



BUXTON & LEEK
COLLEGE



Apprenticeships

Information for apprentices, employers, parents
and carers.

2023/24

Contact:

Feapprenticeships@blc.ac.uk

0800 074 0099

www.blc.ac.uk/apprenticeships



Scan for BLC
website



What is an apprenticeship?

An apprenticeship combines on-the-job training with recognised and industry-relevant qualifications, they take between 1 and 4 years to complete depending on the subject and level studied. A minimum of 6 hours per week are spent completing off-the-job training, sometimes more depending on the apprentices' circumstances.

We have 6 set start points throughout the year and apprentices attend college all year round, the frequency of in-person college attendance depends on the apprenticeship studied with more practical subjects such as Engineering attending weekly whilst those more easily taught remotely, such as Business, being 6 weekly.

Apprenticeship subjects at BLC

- Accounting & Finance
- Business & Customer Service
- Team leading & Management
- Carpentry & Joinery
- Childcare & Education
- Engineering
- Hairdressing, Beauty & Spa
- Hospitality & Catering
- Media
- Higher & Degree Apprenticeships

Stages of an apprenticeship

1 - Recruitment and application

Apprentices

- complete the college application form (www.blc.ac.uk/apply)
- Attend a college interview.

Employers

- Provide vacancy details to the college, please email feapprenticeships@blc.ac.uk for more information.
- Setup a Digital Apprenticeship Service (DAS) account – see FAQ's for more information

What if I already have an employer?/What if I already have an apprentice?

All apprentices need to complete a college application form and interview.

All employers will need a DAS account before an apprentice can be enrolled.

2 - Interviews

Apprentices

- Will have a college interview to discuss their aspirations and complete initial assessments.
- Be offered a place on a suitable course.
- Provide a CV that can be supplied to employer(s) following your college interview.

Employers

- Be ready to interview prospective apprentices and offer trials (if wanted).

3 - Enrolment/Sign-up

Apprentices

- Will complete their enrolment paperwork, which includes ID checks, and review and sign documents sent to them via the eSignUp platform in a timely manner.

Employers

- Will supply required documentation to the college.
- Apply for their course fee funding through the DAS.
- A college representative will visit the workplace to complete a Health & Safety check.
- Sign training contracts on the DAS as required.
- Review and sign documents sent to them via the eSignUp platform.

4 – On program

This is the main section of the apprenticeship, apprentices will work towards demonstrating the Knowledge, Skills and Behaviours (KSB's) as set out in the apprenticeship standard by building a portfolio of evidence. The employer will offer support and learning opportunities to their apprentice throughout. The college Instructor Mentor will guide the apprentice and employer through the apprenticeship.

5 – Gateway

The college and the employer representative (mentor or manager) will review the knowledge, skills and behaviours (KSB's) that the apprentices has demonstrated in their portfolio of evidence to ensure they have met the minimum standards required to sit their End Point Assessment (EPA). The apprentice must have also achieved the required Maths & English qualifications before they can attempt their EPA.

6 – End Point Assessment (EPA)

The end point assessment is designed to test and allow the apprentice to demonstrate they have, and can apply, the skills, knowledge and behaviours learned throughout their apprenticeship. The synoptic EPA has become a core feature of new apprenticeship standards because it assesses the apprentice's performance across the whole standard rather than for individual tasks.

There are a range of assessment methods including:

- practical exam
- interview
- project
- written tests
- multiple-choice tests
- presentation or 'pitch'

Apprentices will complete a minimum of 2 different assessment methods, the methods used will be the most appropriate to their apprenticeship, there is the opportunity for mock assessments to prepare for the final end point assessment.

Apprentices are graded pass, merit or distinction, the criteria to achieve each grade will be clearly communicated to apprentices throughout their apprenticeship. Apprentices will need to achieve at least a pass in all assessment methods to be graded an overall pass.

7 – Achievement and progression

After passing their EPA apprentices are issued with completion certificates and offered information on progression opportunities, these could include a level 3, higher or degree apprenticeship alongside employment, most apprenticeship employers offer permanent positions to completing apprentices and sometimes promotions as well.

Frequently asked questions

I am looking for an apprenticeship, how do I find one?

An Apprenticeship requires a college placement AND employment. There are several ways this can be achieved.

- Look on the BLC website and apply to a specific Apprenticeship Vacancy.
- Drop your CV into local employers with a cover letter explaining your situation.
- Apply directly for your chosen course, we can then help to find a suitable employer.
 - If you are already employed or have an offer of employment, please complete a college application form www.blc.ac.uk/apply
- Search the Apprenticeship Service www.apprenticeships.gov.uk

I want to employ an apprentice; how do I recruit?

We will assist you in finding a suitable apprentice, all apprenticeship recruitment must now be done through the Digital Account Service (DAS). Additionally, we promote opportunities through social media and internally around college, we may also have existing applicants and students looking for a suitable placement, our schools liaison team also send our latest vacancies to their school contacts.

Please contact us for more information about our apprentice recruitment service,
feapprenticeships@blc.ac.uk

What are the entry requirements?

They vary depending on the apprenticeship level and subject, the employer may also set their own entry requirements – apprenticeship job adverts will clearly state entry requirements. In all instances you will need:

- To be at least 16 years old at the point of enrolment.
- Generally applicants need a good standard of Maths & English, ideally GCSE 4/C or above or an equivalent qualification however, this can vary depending on the apprenticeship and level studied.

How long does an apprenticeship take to complete?

This varies on the subject and level being studied, some can take up to 4 years, on average an apprenticeship at level 2 or 3 takes 18 months to fully complete.

Apprenticeship pay?

The minimum apprenticeship wage applies to all apprentices 16-18 years old and apprentices 19 years old or over in their first year. Apprentices 19 or over who have completed 12 months of their apprenticeship are entitled to the minimum hourly rate for their age.

Many employers pay more than the minimum, increase pay as skills develop or offer perks such as free lunch, contributions towards transport costs or performance bonuses.

For current minimum wage rates please see www.gov.uk/national-minimum-wage-rates

What hours does an apprentice work?

The minimum is usually 30 per week, working time includes times spent completing off-the-job training such as attending college. Actual working hours will depend on the industry you work in for example working in Hospitality & Catering often involves working evenings and weekends, office-based work is generally Monday to Friday 9am-5pm.

What is an apprenticeship standard?

This is the new type of apprenticeship that has been developed by employers to be occupationally focussed. Each apprenticeship clearly sets out the standard of Knowledge, Skills and Behaviours (KSB's) the apprentice must achieve before they can complete their End Point Assessment (EPA)

What is an End Point Assessment (EPA)?

The purpose of the end point assessment (EPA) is to test that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate that the apprentice can apply the skills, knowledge and behaviours they have learned in a real-world scenario.

The synoptic EPA has become a core feature of new apprenticeship standards because it assesses the apprentice's performance across the whole standard rather than for individual tasks.

There are a range of assessment methods including:

- practical exam
- interview
- project
- written tests
- multiple-choice tests
- presentation or 'pitch'

The apprentice will complete a minimum of 2 different assessment methods, the methods used will be the most appropriate to their apprenticeship, the college instructor-mentor will go through the EPA requirements in detail in plenty of time beforehand.

After the EPA, the apprentice is graded by pass, merit or distinction. Clear grading descriptors are set out in the apprenticeship standard information. The apprentice must receive at least a pass mark in all assessment methods to achieve an overall pass.

What is the Digital Apprenticeship Service?

The Digital Apprenticeship Service (DAS) is a government service which all employers who want to employ an apprentice must have; you will need to setup a DAS account before you can recruit an apprentice. The DAS allows you to claim Government funding and any financial incentives that might be applicable. For assistance with setting this up please email feapprenticeships@blc.ac.uk

What is eSignUp?

We are required to have a contract between us, as the training provider, and employers who are supporting an apprentice, we use eSignUp to manage this process. It allows us to email documents to you so they can be electronically signed, replacing traditional paper-based documents. We are unable to enrol an apprentice without the contract being fully signed beforehand.

What is off-the-job training?

Apprentices must complete a minimum of 6 hours of off-the-job training each week, maybe more depending on the apprenticeship standard studied, off-the-job training is paid, working, time and

the number of hours that the apprentice needs to complete are clearly set out at the start of the apprenticeship. It will also be clear when the apprentice will be required to attend college, for some apprenticeships, particularly practical subjects, weekly attendance is required whereas other subjects have 6-weekly activity days.

Off-the-job training includes;

- Theory teaching – College attendance, simulation exercises, online learning and industry-specific training.
- Practical training – shadowing experienced employees, mentoring and industry visits.
- Apprentice lead learning – using online resources and time spent working on assignments or projects.

Off-the-job does not include:

- Training undertaken in Maths or English
- Progress reviews/Workplace visits by their Instructor Mentor
- End point assessments
- Any training which takes place outside the apprentice's paid working hours

Off-the-job training can be provided by both the college and the employer, time spent completing off-the-job training is recorded on an ePortfolio platform, SmartAssessor, employers can be given access to the system in order to track their apprentices progress if they so wish.

What is SmartAssessor?

It is an online portfolio system that can be accessed through web browsers or a mobile phone app that can be downloaded from Apple/Android App stores, the system has replaced paper-based portfolios. The system can be accessed by the apprentice, their College Instructor Mentor and their workplace Mentor or Manager to monitor progress.

The apprentice can upload photos, videos, typed documents or completed workbooks which will then be matched to the units within the apprenticeship to evidence the Skills, Knowledge and Behaviours (KSB's) that are set out in the Apprenticeship standard, Instructor Mentors will then sign off each piece of work, give feedback or offer support as required.

What must employers provide to their apprentice?

Employers must;

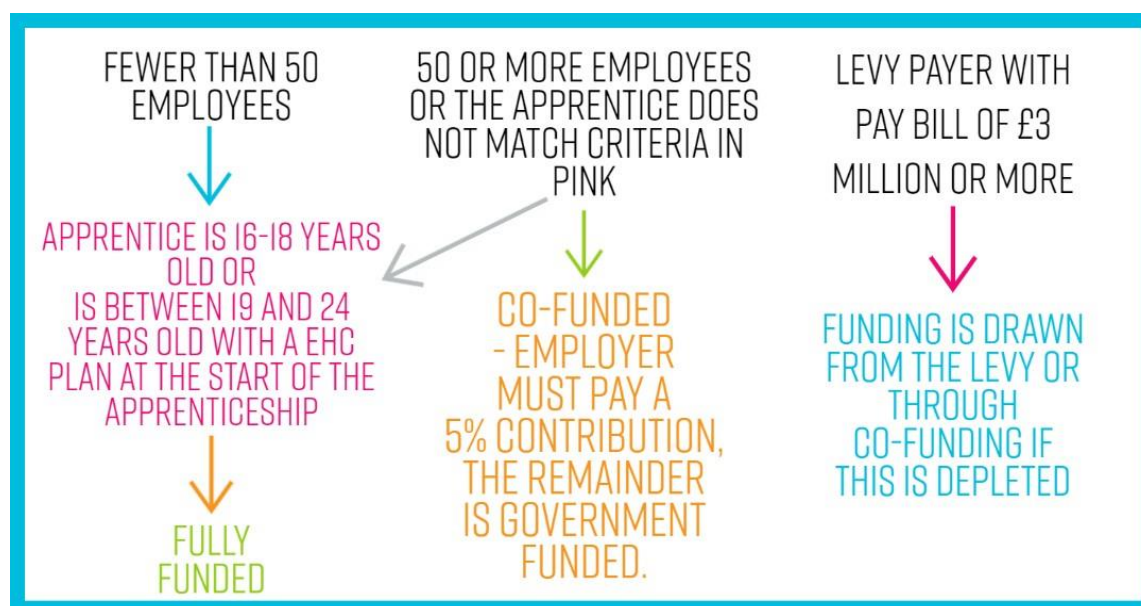
- Provide a contract of employment.
- Pay the apprentice correctly.
- Engage with the college Instructor Mentor.
- Give the apprentice opportunities in the workplace to learn.
- Allow the apprentice to attend college and complete their work as required.

What can apprentices and employers expect from the college?

We will;

- Offer support throughout the on-boarding process from application/enquiry.
- Ensure everyone understands what is required of them.
- Train the apprentice in accordance with the standard.
- Support with any issues that may arise.
- Ensure quality is maintained throughout the apprenticeship.

How are the apprenticeship training and assessing fees paid?



On occasion Staffordshire and Derbyshire Councils have **levy transfer schemes** available where they will cover the the 5% co-funding contribution for SME's in their constituency, to find out if these are currently available please email feapprenticeships@blc.ac.uk confirming your local council. Apprentices will never be asked to pay their own training and assessing fees.

Apprenticeship grant for employers

Provided the apprentice was 16-18 years of age or 19-24 years of age with a Education, Health and Care (EHC) plan the college will submit a claim to the Government for the apprenticeship grant, this is £1,000 paid to employers in two equal installments.

What is the ESFA?

The Educational Skills and Funding Agency (ESFA) is the Government agency responsible for the funding of education and is part of the Government Department for Education, they set out the rules which education providers and employers must follow when training an apprentice.

What are Functional Skills?

Functional Skills level 2 in Maths or English are a GCSE equivalent, in some cases apprentices may need to complete Maths & English qualifications because they have not previously achieved GCSE grade 4/C or above or an equivalent qualification.

Apprentices study a 6-week Functional Skills fast-track program; it is important that apprentices attend their exams as their employer may be charged for re-sits if they do not.

Can apprentices still access learning support?

If the apprentice was in receipt of additional learning support (ALS) whilst at school or they have an Education, Health & Care plan (EHCP) they will be referred to the college learning support team who will conduct their own assessment to ascertain what support can be provided.

Apprentices are welcome to ask for a referral to the ALS team at any point throughout their apprenticeship.

We do not share information about ALS needs with employers in the first instance however, if adjustments are required in the workplace, we may need to, we will always gain permission first.

Can apprentices access college transport?

Yes! There is a free shuttle bus between the Leek and Buxton campuses however, there is a small charge to use the wider college transport network that includes many of the towns and villages across the High Peak, Derbyshire Dales, Staffordshire Moorlands and Cheshire East. Please see our website for route and price information:

www.blc.ac.uk/transport/

Can apprentices access student support services?

Yes, the student wellbeing service is open to all students irrespective of the course they're studying. Apprentices can also access hundreds of student discounts through the National Union of Students (NUS) Totum card.

www.totum.com/

Where can I find more information?

- By emailing or calling the apprenticeships team feapprenticeships@blc.ac.uk or 0800 074 0099.
- The college website:
www.blc.ac.uk/apprenticeships
- The Government Apprenticeship Service website:
www.apprenticeships.gov.uk

- The Amazing Apprenticeships website where there are a range of resources about apprenticeships, and T-Levels:
www.amazingapprenticeships.com
- For information about Higher & Degree Apprenticeships, see:
www.derby.ac.uk/apprenticeships



Apprenticeship course summaries

**Please note; employer funding bands relate to tuition fees which are the employers responsibility to pay either through their levy or through Government funding, apprentices will never be asked to contribute towards these costs.*

Accounts or Finance Assistant AAT

Level 2

Length typically 15-18 months

An Accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. They're responsible for assisting the team of accountants with junior accounting duties.

Duties can vary massively depending on the finance team structure and the size of the business but would typically include basic bookkeeping, sales ledgers, purchase ledgers, running calculations and assisting with month/year end reporting.

Employer funding band £6,000

Assistant Accountant AAT

Level 3

Length typically 18-24 months

Building on existing basic accounting knowledge and part of the apprentices role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Employer funding band £8,000

Professional Accounting or Taxation Technician AAT

Level 4

Length typically 18-24 months

Individuals in the role of a Professional accounting or tax technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices.

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

Employer funding band £8,000

Customer Service Practitioner

Level 2

Length typically 18 months

This is a practical, work-related course designed to allow the apprentice to gain skills, knowledge and behaviours surrounding customer service delivery. This course is applicable to a range of settings including offices, customer service points, reception and front line public service. In all cases the apprentice will receive a broad introduction to the principles of customer service including customer experience, developing self, dealing with conflict and challenge, regulation and legislation.

Employer funding band £3,500

Customer Service Specialist

Level 3

Length typically 18 months

The main purpose of a customer service specialist is to be a 'professional' for direct customer support within all sectors and organisation types. Being an advocate of Customer Service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries.

As an expert in the organisation's products and/or services, the apprentice will share knowledge with wider team members and colleagues and be a point of reference to them. Being able to gather and analyse data and customer information that influences change and improvements in service. Settings could include contact centres, retail, webchat, service industry or any customer service point.

Employer funding band £4,000

Business Administrator

Level 3

Length typically 18 months

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors, including small, medium and large business in the public and private sectors.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services, they develop key skills and behaviours to support their own progression towards management responsibilities.

Employer funding band £5,000

Team Leader or Supervisor

Level 3

Length typically 12-18 months

This is suitable for persons wishing to gain the knowledge, skills and behaviours to be a in a first-line management role, with operational and project responsibility for managing a team. Team Leaders provide direction, instructions and guidance to ensure the achievement of set goals.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational projects, resolving problems and building relationships internally and externally.

Employer funding band £4,500

Operations or Departmental Manager

Level 5

Length typically 24-30 months

An operations/departmental manager is responsible for providing input to strategic planning, creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, and supporting people through coaching & mentoring.

It is applicable to professional managers from all sectors private, public or third sector and all sizes of organisations.

Employer funding band £7,000

Site Carpenter

Level 2

Length typically 18-24 months

A Site Carpenter will prepare and install basic building components e.g. doors, straight staircases, wall and floor units and erecting structural carpentry and roof structures on a building site or in domestic and commercial premises. It is likely that site carpentry apprentices will assist and learn skills in other areas of building work such as bricklaying and plastering however the focus will be on carpentry.

Employer funding band £11,000

Advanced Site Carpenter

Level 3

Length typically 18 months

An advanced carpenter has responsibility for managing their own and other people's work, as well as being required to complete complex and non-standard work. Examples of complex tasks include curved products, irregular joints and bespoke work.

Employer funding band £11,000

Architectural (Bench) Joiner

Level 2

Length typically 18-24 months

An Architectural Joiner will produce building components by setting out, marking out and manufacturing basic architectural products, including doors, windows, straight staircases and associated ironmongery.

Employer funding band £11,000

Advanced Architectural (Bench) Joiner

Level 3

Length typically 18 months

An advanced joiner will normally be employed in a workshop producing complex building components by setting out, marking out and manufacturing bespoke architectural products (e.g. doors, windows, staircases with turns and panelling/cladding).

They have more responsibility managing their own work and the expectations of customers and will often oversee the work of junior team members.

Employer funding band £11,000

Early Years Practitioner

Level 2

Length typically 15-18 months

The aim of this qualification is to provide learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years. The qualification content meets the Department for Education's (DfE) Level 2 full and relevant criteria for a Level 2 Early Years Practitioner in the workforce.

An EYP works as part of a professional team ensuring the welfare and cares of children under the guidance and supervision of an Early Years Educator, teacher or another suitably qualified professional in the Early Years Workforce. This qualification is ideal for learners looking to work with children between birth and 5 years and gain knowledge of working with children up to 7 years. Learners do not need to have previous experience or qualifications in working with children to undertake this qualification.

Employer funding band £4,000

Early Years Educator

Level 3

Length typically 15-18 months

Early Years Educators, and job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.

They work in a range of settings including full day care, children centres, pre-schools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundations Stage (EYFS) requirements by the Government for the learning, development and care of children from birth to 5 years old.

Employer funding band £6,000

Teaching Assistant

Level 3

Length typically 15-18 months

The traditional role of a Teaching Assistant has become increasingly varied, and today there are many different positions and jobs available in all kinds of educational settings. This means that supporting learning, whether it is in schools, colleges, universities, or the community, is no longer just about working in the classroom.

Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

Employer funding band £5,000

Learning and skills assessor

Level 3

Length typically 12-18 months

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The learning and skills assessor will plan, conduct assessment activities and record and report on assessment decisions to the learner and other relevant stakeholders. They will support the progression of the learner through feedback of assessment decisions, setting of ongoing realistic learning goals and referral to other professionals if required. They will contribute to the quality cycle of the organisation and actively contribute to standardisation and moderation of assessment decisions. The learning and skills assessor will be committed to their own continual professional development to maintain occupational competency in their sector. They will typically work in an environment in their organisation where they are

assessing competency. They will work in a variety of locations and environments including practical vocational settings where activity may be undertaken face to face or remotely.

Employer funding band £5,000

Learning and skills mentor

Level 4

Length typically 12-18 months

The purpose of the learning and skills mentor occupation is to support individuals and groups with their learning and development towards agreed goals. They will do this by working within ethical and legal frameworks to ensure a high standard of mentoring practice. They will work collaboratively with stakeholders to inclusively meet the individual needs of the mentee. They will be committed to their own professional development and reflective practice as a mentor and within their sector.

Employer funding band £5,000

Learning & Skills Teacher

Level 5

Length typically 24 months

This apprenticeship is suitable for teachers who want to develop their pedagogical practice with learners aged 14+. The Learning and Skills Teacher (LST) is a dual professional, having achieved competence in a vocation or subject specialism and then subsequently trained as a teacher. LSTs teach young people and adults within the Education and Training Sector, including work-based training; further, adult, and higher education; offender learning; and the voluntary sector. LSTs plan and deliver learning that is current, relevant, challenging, and that inspires learners to engage and fulfil their potential. LSTs ensure the physical, psychological, and social wellbeing of students. This qualification includes Qualified Teacher Learning and Skills status (QTLS).

Employer funding band £7,000

Engineering Machinist

Level 3

Length typically 48 months

The broad purpose of the occupation is to produce complex and precision work by machining components. Components are machined from metal or specialist materials using conventional or CNC machine tools. Machining Technicians interpret information and plan their activities. They also set up, operate, adjust or edit machine tool settings. When using CNC equipment, they can produce, prove or edit programmes. They inspect components and machinery, report issues and support continuous improvement activities. They typically work in a manufacturing environment. Depending on the organisation, they may be required to work at height or work shifts.

Employer funding band £27,000

Hair Professional

Level 2

Length typically 18-24 months

The core skills, knowledge and behaviours for a professional apprentice are to be able to provide consultation, shampoo, condition and treat hair and scalp, cut hair using a range of techniques, styles and finish hair using a range of techniques and products, colour and lighten hair and perm hair. Apprentices will also learn basic customer service skills and assist with the general running of a salon.

Employer funding band £7,000

Advanced and Creative Hair Professional

Level 3

Length typically 15-24 months

Advanced and Creative Hair Professionals are creative, passionate, and driven professionals who work without supervision, managing themselves and others when required. They provide a quality service, whilst working to the highest standards and continuously developing their personal and professional skills.

An Advanced and Creative Hair Professional works in the hair industry, which is one of the largest, most trusted and fashion forward professions. They take ownership of their work and client lists, accept responsibility, are proactive, flexible and adaptable, plan their work and time, they aim for excellence by taking exceptional pride in their work and industry.

Employer funding band £5,000

Beauty Therapy

Level 2

Length typically 15-18 months

A beauty therapist works in one of the largest, trusted, professional and continually expanding industries within the hair & beauty sector. The work environment can be varied in size, style and ambience such as cruise ships, boutique salons and luxury high-end spas.

Beauty therapists could work independently or as part of a team and demonstrate a willingness to learn, have an enquiring and curious mind and are enthusiastic to continually learn about their chosen career, demonstrating a commitment to continual personal development throughout their career. They deliver on-to-one treatments whilst maintaining organisational values and reputation. They complete all duties and treatments within the scope of the occupational role and in accordance with legal, industry, Health & Safety and organisational requirements.

Employer funding band £7,000

Advanced Beauty Therapist

Level 3

Length typically 18-24 months

The board duties of an Advanced Beauty Therapist are to provide, design and implement bespoke treatment plans. These advanced treatments range from advanced manual therapies such as advanced massage techniques to technical therapies such as face and body electrical treatments, to meet and manage client needs and expectations. They implement organisational operations such as salon business systems and processes, to comply with legal and regulatory requirements, contribute to financial the effectiveness of the business and maintaining and maximising resources such as clients, equipment and consumables.

Advanced Beauty Therapists interact with internal and external individuals including other members of staff, clients and product brand representatives. They build professional relationships with these individuals. Advanced Beauty Therapists may work independently, within a team or supervising less experienced team members to maintain standards.

Employer funding band £8,000

Wellbeing & Holistic Therapist

Level 3

Length typically 18-24 months

This occupation is found in wellbeing environments; Spa, Leisure, Holistic or Wellness Therapy centres, Medi-spas and Beauty salons, although these environments are expanding due to the continuing demand for lifestyle wellness including paramedical, health care environments and businesses implementing wellbeing corporate responsibility.

The broad purpose of the occupation is to create, implement and adapt tailored holistic and wellbeing experiences, in a variety of environments, meeting and managing treatment and experience outcomes in private, secure and safe environments.

Wellbeing and Holistic therapists complete treatments and well-being experiences via holistic therapy principles, theories and applications to calm or stimulate the sensory perceptions of the body and mind in the pursuit of optimal functioning and balance of the physical, emotional and mental aspects of daily life.

Employer funding band £9,000

Craft Baker

Level 2

Length typically 15-18 months

The broad purpose of the occupation is to produce or bake-off food safe bakery products and package and label them to specification. Bakery products may be bread, pastries or confectionery.

Bread includes buns/rolls, enriched doughs and loaves. Pastries include croissants, Danish pastries, puff pastries and tarts. Whilst confectionery includes cakes, cupcakes, muffins and Swiss rolls.

Depending on the type of bakery, bakers may produce one product or a range of bakery products. They use a range of tools and equipment, which they clean and check. It is important that they complete bakery documentation/records, for example compliance checks. They also contribute to material and stock control, maintaining the production environment, and product and process improvement.

Producing a wide range of varied products is a bigger part of the craft baker role. This requires scaling up/down of recipes and enhanced finishing of products. Working at scale requires plant bakers to operate handovers and conduct production quality assurance/checks. Whilst the retail bakers' role, includes serving customers and display and replenishment of products.

Employer funding band £9,000

Commis Chef

Level 2

Length typically 15-18 months

A Commis Chef is the most common starting position in many kitchens and in principle the most junior culinary role. A Commis Chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The primary objective of the Commis Chef is to learn and understand how to carry out the basic functions in every section of the kitchen. Therefore, having the opportunity to experience, consider and value each section with a view to choosing an area where they feel most inspired.

Employer funding band £8,000

Hospitality Team Member

Level 2

Length typically 15-18 months

There are two pathways available, the food production pathway is best suited to establishments with a limited menu, the second option is the food & drink pathway which is better suited to establishments with a more varied menu and clientele base.

Employer funding band £4,000

Hospitality Supervisor

Level 3

Length typically 15-18 months

Hospitality supervisors work across a wide variety of businesses including bars, restaurants, cafes, conference centres, banqueting/event venues, hotels or contract caterers. They provide vital

support to management teams and are capable of independently supervising hospitality services and running shifts. They typically work under pressure and delivering fantastic customer service and motivating a team is essential to their role.

Employer funding band £4,000

Hospitality Manager

Level 4

Length typically 20 months

Hospitality managers work across a huge variety of organisations including bars, restaurants, cafés, conference centres, banqueting venues, hotels and contract caterers. These managers generally specialise in a particular area, however their core knowledge, skills and behaviours are aligned. Common to all managers in this role is their passion for exceeding customers' expectations.

Hospitality managers have a high level of responsibility and are accountable for fulfilling the business vision and objectives which requires excellent business, people and customer relation skills. Individuals in this role are highly motivated team leaders that combine a talent for management and specific industry skills and thrive on the customer facing nature of the role.

There are two pathways within this apprenticeship.

- Food & Beverage Managers manage the delivery of business standards in a range of settings.
- Kitchen Managers (Head Chef) take responsibility for the kitchen and kitchen staff.

Employer funding band £6,000

Information correct at time of print.

Contact:

feapprenticeships@blc.ac.uk

0800 074 0099

www.blc.ac.uk/apprenticeships



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