

“We recognise that in today’s competitive and busy economy, business need less hassle day to day, and so we aim to make employing an apprentice as hassle free as possible”

Sheila Philpott
CEO Forster Community College

Grow talent in your work place

Our Apprenticeships deliver skills training designed around your business needs while providing an opportunity to grow talent for the future.

Apprentices tend to be eager, motivated, flexible and loyal to the company that invests in them.

Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.

We support Apprentices and their Employer throughout the programme, to ensure maximum benefits and return against investment for everyone.

If you’re interested in training an Apprentice, we’ll work with you to help you maximise the benefit and achieve your aims.

**AT FORSTER COMMUNITY COLLEGE
WE OFFER FLEXIBLE DELIVERY OF OUR
APPRENTICESHIP PROGRAMMES
DESIGNED AROUND YOUR BUSINESS
NEEDS AND THE SKILL REQUIREMENTS
OF YOUR WORKPLACE.**

How to Contact us

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**APPRENTICESHIPS
MADE EASY**



THINGS YOU MIGHT NEED TO KNOW

At Forster Community College

we offer two levels of Apprenticeship:

- Intermediate Level Apprenticeships where Apprentices work towards work-based learning qualifications such as a Level 2 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.
- Advanced Level Apprenticeships where Apprentices work towards work-based learning such as a Level 3 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

What are Apprenticeships?

They are work-based training programmes designed around the needs of employers, which lead to national recognised qualifications. You can use Apprenticeships to train both new and existing employees.

Funding is available to train apprentices. Forster Community College can help you with apprenticeship training for new or existing employees aged between 19 and 24.

Apprenticeships are designed by the Sector Skills Councils. Business representatives from the relevant industry sector work with the Sector Skills Councils to develop the course content. Because they genuinely understand your business and because we work closely with you, the training will be relevant for your industry.

Depending on the job role an Apprenticeship usually takes between one and two years to complete.

Employing an Apprentice is not much different to taking on any other member of staff. You provide a contract of employment and agree a salary from the outset.

So what are the differences when employing an Apprentice?

- When employing an Apprentice you will need to agree the training in writing or in their contract of employment and agree a mentor or line manager to support the Apprentice.
- The minimum wage for an Apprentice recognises the value of the training they are receiving and so is lower than the standard national minimum wage.
- You will need to grant access to the work place to one of our course Assessors.

WHY CHOOSE TO HIRE AN APPRENTICE?

Facts in Numbers

- Over 80% of those employers who employ apprentices agree they make their workplace more productive.
- 81% of consumers favour using a company which takes on apprentices.
- The National Minimum Wage for an Apprentice recognises the value of the training they are receiving and so is lower than the standard national minimum wage.
- 92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.
- 83% of employers who employ apprentices rely on their Apprenticeships programme to provide the skilled workers that they need for the future.

Fresh Talent

Apprenticeships can help businesses by offering a route to harness fresh new talent. UK businesses consider skills shortages and recruitment difficulties a bigger threat to performance than soaring oil prices and declining consumer spending, and more than a quarter of these rate this form of vocational training higher than any other qualification.

Apprenticeships ensure that your workforce has the practical skills and qualifications your organisation needs now and in the future. The mixture of on and off job learning ensures they learn the skills that work best for your business.

Over 130,000 workplaces offer apprentice places because they understand the benefits that apprentices bring to their business – increased productivity, improved competitiveness and a committed and competent work-force.

Improve your bottom line

Apprenticeships deliver real returns to your bottom line, with Apprenticeships helping to improve productivity and to be more competitive.

Training apprentices can also be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

There are several incentive payments available to assist with wage costs of taking on an apprentice and even schemes to support you if you cannot currently commit to taking on an apprentice for the full term of their training. We will talk you through these and work together to make sure you and your apprentice gets the best support available.

The cost of training an Apprentice aged 19 to 24 is part funded by the Government with a contribution of 50% expected to support the cost of training. At Forster Community College we recognise that payment for training as well as a new staff member is not always feasible and so we work with you to arrange alternate contributions towards training costs.

Motivate your workforce

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.

WHAT GOES INTO AN APPRENTICESHIP FRAMEWORK?

The diagram below shows how the various elements make up an Apprenticeship Framework. Each element is key to the Apprenticeship to ensure the Apprentice is fully competent in their industry with a rounded set of skills. The whole framework will take between one and two years to complete.

Training delivered in the work place

The site based qualification is achieved through the training and assessment of the Apprentice's competence to carry out specific work related tasks. As the employer you will supply a supervisor whom the apprentice can learn from. The assessor will address some knowledge and ensure your employee passes the training.

Training delivered at the College

This qualification provides the theory and understanding which gives the Apprentices the underpinning knowledge of the industry in which they are working. This qualification is usually gained through guided learning and exams or assessments conducted in College.

Functional Skills

These qualifications will help develop Communication, Application of Number and ICT skills. The level and combination undertaken depends on the individual and the vocational area being studied. They help the Apprentice deal with the various demands of their job role and are transferable skills. You will need to release the apprentice for these training sessions.

Employment Rights and Responsibilities

It is important that the Apprentice can source help in solving employment issues and that they are aware of the political climate of their chosen occupation. As an employee they should receive the same recruitment process, including HR support as other employees.

Safety

All Apprentices will learn about their responsibilities at work with regard to health and safety so that they are able to follow safe systems of work and adhere to policies and legislation in the workplace. The College will conduct Health & Safety assessment of the working environment and you must ensure you provide a safe working environment.