

APPRENTICESHIPS



WHAT IS AN APPRENTICESHIP?

An apprenticeship is a job with training, meaning the apprentice will earn whilst they learn but are also a student and will have access to student resources and support.

Apprenticeships rely on a tri-party agreement between the employer, the college and the apprentice, all of which work together to ensure the apprentice has an enjoyable, worthwhile experience and not only achieves their apprenticeship but thrives throughout. To help achieve this every apprentice has a dedicated instructor mentor who will be their first point of call throughout, the assessor will set work, conduct workplace observations, professional discussions, train in college and discuss progress with the employer to ensure they are providing appropriate duties and support.

STAGES OF AN APPRENTICESHIP

RECRUITMENT / APPLICATION

1

To study an apprenticeship, apprentices need a college placement and apprenticeship employment.

INTERVIEWS

2

Apprentices will have a college interview to secure a college place and an employer interview, it is the employer's choice who they hire as their apprentice.

ENROLMENT

3

All necessary paperwork will be completed such as the apprentice employer contract to fully enroll the apprentice onto the course. Functional skills assessments will also take place.

INDUCTION

4

The apprentice will attend a college induction day where they'll get a student card, receive login details, have a look around, meet other apprentices etc. Employers will make their own arrangements to induct their apprentice into the workplace and this is recorded on the SmartAssessor system.

ON-PROGRAM

5

This is the longest part of the apprenticeship where the skills, knowledge and behaviours needed to satisfy the apprenticeship are gained through on and off the job training. During this time the apprentice will build a portfolio of evidence using SmartAssessor.

END POINT ASSESSMENT (EPA)

7

The apprentice must achieve the required level of functional skills qualifications before they can be booked in for their EPA. This is the final assessment of the apprenticeship overseen by an independent assessor. The apprentice must pass this to achieve their apprenticeship.

GATEWAY

6

The college and employer will review the knowledge, skills and behaviours gained by the apprentice to ensure they have met the minimum standards required and are ready for their end point assessment (EPA)

ACHIEVEMENT & PROGRESSION

8

After passing the EPA Apprentices are issued with certificates and next steps are discussed, for example; a level 3 apprenticeship, employment or Higher Education.

FORMAT OF AN APPRENTICESHIP

The split between training and work is 80/20 - Apprentices spend 20% of their working week completing off-the-job training, this could be practical or theory training both in the workplace and college or writing assignments. All training is recorded on the SmartAssessor platform.

The apprentice must achieve the required level of Maths, English and Digital Skills qualifications as set out in the apprenticeship standard, they cannot achieve their apprenticeship without these qualifications.

WHAT IS SMARTASSESSOR?

SmartAssessor is an online portfolio, it has essentially replaced paper documents in a folder.

The apprentice will upload photos, videos or completed workbooks which are then matched to the units within the apprenticeship, the work is referred to as evidence. This is because the uploaded work evidences that the apprentice has the skills, knowledge or behaviors required to demonstrate competence.

Employers may also access the system if they choose to. All uploaded work is marked and signed-off by the assessor who will give feedback through SmartAssessor as well as in person.

FUNCTIONAL SKILLS

In some circumstances your child can study towards Maths, English or Digital Functional Skills qualifications as part of their apprenticeship, if they are accepted onto the course requiring these qualifications the apprentice will spend the first 6 weeks of their apprenticeship focusing on them, at the end of the 6 weeks they will sit their exams. It is important apprentices attend their exams, their employer could be charged re-sit fees.

Functional Skills level 2 qualifications are equivalent to a GCSE grade 4 (C) in the same subject.

KEY CONTACTS

The first point of contact throughout the apprenticeship is the assigned Instructor Mentor, their details will be provided upon application or enrollment.

For general enquiries please contact the Apprenticeships Team, **0800 074 0099** or **feapprenticeships@blc.ac.uk**

Further reading is available at **www.apprenticeships.gov.uk**

In the rare event there is an issue between the apprentice and their employer relating to employment conditions we are on hand to mediate; this often resolves any issues however in the event it does not you can contact ACAS **www.acas.org.uk** who can offer specialist advice and support.

If you are claiming benefits we are unable to confirm if they will be affected by your child commencing an apprenticeship, for information about this please speak with your Job Centre job coach, the HMRC or Citizens Advice. There is also useful advice on the Turn2Us **www.turn2us.org.uk** and EntitledTo **www.entitledto.co.uk** websites including benefit calculators.

LEARNING SUPPORT

If your child was provided with learning support in school they can also access learning support at college, it is important that the requirement for learning support is made clear on application and enrolment forms. This information is not shared with the employer in the first instance however, we may need to discuss learning support with the employer if adjustments are required in the workplace. We will always gain permission to do this. Apprentices can also ask for a learning support assessment at any point during their apprenticeship, they should discuss this with their assessor.

JOEL RADCLIFFE UNDERTOOK AN APPRENTICESHIP WITH BUXTON & LEEK COLLEGE AND SUCCESSFULLY ACHIEVED DISTINCTIONS!

Joel Radcliffe completed his Business Administration apprenticeship after working in different departments at Buxton & Leek college including Finance, Registry, Student Centre, Marketing and the Apprenticeships team.

He said: "I've really enjoyed my apprenticeship and have found the teams I worked in – and my assessor Fiona – very supportive. From my apprenticeship, I have more on-the-job work experience and a qualification to help me progress. I'm now a full-time employee at the College after securing a job there following my apprenticeship."

Bev Meredith, Apprenticeships Adviser commended Joel for his hard work and said "This is what apprenticeships are all about, seeing people achieve to the highest level and what a great accolade in terms of their Distinctions."



We have apprenticeships available in a variety of industries:

- HAIR & BEAUTY
- EDUCATION & CHILDCARE
- BUSINESS ADMINISTRATION
- CUSTOMER SERVICE
- ACCOUNTING
- HOSPITALITY & CATERING
- CARPENTRY & JOINERY
- MOTOR VEHICLE
- ENGINEERING

TERM DATES

Apprenticeships do not follow the traditional academic year, apprentices are required to attend college as required all year round apart from Easter & Christmas when the college is completely closed. Apprentices should inform their instructor mentor of any annual leave to avoid unauthorised absences or missing any important dates.

**FIND OUT MORE AND SEE
WHAT VACANCIES WE HAVE
AVAILABLE NOW AT
BLC.AC.UK**

