training solutions

PROVIDED BY RICHMOND UPON THAMES COLLEGE

EMPLOYERS GUIDE TO APPRENTICESHIPS

What is an Apprenticeship?

Apprenticeships provide work-based training to those who want to gain new skills and gain qualifications whilst working

What does an Apprenticeship involve?

Apprentices undertake a National Vocational Qualification (NVQ), together with a package of literacy and numeracy skills, a technical certificate and an industry skill tailor-made to suit the employer.

How can Apprenticeships benefit your business?

Relevant training

Apprenticeships are designed by businesses for businesses meaning the training an Apprentice receives is always relevant and cost effective

Motivating employees

Apprentices are highly motivated and keen to learn new skills. By helping them gain nationally recognised qualifications you will find it easier to recruit and retain the right people for your organisation

Improving productivity

Apprentices help to enhance business performance through improved productivity, customer service and staff retention

Avoiding Skills Shortages

Apprenticeships are an opportunity to invest in your business's future, acquiring new specialist skills that will give you an advantage over your competitors

What Apprenticeships are on offer?

The College offers Apprenticeship and Advanced Apprenticeship pathways in the following vocational areas:

- Sport & Leisure
- Construction Skills
- IT
- Customer Service
- Catering and Hospitality

Apprenticeships

Your questions answered

What will I be committed to?

The Apprentice will be employed by you and will need to be assigned a work place supervisor who will be responsible for them. We would hope the supervisor would act as the young person's mentor helping him or her to grow and progress within the company.

You will be required to release an Apprentice for at least two days each month to attend college and complete their qualification on employment rights and responsibilities.

What support does the college provide?

We will appoint a work based assessor who will support the Apprentice in completing their NVQ. They will conduct regular work place assessment visits to observe the Apprentice and assess their skills.

What are the cost implications?

The cost of recruitment, NVQ training, assessment and monitoring will be funded by the Learning and Skills Council (LSC) for candidates aged 16-18. For those aged 19+ the LSC part-fund the programme and a small contribution is expected from employers

We ask that you pay the Apprentice in accordance with National Minimum Wages guidelines, based on age and experience.

What is the expected duration of Apprenticeships and Advance Apprenticeships?

Even though the Apprenticeship is not time consuming it is expected that the minimum period of training required for completion of the framework is 12 – 16 months for an Apprenticeship and up to 24 months for an Advance Apprenticeship.

How do I find out more information about Apprenticeships?

Contact the Training Solutions team to arrange for one of our Advisors to carry out a free consultation to determine your training needs.

020 8607 8368 / apprenticeships@rutc.ac.uk

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Richmond upon Thames College

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