



# Apprenticeship and Advanced Apprenticeship in Sport & Recreation - Employer's Guide

## Key Facts:

- Apprentices can be aged 16+
- Possible pathways include coaching, activity leadership, exercise and fitness and operational services
- Apprentices must be employed for a minimum of 16 hours per week and paid at least national minimum wage
- Training tailored to your needs

## What is the course about?

The sport and recreation apprenticeship and advanced apprenticeship programmes offer young people the opportunity to obtain employment while working towards a National Vocational Qualification with 'hands on' training and experience. It also offers young people the chance to earn a wage while they are employed and learning the practical skills required for the job and an opportunity to develop their skills further.

## Who is the course for?

The apprenticeship is targeted at 16+ year olds who would like the opportunity to pursue a vocational career and want an alternative to a formal academic course. The apprenticeship recognises that employment in the sport and leisure sector involves a diverse range of functions, tasks and activities, such as communicating with customers, working as part of a team, ensuring you are providing a safe environment for customers and preparing facilities ready for the customers use.

Apprentices are conscientious, mature, reliable, self-motivated, committed and enthusiastic; at this stage they are sure that they are ready to begin a career in this sector. Any full time employment is challenging, the apprenticeship is no different; whilst the apprenticeship carries the extra demands of gaining qualifications an apprentice also displays a willingness to continually learn new things and update his or her skills.

The apprenticeship programme is also suitable for those already employed and who want to gain a nationally recognised qualification in the sport and leisure sector.

A precondition for the apprenticeship is a minimum requirement of 4 GCSEs at grade E including English and Maths preferably at grade C; however they may still be considered if they can demonstrate maturity, enthusiasm and commitment to a career in this sector. A minimum requirement for an advanced apprenticeship is preferably 4 GCSEs at grade C including English and Maths or equivalent but most importantly they need to have had experience of line managing/supervising a team.

## How does the apprenticeship and advanced apprenticeship partnership work?

### Employer commitments

The apprentice will be employed by you and 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. We would hope the supervisor would act as the young person's mentor helping him or her to grow and progress within the company.

We ask for you to agree jointly with us and the apprentice an apprenticeship plan making sure acceptable progress is maintained throughout the duration of the course.

You will be required to release an apprentice for at least two days each month or one day a month for advanced apprentices to attend college and complete their qualification on employment rights and responsibilities.

### Richmond upon Thames College commitments

Our responsibilities are ensuring that the contents of an apprenticeship plan fulfil the national and industry/sector agreed criteria for apprenticeship (quality assurance). This means apprentices are assigned a sport and recreation assessor (supplied by Richmond upon Thames College) to support them with building their NVQ portfolio. He or she will also be responsible for work place assessment visits (approximately once a month).

A representative from Richmond upon Thames College will also offer additional support by monitoring the apprentice's performance and progress throughout the apprenticeship period, providing a link between the apprentice, college trainer/assessor and work place supervisor. He or she also ensures that the training needs are identified and appropriate actions taken to address.

#### What are the cost implications?

The cost of recruitment, NVQ training, assessment and monitoring will be funded by South London Learning and Skills Council (LSC) for candidates aged 16-19. For those aged 19+ the LSC part-fund the programme and a small contribution is expected from employers. 19+ students who have no prior Level 2 qualifications may be eligible for free training under the LSC's Train to Gain programme. *Please contact the college directly for up-to-date information regarding fees.*

We ask that you pay the apprentice in accordance with national minimum wages guidelines, based on age and experience. The salary should be reviewed as the apprentice progresses and gains experience.

Employers must contribute to at least one industry recognised qualification such as national pool lifeguard qualification, first aid, health and safety, CYQ, FA Level 1. Which qualification will depend on your needs as a business.

#### **Why get involved in apprenticeship?**

- A means of attracting high quality and motivated young people into your organisation
- A means of 'growing your own people', passing on skills, culture and knowledge of the firm and trade.
- Removes some of the hassle and expense of recruitment, as we advertise, screen and select suitable employees.
- By being involved from the start means you can influence the way training is delivered in line with your needs.
- A training programme for apprentices that is tailored to meet the needs of your industry and your organisation.
- Many of the apprentices that complete an apprenticeship remain with the employer thus improving retention.
- An opportunity to give some of your current employees a nationally recognised qualification at no additional costs.
- A partnership with Richmond upon Thames College that will ensure the young apprentice is monitored, encouraged and supported by his/her college assessor.

#### **What apprenticeships does the college offer?**

##### Apprenticeships

Operational Services

Activity Leadership

Instructing Exercise and Fitness

Coaching, Teaching and Instructing (Football)

##### Advanced apprenticeships

Leisure Management

Sports Development

Operational Services: Apprentices learn about different aspects of how sport/leisure centres work. This may include helping set up and take down equipment, cleaning duties, receptionist work, dealing with customers, pool life-guarding and general recreational assistant duties. Apprentices undertake qualifications specific to employers' needs, these might include national pool lifeguard qualification, first aid for appointed persons.

Activity Leadership: This trains apprentices to lead activity sessions; they should spend time helping already qualified activity leader and shadowing their work as well as taking a lead. This may include preparing, leading, concluding and reviewing sessions; promoting safety in the sport and activity environment; administering finance and information; developing customer relations; enabling people with disabilities to take part in activities; contributing to adventurous activities. Apprentices undertake qualifications specific to employers' needs, which might include any Level 1 or 2 National Governing Body Award.

Instructing Exercise and Fitness: Apprentices study the NVQ in Instructing Exercise and Fitness, which means learning about different aspects of health clubs and fitness centres. This may include supporting participants in developing and maintaining fitness; planning and preparing a gym-based exercise sessions; instructing gym-based exercise sessions; dealing with accidents and emergencies and general health club duties. Apprentices also undertake qualifications specific to employers' needs, these might include fitness instructing, first aid or health and safety certificate.

Coaching, Teaching and Instructing (Football): Apprentices will study the NVQ in Coaching, Teaching and Instructing and learn about different aspects of coaching within different environments. This will include preparing and planning a series of coaching sessions; maintaining an environment in which participants can improve their performance; coaching participants to improve performance; evaluating coaching sessions and developing personal coaching practices; dealing with accidents and emergencies etc. They will also undertake qualifications specific to your employers' needs, these might include FA Level 1 football coaching award or first aid.

Sports Development: This is for those working in a range of sports development roles generally at supervisory or first line manager level. The NVQ can be achieved by staff working within organisations such as community outreach workers and voluntary groups, local authorities, leisure centres, private gyms and sports clubs, schools and colleges. Apprentices also undertake qualifications specific to employers' needs, these might include certificate in community sports work (CCSW), first aid at work.

Leisure Management: This is aimed at leisure centre supervisors/managers, duty managers or facility managers. The NVQ can be attained by staff working within organisations such as swimming pools or leisure centres, local authorities or private gyms, or community sports facilities. Apprentices also undertake qualifications specific to employers' needs, these might include any Level 3 customer service units, pool plant operations, managing safely.

For all of the above pathways the apprentice will also study a technical certificate at either Level 2 or 3 where they will learn about rights and responsibilities as an employee; legislation and regulations relevant to the sports industry; the organisation they work in and as well research the sport and leisure industry.

The apprenticeship includes key skills in application of number and communications Level 1 for apprenticeship, Level 2 for advanced apprenticeship. It also includes technical certificate at Level 2 for apprenticeship, Level 3 advanced apprenticeship.

### **What are the differences between apprenticeships and advanced apprenticeships?**

Generally, apprentices will be working at recreation assistant level (NVQ Level 2) and advanced apprentices will have line management and supervisory responsibilities.

Advanced apprenticeships are a progression route for those who have achieved their apprenticeship or for those already in supervisory/duty manager/operational management status.

### **How are apprentices taught?**

The apprenticeship 'Framework' is made of four key components:

#### Employment

The apprentice needs to be working with you between 16-37 hours per week where we ask you to provide the necessary on the job training to cover the skills required to demonstrate competency by allowing the apprentice to undertake organisation's specific operational needs. We also expect the apprentices to attend any training sessions you deem necessary for them. Due to the nature of the leisure industry, all apprentices understand that they will be required to work shifts which may include weekends, early mornings and late evenings.

#### NVQ portfolio

As this is a student led apprenticeship, apprentices will be required to gather relevant evidence to the criteria specified to prove their competency. The employer will not be doing this, it is the tutor/assessor's role to assess their competence directly; they must be sure that the apprentice has met and shown evidence for all performance and knowledge criteria's laid down by the awarding bodies. This is achieved both in the workplace and at college. The assessor/tutor will be allocated by Richmond upon Thames College.

#### Technical Certificate

As this is part of the apprenticeship framework apprentices will be taught this component in college. The technical certificate is about employment rights and responsibilities and organisation and industry awareness.

#### Key skills

Those who have not achieved GCSE grade C in Maths and English will have to undertake this in communication (English) and application of number (maths).

### **What is the expected duration of apprenticeships and advanced 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 advanced apprenticeship. This will however, depend on the capability and previous experience of the apprentice.

**For further information on sports apprenticeships telephone 020 8607 8366 or email [dholden@rutc.ac.uk](mailto:dholden@rutc.ac.uk)**

*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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