Information & Library Services
Information Technology & Electronic Services
Insurance
J
Jewellery, Silversmithing & Allied Trades
L
Laboratory Technicians Working in Education
M
Management
Manufacturing (Engineering)
Man-Made Fibres
Marine Industry
Meat Industry
Motor Industry: Vehicle Body & Paint Operations
Motor Industry: Vehicle Fitting
Motor Industry: Vehicle Maintenance & Repair
Motor Industry: Vehicle Parts Operation
Motor Industry: Vehicle Sales
Museums, Gallery & Heritage Sector

N
Newspapers
O
Occupational Health & Safety
Oil & Gas Extraction
Operating Department Practice
Optical Manufacturing Technician
P
Paper & Board Manufacture
Payroll
Personnel
Pharmacy
Photo Imaging
Physiological Measurement Technicians
Plumbing
Polymers
Ports Industry
Printing
Print & Printed Packaging
Procurement
Providing Financial Services
R
Rail Engineering
Rail Operations
Residential Estate Agency
Retailing
Road Haulage & Distribution
S
Sea Fishing
Security
Sports & Recreation
Steel Industry
Steels & Metals Industry
Surface Coatings Industry
T
Telecommunications
Textiles
Timber Trade (Wood Machining)
Travel Services
W
Water Industry
Wholesale, Distribution, Warehousing & Storage

Great. How do I set up an Apprenticeship?

“I learn a lot every single day and I’m proud of what I’m doing.”

Sozizwe Mngaza
Business Administration apprentice

Employers and young people aged 16–24 can get more details from the Learning and Skills Council.

If you're an employer call
08000 150 400

If you aged 16-24 call
08000 150 600

Or visit
www.apprenticeships.org.uk

For employers

The next step is to discuss your exact training requirements with a local learning representative. Just call the Learning and Skills Council on **08000 150 400** or visit www.apprenticeships.org.uk.

If you are unsure about which Apprenticeship would be right for your people you can also call the relevant Sector Skills Council or equivalent for your business. Just visit www.ssda.org.uk for their contact details.

Young people aged 16–24

Call the Learning and Skills Council on **08000 150 600** and ask for more details about the areas of work you are interested in. Or visit www.apprenticeships.org.uk.

To get advice on which Apprenticeship is right for you, contact your local Connexions Service – details are at www.connexions.gov.uk. Or get in touch with the personal adviser at your local school or college.