



Apprenticeships and Advanced Apprenticeships in Information Technology - Employer's Guide

Length: 12 – 16 months

How does the apprenticeship partnership work?

The Information Technology advanced apprenticeship programmes offer young people the opportunity to obtain employment whilst working towards a National Vocational Qualification with 'hands on' training and experience.

The apprentice will be employed by you whilst the cost of recruitment, NVQ training, assessment and monitoring is funded by South London Learning and Skills Council for 16 to 18 year olds. For anyone over 19, employers are required to make a contribution towards the costs.

The apprentice will need to be assigned a work place supervisor who will be responsible for managing the work based training programme including ensuring the apprentice's responsibilities and duties are reviewed as his or her skills and abilities are developed. The supervisor will also act as the young person's mentor helping him or her to grow and progress within the company.

Apprentices are assigned an Information Technology assessor (supplied by Richmond upon Thames College) to support them with building the NVQ portfolio. She/he will also be responsible for work place assessment visits (approximately once a month).

During the apprentice's training and development, they will be supported by an employer engagement advisor, based at Richmond upon Thames College. She/he will monitor the apprentice's performance and progress throughout the training period, providing a link between the apprentice, college trainer, assessor and work place supervisor.

What are the benefits for the employer?

- The partnership is a means of attracting high quality and motivated young people into your organisation.
- It removes some of the hassle and expense of recruitment. We can advertise, screen and select suitable young employees for your company.
- You will have skilled and committed apprentices who are working towards a nationally recognised qualification.
- It provides a training programme for apprentices that will be tailored to meet the needs of your industry and your particular organisation.
- The training will be standardised to improve staff morale, enthusiasm and commitment.
- You will benefit from a partnership with Richmond upon Thames College that will ensure the young apprentice is monitored, encouraged and supported by his/her college employer engagement advisor.

What is the employer commitment?

- To employ the apprentice with a starting salary according to age and experience. The salary should then be reviewed as they progress and gain experience. Some apprentices will be entitled to the minimum wage (depending on their age and length of apprenticeship). The employer engagement advisor will explain this to you.
- To release the apprentice for 1 day a week to attend college.
- To work with the assessor and employer engagement advisor to ensure the apprentice is given every opportunity to complete his/her work-based assessment and achieve their NVQ.
- To put into place a structured training/development programme.
- To expose the apprentice to relevant work opportunities where possible.
- To work together with the assessor and employer engagement advisor, allowing the best opportunity for the apprentice's skills, knowledge, growth and personal development, which will benefit both your organisation and the apprentice.

For further information please telephone the Employer Engagement Office on 020 8607 8171.

It may sometimes be necessary to modify the information in this leaflet. 12.08

This PDF can also be provided as a leaflet (large print or audio cassette also available).

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