



APPRENTICESHIP

EMPLOYER HANDBOOK



TyneCoastCollege



What is an apprenticeship?

An apprenticeship is a genuine job with an accompanying training and development programme. The apprenticeship lasts for a minimum of 12 months, plus extra time for the completion of an end-point assessment.

It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice achieves this through a mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.

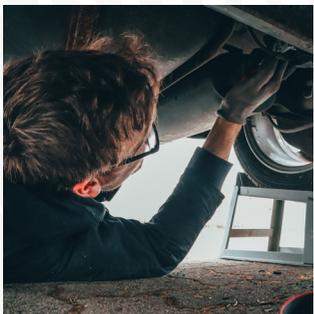
For employers, recruiting a new apprentice or up-skilling existing staff through an apprenticeship programme is a cost effective way to grow and sustain your business, as well as develop your workforce in a way that meets your specific needs.

Apprenticeships are available across a range of sectors and different educational levels. Our business engagement team will help you to determine the most appropriate to meet your business needs.

How do they work?

Apprentices work towards an Apprenticeship Standard, which sets out the knowledge, skills and behaviours they will develop over the duration of their apprenticeship. This may involve working towards one or more specific qualifications, as well as studying maths and English.

Apprentices must spend 6 hours of their working week completing off-the-job training - however, they may need more than this.



We will work with you to agree how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops in college.

Off the job training must be completed in work time and covers practical training such as shadowing, mentoring, industry visits and attending competitions. If it is necessary for training to take place outside of contracted hours, this must be recognised, for example, through time off in lieu.

On-the-job training is the support you provide to the apprentice to help develop the specific skills needed for their role. The apprentice should be supported by a mentor/line manager.

Every apprenticeship includes maths and English qualifications. These are required prior to the end point assessment period. The college will support apprentices to achieve these qualifications, where required, via dedicated Functional Skills Tutors. Some of our apprenticeships have specific entry requirements; these will be discussed with you at the point of engagement.

Once an apprentice completes their apprenticeship they will be able to demonstrate that they can perform tasks confidently and effectively and to industry-set standards. This is confirmed by an end-point assessment, which usually takes place within 3 months of the apprentice completing their formal period of training.

Who are apprenticeships for?

Anyone over the age of 16 and not in full-time education can become an apprentice. There is no upper age limit. As an employer you can offer apprenticeships to new applicants or existing employees. Apprenticeships are aimed at those that need to build new knowledge, skills and behaviours to be competent in their job, therefore may not be suitable for those that already have relevant qualifications or experience. At least 50% of an apprentices working hours must be in England.



Your responsibilities as an employer

You must agree to Tyne Coast College's Apprenticeship Agreement & Training Plan and Safeguarding & Prevent Commitment Statement (as outlined in the Safeguarding and Prevent Handbook for External Partners). The apprenticeship does not begin until these documents are in place and signed by all parties, so you need to consider how this may affect the minimum wage entitlement.

You must provide a genuine job, with a contract of employment that is long enough for an apprentice to complete their apprenticeship in full, including their end point assessment period.

The length of time the apprentice remains on the programme may need to be adjusted in line with the actual hours worked, or any prior learning that the apprentice has. Our Business Engagement team and knowledgeable delivery staff will complete a detailed skill scan with the apprentice to determine the apprenticeship duration content, and price.

You must pay at least the national minimum wage for the duration of the apprenticeship but, can pay more if you wish. More information on Apprentices National Minimum Wage can be found here: <https://www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices>

You must offer an apprentice the same conditions as other employees working at similar grades, or in similar roles. This includes paid holidays, sick pay and any other benefits (such a childcare voucher schemes).

You must assign the apprentice a mentor/line manager that will be responsible for supporting them through their apprenticeship, including attending formal reviews (at least every 12 weeks) with the apprentice and the college. These reviews are a tripartite discussion to review the apprentice's progress and consider the next phase of learning and associated targets.

You must provide a comprehensive health & safety induction to the apprentice, as well as any health & safety training specific to your sector or organisation.



Funding/Finance

Your organisation may be eligible for a Government incentive. Our Business Engagement Team will discuss this with you.

What can you expect from us?

We have a team of experienced Business Engagement Advisers that are on hand to talk you through the process of recruiting an apprentice, or signing existing staff up to an apprenticeship programme.

An adviser will meet with you to discuss your business needs and recommend the most suitable Apprenticeship Standard. The chosen standard will be confirmed by a work-based assessor with specific knowledge of your industry, who will also visit you to discuss the requirements of the apprenticeship.

Business Engagement Advisers will also conduct a health and safety assessment and provide support in relation to ensuring the workplace is safe for a new apprentice, as well as making you aware of your employer's liability insurance requirements in terms of Employer's Liability Insurance.

Tyne Coast College will also provide you with additional Safeguarding and Prevent information to support your organisation. This detailed handbook outlines your responsibilities to the apprentice while they are employed.

If you are looking to recruit a new apprentice, we will support you to match your vacancy with a potential apprentice. Additional support includes creating a job description, advertising the position and helping you through the selection process.

If you already have staff in place that you would like to upskill, one of our Business Engagement Advisers will conduct an initial assessment to confirm their eligibility.

In summary, Tyne Coast College can provide you with all of the necessary information to enable you to make an informed choice as to whether an apprenticeship is right for your business.

CONTACT US

...
BUSINESSENGAGEMENT@TYNECOAST.AC.UK



TyneCoastCollege