

Apprenticeships +

An Employer's Guide to Apprenticeships

**The
Sheffield
College**



What is an Apprenticeship?

An Apprenticeship is a work-focused programme of training to an industry standard.

The Apprentice will gain the skills and knowledge expected for a specific job role or industry by completing a mixture of on-the-job and off-the-job training. Increasing numbers of employers see Apprenticeships as a key way to attract new talent to the business and to support the development of existing staff.

To find out information on funding, please contact our Employer Engagement Team: apprenticeshipsandtraining@sheffcol.ac.uk

Components of an Apprenticeship

An Apprenticeship is a programme of learning that can be offered at different levels.

Level 2 (Intermediate)
Equivalent to 5 x GCSEs

Level 3 (Advanced)
Equivalent to 2 x A Levels

Level 4/5 (Higher)
Equivalent to HNC/HND

Level 6/7 (Degree Apprenticeships)
Equivalent to a bachelor's degree or, at Level 7, a master's degree.

The level of the Apprenticeship is determined by the job role that the Apprentice is in and their prior knowledge and skills.

For example, a Higher Apprenticeship would require more responsibility in the job role than either an Intermediate or Advanced Apprenticeship.

What can an Apprentice do for your business?

Your Apprentice can...

- ✓ Help your business grow and solve your recruitment or skills shortage difficulties
- ✓ Be more cost-effective than employing a new member of staff
- ✓ Enable you to successfully plan and bring new talent into the business
- ✓ Bring a new perspective to your business
- ✓ Have new ideas on how to use technology to enhance your business
- ✓ Bring their focus on learning and progression to their role
- ✓ Develop new skills more quickly than other members of staff
- ✓ Be a member of your current workforce that you want to upskill, further develop and motivate

What employers can expect from us

100% commitment to supporting your Apprentice to complete their Apprenticeship and positively contribute to your business.

Everything we do is focused on achieving the best outcomes for your Apprentice and your business.

Our aim is to ensure the Apprentice is successful.

Key points:

- ✓ Our recruitment process typically takes six weeks for us to advertise, pre-screen, arrange interviews and enrol the Apprentice
- ✓ We can offer a bespoke recruitment process and involve you every step of the way
- ✓ If you wish to upskill a current member of staff the process typically takes two to three weeks
- ✓ We offer regular learner reviews to track progress and further requirements
- ✓ You will have access to a dedicated recruitment consultant to help you hire and an account manager for future support





Benefits of working alongside us

By working with The Sheffield College, Apprenticeships+ you are in good company and have the opportunity to share experiences and challenges with other employers in order to support the sustainability of your business.

Key points:

- Our experienced and knowledgeable staff ready to help with your recruitment needs
- Your Apprentice will have access to our top-class facilities
- We offer a free recruitment service when hiring an Apprentice
- We offer a wide range of Apprenticeship courses
- Multiple start dates throughout the year

Our commitment to you and your Apprentice

We will:

- **Meet** with you or your representative to ensure that the programme of learning will meet the needs of your business and that it includes the required off-the-job training
- **Value** the workplace learning that you provide and work with you to ensure that as much of this as possible contributes to any qualification that your Apprentice completes
- **Support** your Apprentice to progress according to their ability and within the time-scale set by providing a positive teaching and learning experience
- **Let you know** about any government incentives that you maybe eligible for and support you in obtaining these
- **Recognise** any prior learning or competency related to the Apprenticeship. This could lead to their programme of learning being shorter
- **Assign** a Training and Assessment Facilitator (TAF) or Work Based Learning Tutor (WBLT) who can offer support and information
- **Advise** you of any opportunities for your Apprentice to progress to the next level of Apprenticeship if this is appropriate
- **Work** with you to identify other opportunities to recruit Apprentices for your business

- **Include** you in progress review meetings so that you, or your representative, are up-to-date with your Apprentice's progress and can be involved in target-setting and reviewing progress
- **Share** access to the Smart Assessor learning platform so you can view and participate in the progress of your Apprentice 24/7. Results from these progress reviews can be incorporated into your internal appraisal system if you choose
- **Enable** access to the college's online learning platform – through which Apprentices can access learning, information and support outside of college
- **Provide** pastoral support, when needed, including referral to outside agencies if necessary
- **Encourage** your Apprentice to participate in events that will further enhance their learning and skills so that they are better able to contribute to your business



What we expect from you

That you will:

- **Support** your Apprentice to develop their skills, including their English and maths, through the work-based training that you provide and ensure that there is also an off-the-job training commitment that is recorded by your Apprentice on a weekly basis and made available to your TAF/WBLT at each review.
- **Take into account** the entry qualifications expected for the Apprenticeship and if your Apprentice's previous qualifications fall below this, then recognise that your Apprentice will need to do more work to be successful. For this reason you will need to be prepared to allow more time for off-the-job training and for it to take longer for achievement, therefore your employment contract with the Apprentice will need to reflect this longer duration
- **Ensure** that the Apprentice is working in a safe environment and provided with Personal Protective Equipment (PPE) and any other kit required to meet professional industry standards. You will need to ensure a current health and safety questionnaire and Public Liability document is provided and kept up to date throughout the Apprenticeship. Your Apprentice's TAF or WBLT will remind you when these documents need updating
- **Work with us** to plan, monitor and support your Apprentice's progress and completion through attendance at, and participation in, regular progress review meetings

- **Allow** Apprentices to attend college, as agreed, so that they can successfully achieve their Apprenticeship and Functional Skills (if required) and allow time off work for exam attendance and subject-specific events when required
- **Allow** TAFs/WBLTs to access the workplace to observe, assess and feedback to Apprentices to meet the requirement of the qualification within the Standard or to prepare for the End Point Assessment. We will, of course, seek to minimise disruption
- **Provide** valuable mentoring, guidance and support as agreed in the signed Agreement/Commitment Statement and in line with OTJ mandated requirements
- **Act** on any concerns that college staff raise about your Apprentice so that your Apprentice understands that we are working together as partners to support their achievement. For example, by reinforcing expectations if they behave inappropriately at college that they are subject to positive engagement or disciplinary action
- **Let us know** about any concerns you have about your Apprentice or their learning and progress
- **Remember** that depending on your Apprentice's age and experience they may need more mentoring than other new members of staff
- **Deal with** any disciplinary issues at work using your standard policies
- **Consider** incentivising your Apprentice as they progress through their Apprenticeship or achieve certain parts of their programme
- **Work with us** to assess your Apprentice's readiness for End Point Assessment (EPA)
- **Assist**, support and monitor the collection of evidence for the achievement of behaviour standards, if this is not assessed through EPA



Get in touch

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