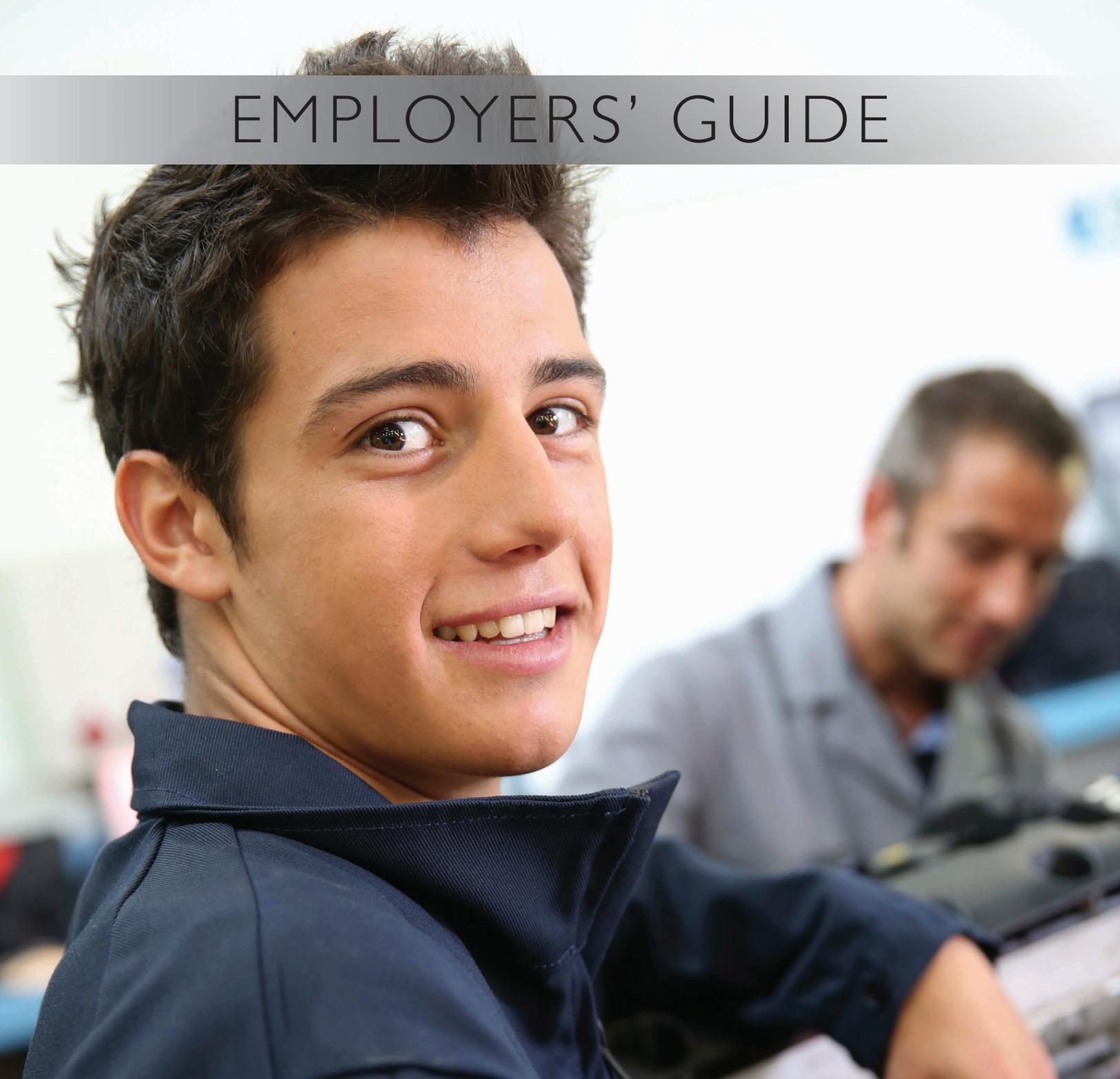


EMPLOYERS' GUIDE



TO APPRENTICESHIPS

SPARSHOLT
BUSINESS TRAINING
INCORPORATING ANDOVER COLLEGE



APPRENTICESHIPS

APPRENTICESHIP STATS

- 85% of apprentices will stay in employment
- 64% stay with the same employer
- 32% receive a promotion within 12 months of finishing
- 75% report taking on more responsibility in their job

APPRENTICESHIPS FACTS

- Funding is available for apprentices regardless of age. However, training costs for apprentices aged between 16 and 18 at the start of their programme are met entirely by government funding
- An apprenticeship programme will last between 12 and 36 months
- Our dedicated Apprenticeship Liaison Officers support both the business and the apprentices throughout the programme

APPRENTICESHIPS – WORKING IN PARTNERSHIP

Apprenticeships are on-the-job, vocational training where an unskilled worker learns a 'trade'. These working programmes enable the apprentice to gain nationally recognised qualifications through a mix of training in college and in the workplace.

As an apprenticeship employer you will provide the on-the-job training to an established framework and we will support the apprentice with timetabled skills and knowledge training, delivered by experienced lecturers at college. We also make sure that if needed, your apprentice can continue to improve their English and Maths to support their abilities in your organisation.

Rob Nicholls, Countryside Ranger, South Downs National Park "The competition for these roles is fierce – I did a year in industry volunteering with the National Trust to gain my experience so I know how important combining practical work and qualifications can be." Speaking of their apprentice Chris, and the impact he's had on the organisation, Rob comments "It's been a fantastic experience. Chris has brought enthusiasm, hard work and positive energy. He has helped us to progress and deliver vital projects and has been a real asset to the team."

“ Apprenticeships are the ideal workforce development tool and with the huge range of frameworks now available there is a programme for every occupation. For too long though, they have been solely associated with training for school leavers. Apprenticeships are so much more than training for young adults, and we urge employers to consider how they, their businesses and employees could also benefit.

” Suzanne Grant, Assistant Principal – Commercial for Sparsholt and Andover College

THERE ARE THREE LEVELS AVAILABLE

Intermediate Apprenticeship

An Intermediate Apprenticeship is equivalent to a Level 2 qualification and the training programme normally lasts between 12 and 24 months.

Advanced Apprenticeship

The apprentice will develop their skills at Level 3. The training programme can last between 12 and 36 months depending on the industry sector framework being undertaken.

Higher Level Apprenticeship

The apprentice will develop their skills at Level 4 or 5 and in some cases the framework contains a knowledge based qualification such as a Higher National Certificate or Foundation Degree. These may take up to 36 months to complete.

ADULT APPRENTICESHIPS

Not just for young people, an Apprenticeship can be viewed as a development programme for the whole workforce, providing effective skills and training for members of staff who do not hold a degree level qualification.

There are a number of elements to each apprenticeship framework. This means learners will gain a range of qualifications as they progress through their training. Each framework contains three main parts:

- A competence based qualification
- A knowledge based qualification
- Functional Skills (Maths and English)

Plus

- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills



FANTASTIC CHOICES

We offer a fantastic choice of apprenticeships in land-based industries at Sparsholt College and in a wide variety of other professions through our sister campus at Andover College.

BUSINESS:

Accounting
Business & Administration
Customer Service
Digital Learning Design
ICT & Telecoms
Team Leading & Management

CARE & EDUCATION:

Early Years Educator
Health & Social Care
Supporting Teaching & Learning in Schools

CONSTRUCTION & ENGINEERING:

Bench Joinery
Bricklaying
Land-based Engineering
Light Vehicle Maintenance and Repair
Site Carpentry
Vehicle Fitting - Fast Fit

LAND-BASED:

Agriculture
Animal Care
Environmental Conservation
Equine Studies (Horse Care)
Fish Husbandry & Management
Game & Wildlife Management
Horticulture
Trees & Timber

RETAIL & SERVICE INDUSTRIES:

Barbering
Beauty Therapy
Butchery
Hairdressing
Hospitality & Catering*

VETERINARY:

Veterinary Care Assistant
Veterinary Nursing

*Apprenticeships through College associates



The organisation is committed to creating future opportunities and the post of Countryside Ranger was identified as one which would be perfect for an Apprenticeship – we've had a very positive experience and would like to continue in the future.

” Nicola Moulard, South Downs National Park



The college day is planned out really well – we know what's going to happen and what we'll be working on. I enjoy putting my new knowledge of plants to use and learn something new every day.

” Edward Cheeseman, Horticulture Apprentice – Green Smile

WORKBASED TRAINING



To have the support of the College and all their experience was fantastic. The level of interaction was brilliant and as Charlie's mentor, the regular visits helped me stay informed and involved.

James Thornhill, Project Manager, Get Hooked on Fishing



The College takes a leading role in the initial selection process which is a big time saver for us. We have had support from the College all the way through and they regularly visit. Once you've set up the basics, the process is really simple.

Steve Postle, Director, Green Smile

APPRENTICESHIPS — THE BENEFITS

Apprenticeships are the perfect way to help employers boost productivity and support business expansion. More and more employers are seeing the real benefit of growing their own talent by training enthusiastic people and sharing the expertise and knowledge of their skilled staff.

How does it work?

All apprentices must be in paid employment and working a minimum of 30 hours a week before we can offer them a training programme. For most programmes, the apprentice will attend college for one day a week and will need your support and training in work.

How much should I pay an apprentice?

The government has accepted a recommendation from the Low Pay Commission (LPC) to introduce an apprentice minimum wage. This is an hourly wage and reviewed annually. The rate will apply to apprentices under 19 and apprentices aged 19 and over. Please contact us for more information.

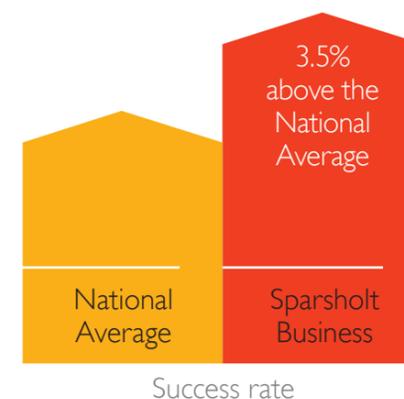
EMPLOYER BENEFITS

Apprentices tend to be eager, flexible and loyal to an organisation which employs them as an apprentice. This is because you are investing in them and they want to learn more about your sector and be the best they can be.

WHY CHOOSE SPARSHOLT FOR YOUR APPRENTICESHIP?

- You will gain assistance with advertising vacancies and the recruitment of apprentices free of charge. We manage the process making it easier to recruit your apprentice; we pre-screen to ensure you get the best candidates
- Your apprentice will attend college and will experience our first rate industry-standard training facilities
- Our links with industry enable us to deliver training to your apprentice which is best and current practice with our industry experienced staff
- You and your apprentice will be supported by dedicated Apprenticeship Liaison Officers who are always at hand to support you through the whole apprenticeship process and ensure timely progress for the apprentice through their programme

- Sparsholt College has an apprenticeship success rate 3.5% higher than the national benchmark; a proven track record of programme delivery; graded 'Good' by Ofsted 2014
- There are many benefits to your business by employing an apprentice:- delivery of skills designed around your needs, reduced recruitment and training costs, improvement to productivity and staff retention and a positive return on investment.



TRAINEESHIPS

This new national scheme aims to prepare young people aged 16–24 for work. Traineeships are fully-funded programmes that give you an extra pair of hands for the short-term (maximum of six months) - and in return you provide the valuable work experience that helps young people to become more employable and could change a young person's life.

The core content can be a tailored mix of practical work experience, employability training, and work-related English and Maths.

Trainees are given a period of employability training before they are placed in a work environment. The duration of the work placement is dependent on you, the business and learner's needs, but it usually lasts between 6-12 weeks.

IMPROVING WORKFORCE SKILLS

We have a suite of qualifications that are earned and assessed in the workplace. The emphasis is on recognising the capabilities of your staff and their underpinning practice and knowledge. Having a team of well qualified staff helps many employers secure important competitive contracts.

In completing selected modules, we assess staff competency in different aspects of their job. Different qualification levels mean we can measure ability and skill right from a first job (Level 2) to a supervisory or senior management role (Level 3 to 6).

With our specialist land-based expertise at Sparsholt, and our mainstream commercial and vocational knowledge at Andover, we are able to offer the most comprehensive range of options for employers.

We can support individuals or groups and will arrange our assessment visits at times that are best suited to your business.

Well trained staff can make a significant difference to your business.

SPARSHOLT MEANS BUSINESS



TWO GREAT SITES, ONE COMPREHENSIVE SERVICE

Sparsholt Business Training is the umbrella service incorporating all training for business and industry from Andover and Sparsholt Colleges.

Courses are delivered on site at each of our exceptional campuses as well as the workplace.

SPARSHOLT
COLLEGE HAMPSHIRE

ANDOVER
COLLEGE



SPARSHOLT
BUSINESS TRAINING

PROFESSIONAL SERVICE – STANDARDS AND QUALITY ASSURED

Our professional team offers the highest standard of expertise and customer service and embodies our commitment to excellence in all aspects of education and training.

We have dedicated account managers and advisers with industry experience to provide guidance on your training needs, and keep you informed about staff progress, taking away the pressure of administration and paperwork.

TRAINING OPTIONS:

- 16 – 18 Apprenticeships
- Adult Apprenticeships
- Apprenticeship Matching Service
- Traineeships
- Work-based Qualifications
- Professional Qualifications
- Workshops and Short Courses
- Training for Redundancy (ESF)
- Workforce Skills (ESF)
- Customised Course Design
- Workplace Training
- Funding Guidance

We manage your training so you can focus on your business.



Students develop excellent practical skills



Ofsted 2014

SPECIALLY DESIGNED PACKAGES FOR YOUR BUSINESS AND INDUSTRY

We understand that in many cases 'off the shelf' training courses just aren't specific enough for your business needs. Employers often tell us that they are more interested in skills acquisition than formal qualifications. We can provide training solutions designed to address a particular issue in your workplace or around a specific project to improve business performance.

Our specialist Business Development Managers get to know your business and ensure you get the right training - and where available, the right funding. Their approach is client focused, spending time getting to know your business to put your needs at the forefront of solutions.

That's how we've built the many strong relationships we have with employers who come back to us time and again and trust us to create effective business solutions.



Apprentices learn the culture of the business and learn the unique needs of your business. No other recruitment strategy can provide that.



Michelle Wilson, HR Manager, Custom Interconnect Ltd.

FOR GROWTH AND SUCCESS

Succession planning and workforce development are integral parts of any company's business planning process and we are on hand to work through your short, medium and long term needs – bringing our experience of creating solutions and knowledge of funding options to the table. We value building long-term relationships with employers so we become an essential part of the planning team.



Work reinforces what our apprentice learns at College and for us it's always interesting to see a different way of doing something. If you have space in your team for an apprentice, you should definitely give it a go.



Dane Stream, Farm Shop 2014

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