



What are Apprenticeships?



Apprenticeships are a number of complementary qualifications that are put together to form a full Apprenticeship framework. There are hundreds of Apprenticeship frameworks available that relate to different industries and job roles.

Each Apprenticeship framework is made up of the following:

- A performance based qualification - A qualification where the individual has to demonstrate that they can undertake the tasks necessary within their job role to a national standard. This is an NVQ/QCF qualification within their chosen vocational area.
- A knowledge based qualification - A qualification where the individual has to demonstrate that they have the knowledge required to perform their role to a national standard. This is a technical certificate or similar. In some frameworks the knowledge and performance based qualifications are together as one qualification.
- Key/Functional Skills - These are qualifications that cover core skills required by most job roles such as Literacy, Numeracy, and ICT etc.
- An employer rights and responsibilities element - This is to ensure your member of staff has an understanding of their employment rights, legal requirements and knowledge of how your organisation operates.

Apprenticeships are available at level 2 and 3 in all frameworks. They are also available at level 4 within a select few frameworks.

The levels can be measured against other types of qualifications for example:

- At level 2 this is an equivalent of 5 GCSEs grades A - C
- At level 3 this is an equivalent to 2 A levels
- At level 4 this is an equivalent to a foundation degree



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Individuals do not have to complete the levels in consecutive order. We will inform you of which levels are most appropriate for your staff.

Who are Apprenticeships suitable for?

Apprenticeships are available for both new and existing members of staff of any age. Full funding is available for staff who are aged 16 -18 and part funding is available to those who are aged 19 plus. Individuals must be employed for a minimum of 16 hours a week, must be an EU citizen and must not have already achieved a level 4 qualification to be eligible to receive funding.

Other eligibility criteria may apply, we will advise you of this.

The Benefits of Apprenticeships

We know that recruiting the right member of staff for your organisation and ensuring that they have the relevant skills and knowledge to do the job you require will be of paramount importance to you.

Apprenticeships will bring you a number of key benefits including:

- Increased productivity, individuals able to undertake more tasks and undertake tasks more efficiently.
- Increased customer confidence, provide evidence of the competency of your staff through national accreditation.
- More motivated staff leading to reduced staff turnover, staff that feel they are being invested in and receive training are more likely to enjoy their job and are less likely to leave the organisation.
- Support you to meet legislative requirements and achieve quality standards.



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