





# WHY CHOOSE HEART OF WORCESTERSHIRE COLLEGE?

Our dedicated Apprenticeship Team at Heart of Worcestershire College will work hard to help you source the best apprentice for your business by understanding your business needs and providing enthusiastic and motivated candidates. We take great pride in our Apprenticeship programme and will provide the training and support necessary to enable your apprentice to become an asset to your company.

By choosing to work with us, we can help add value to your business and provide you with:

- A dedicated, professional team of staff and industry-led Trainers.
- A wealth of experience providing the successful delivery of a wide range of Apprenticeships, validated by our proven track record.
- Excellent levels of advice, support and guidance for both you and your apprentice.
- A bank of talented, motivated and enthusiastic candidates wishing to both gain qualifications and employment.
- Continued support and updates of any important changes to the National Apprenticeship Programme.
- Proactive efforts to ensure that the best and most up to date Apprenticeships are available for your business.





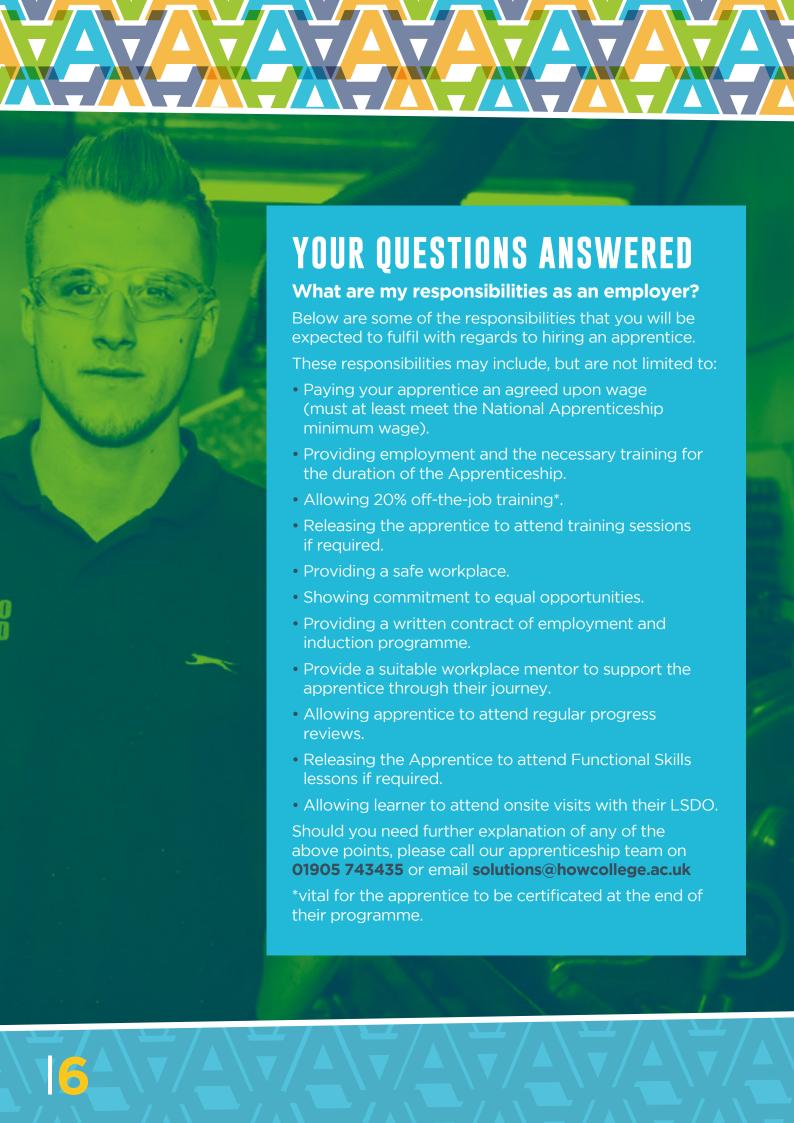
## Heart of Worcestershire College offers apprenticeships in the following areas:

- Accountancy
  - AAT L2, L3 and L4
- Motor Vehicle and Maintenance Technician (light vehicle)
- Business Administrator
- Early Years Practitioner
- Early Years Educator
- Construction
  - Bricklayer
  - Carpentry and Joinery
- Customer Service Practitioner (Sales option available)
- Customer Service Specialist (Sales option available)
- Digital Marketer
- Engineering Operative
- Engineering Technician
- Lean Manufacturing Operative

- A Hair Professional
- A Hospitality Chef
  - Chef de Partie
  - Commis Chef
- Hospitality Team
  - Team Member
  - Supervisor
- Human Resources (CIPD)
  - Consultant/Partner
  - Support
  - Senior People Professional
- IT Solutions Technician
- Operations/Departmental Manager (ILM Certificate)
- Team Leader/Supervisor (ILM Certificate)
- Teaching Assistant

#### Training consultant responsible for the above sectors:

- Sue Portsmouth
- A Lindsay Prodger
- Erica Swingell
- All Training Consultants





### OFF THE JOB TRAINING

An apprentice needs to undertake 'off the job training' as a mandatory requirement of an apprenticeship, as set out in the Apprenticeship funding rules.

#### What is 'off the job training'?

Off-the-job training is 20% of the apprenctice's contracted hours. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as their normal working duties.

The minimum duration of an apprenticeship is 30 hours per week including any off the job training. If the apprentice works less than 30 hours you must extend the minimum duration proportionally to take this into account.

What could 'off the job training' include?	What does not constitute 'off the job training'?
It MUST be directly relevant to the Apprenticeship Standard	Enrolment/induction
Teaching or theory lectures	Diagnostic assessment or prior assessment
Simulated exercises/roleplay	English and Maths (up to level 2) - as this is funded separately
Online learning e.g webinars/blended learning (online and physical)	Progress reviews or on programme assessment needed for the Apprenticeship Standard
Manufacturer training e.g new equipment or technologies	Off the job training ONLY delivered by distance learning
Practical training	Training that takes place outside paid working hours
Work shadowing/receiving mentoring	
Industry visits/visiting other companies/ suppliers/departments	
Attendance at competitions	
Time spent by the apprentice writing assessments/assignments	





# WHAT ARE THE BENEFITS OF HIRING AN APPRENTICE?

Apprenticeships are an excellent addition to any business and are becoming increasingly popular with employers nationwide.

They are an excellent long-term investment for any business and a cost effective way to recruit, re-train or up-skill your existing workforce. It has also been proven that apprenticeships can actively reduce staff turnover and boost productivity considerably due to apprentices being 'employer-ready', ambitious, motivated and dedicated to supporting the company that chose to invest in them. Additionally, the training for any apprentice recruited by your company may be eligible for 100% funding.\*

The below data, used and compiled by the National Apprenticeship Service, should help demonstrate the many benefits of employing an apprentice.

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

**86%** of employers said apprenticeships helped them develop skills relevant to their organisation.

**78%** of employers said apprenticeships helped them improve productivity.

**74%** of employers said apprenticeships helped them improve the quality of their product or service.

Other benefits of working with apprentices include:

- You can adapt their training according to the needs of your business.
- They're motivated to learn new skills.
- You can expand and upskill your workforce.
- \*Please see levy information page for more information.





# HOW DO I ENROL AN APPRENTICE?

#### **Enrolling an apprentice**

- 1. Initial contact with one of our Training Consultants who will continue to look after you and your needs.
- **2.** Completion of a Range of Work Sheet to ensure your Apprentice will be exposed to all the competencies required to achieve the qualification.
- 3. Register on the Digital Apprenticeship Service.
- **4.** Ensure you give HoW College permissions to access your account.
- **5.** Completion and return of the 'Vacancy Pro-forma'. This will enable us to learn exactly what you're looking for and ensure we match the right candidates to the right Apprenticeship.
- 6. We will offer you potential apprentices, screened and selected, for your vacancy and consideration (at this stage, you may wish to begin interviewing candidates with a view to making a job offer). If you have found your own Apprentice, we will need their details so we can undertake the necessary assessments with them.
- **7.** Signing of the Employer Agreement and Health & Safety form (issued by HoW College) by the employer before an apprentice starts.
- **8.** Once you have interviewed and selected a suitable candidate and your offer is accepted, we will arrange a sign up meeting to complete additional documents and enrol the learner onto the Apprenticeship programme.
- **9.** Apprentice enrolled and on their exciting Apprenticeship journey with you!









#### **Gateway**

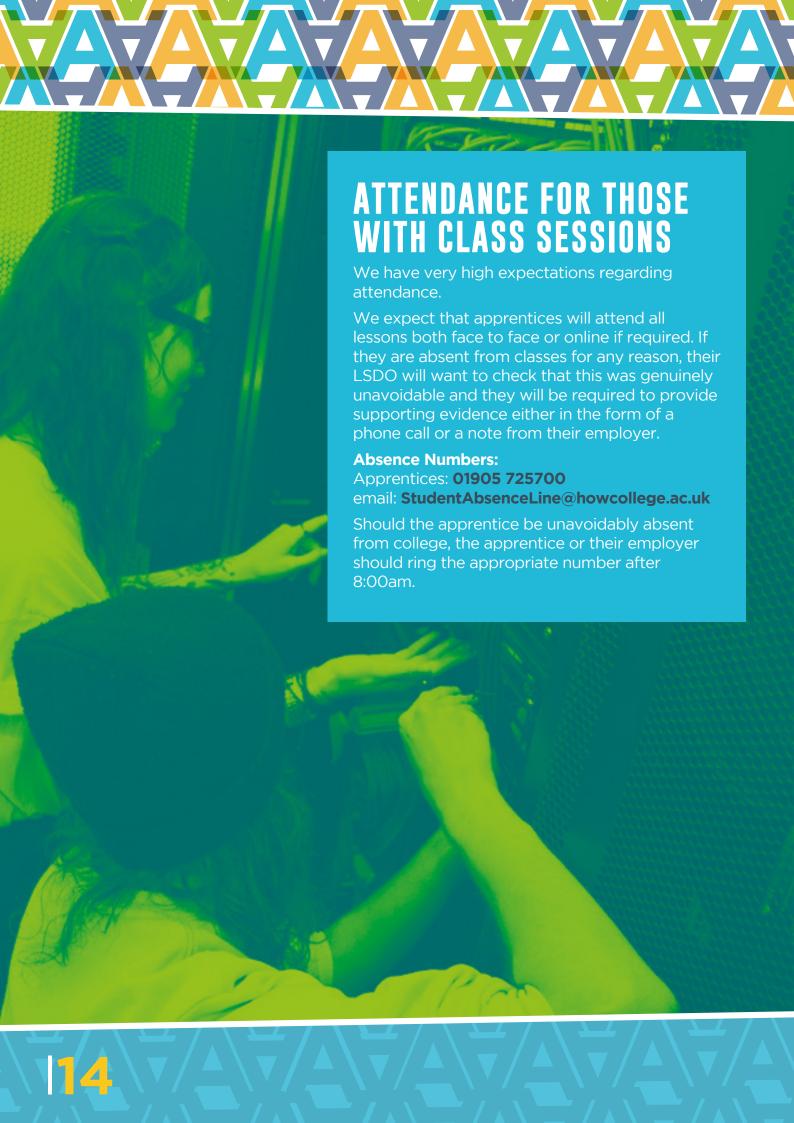
Once all on-programme activities are complete and the Apprentice has been on programme for at least one year and one day, they can move through 'gateway' into the End Point Assessment stage. This is discussed fully and agreed at a progress review meeting with the LSDO, Line Manager and apprentice. All parties must agree that the apprentice has developed the required knowledge, skills, and behaviours to achieve End Point Assessment. The Gateway Declaration Form can then be signed off by the Apprentice, employer and LSDO.

#### **End Point Assessment**

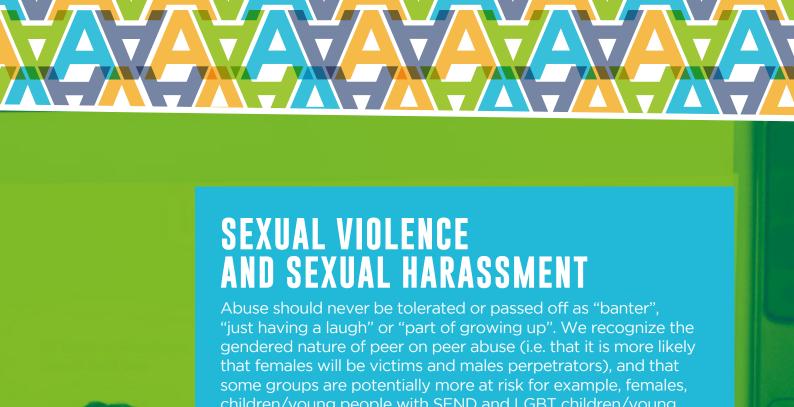
What the Apprentice's End Point Assessment (EPA) will consist of will depend on which apprenticeship standard they are on. The LSDO will fully support them in preparing for their End Point Assessment. This takes approximately 3 months to fully complete. These are graded assessments, carried out by the End Point Assessment Organisation (EPAO). Details of all apprenticeship standards and assessment plans can be found on this Government Website. www.instituteforapprenticeships.org/apprenticeshipstandards/

Resits are ineligible costs and are not funded by the Education and Skills Funding Agency (ESFA). The number of resits that can be taken by an apprentice will be at the discretion of their employer, unless the assessment plan limits this to one. The ESFA recommends a limit of 2 resits, however more than 2 resits can be taken if needed, unless otherwise specified in the assessment plan. Apprentices cannot be asked to pay for costs of training and assessment and are not responsible for resit costs.









children/young people with SEND and LGBT children/young people, but that all peer on peer abuse is unacceptable and will be taken seriously.

#### There are different forms peer on peer abuse can take, such as:

- Bullying (including cyberbullying);
- Sexual violence (such as rape, assault by penetration and sexual assault):
- Sexual harassment, such as sexual remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sharing of nudes and semi-nudes both consensual and non-consensual;
- Initiation/hazing type violence and rituals;
- Up skirting, which typically involves taking a picture under a person's clothing without them knowing.

Students should report all incidences of peer-on-peer abuse to a member of staff at college (including if the incident happened outside of College or online) or to a member of the safeguarding team.

Any incidences of peer on peer abuse must be reported to the Designated Safeguarding Lead at College.









### **Tools & Equipment** If you are an employer and you provide equipment for use, from hand tools and ladders to electrical power tools and larger plant, you need to demonstrate that you have arrangements in place to make sure they are maintained in a safe condition. **Young Workers** In health and safety law, a young person is anyone under 18. As an employer, in addition to your health and safety responsibilities to all your employees, you are responsible for ensuring a young person is not exposed to risk due to: Lack of experience. Being unaware of existing or potential risks. Lack of maturity. You should be aware that students and trainees on work experience are regarded in health and safety law as employees. You must provide them with the same health, safety and welfare protection as other employees. **Coronavirus (COVD-19)** As an Apprenticeship provider you must (so far as is reasonably practicable) ensure that you provide a 'Covid Safe' workplace for our students. You should follow any government or industry related guidance in relation to Coronavirus control measures. You should have carried out a Coronavirus risk assessment for your activities and environment. If you have any concerns or queries you must bring them to the attention of the college as soon as possible.

### RESPONSIBILITIES RELATING TO YOUR APPRENTICESHIP JOURNEY **Our Responsibility** Provide help and advice on planning workplace training and learning activities for the apprentice. • Be aware of the learning activities that are already taking place within the workplace. • Provide appropriate off-the-job training sessions to support the skills that the apprentice is developing in the workplace, in order that they can achieve their qualification and apprenticeship standard. Keep both apprentice and Line Manager fully engaged in regular progress reviews of apprentice progress against all aspects of the apprenticeship. **Employer Responsibility** • To help apprentices develop their knowledge, skills and behaviours by providing a wide range of learning and training opportunities within the workplace. • Allow apprentices to attend off-the-job training sessions at the agreed times. Help apprentices to put into practice what they have learnt during off-the-job training sessions. • Give apprentices time in the workplace to complete required c ollege work. • Initiate a meeting with the college if there are any concerns about any aspect of the training delivery. **Apprentice Responsibility** Attend all on and off-the-job training and appointments made with the Trainer or provide adequate notice should an appointment need to be cancelled. • Co-operate with the Trainer in meeting targets set out in the Individual Learning Plan. • Promptly notify the Trainer should any problems occur which may hinder progress toward completion of the Individual Learning Plan.



