

RUNSHAW
BUSINESS CENTRE

Apprenticeships

A guide for parents



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Matthew attends Runshaw College one day per week as well as completing on the job training, working towards a Level 2 Apprenticeship in Engineering.

Matthew, who lives in Chorley, explains why he chose an Apprenticeship: "I find it easier to learn on the job and acquire practical skills while studying the theory behind them. I was keen to start working soon after I finished my GCSEs and earning a wage while continuing to learn is a bonus."

Apprenticeships - what are they?

As a parent you want your child to get the best possible start in their career. There are many options available to young people after they leave school, and in this guide we provide information about apprenticeships and outline their benefits.

Apprenticeships at Runshaw Business Centre offer an excellent way to make the transition from full-time education into the workplace and start on the road to a successful career. An Apprenticeship is a real job with training which would allow your son or daughter to earn while they learn, while gaining a nationally recognised qualification. Apprentices study relevant work related qualifications while gaining practical skills from the workplace and earning a wage. The training provided is a combination of 'on and off-the-job' training; the classroom based learning takes place at Runshaw Business Centre.

Apprenticeships take between one and five years to complete and are now available up to degree level and beyond.

Anyone living in England, aged over 16 and not in full-time education may apply to become an Apprentice. If your son or daughter is already employed and not benefiting from training to support their employment, they can also apply to become an Apprentice provided a suitable training programme is available for the role they are undertaking.



*Matthew Pilkington
Apprenticeship in Engineering
Service Sport, Chorley*

Apprenticeships - what are they?

An Apprenticeship is essentially a set of qualifications called a 'framework'. The core components of a framework are:

- A competence qualification such as an NVQ – this is a vocational qualification related specifically to performance at work.
- A Technical Certificate - this qualification provides subject knowledge relating directly to the job role.
- Functional Skills or GCSEs in English and maths, and Functional Skills in ICT. Typically learners on a Level 2 Apprenticeship will be required to achieve Functional Skills at Level 1 and those on Level 3 programmes are required to achieve Level 2 or GCSE. Applicants with GCSE grade C or above may have some exemptions and ICT is not required within every framework.
- Personal, Learning & Thinking Skills (PLTS).
- Employee Rights & Responsibilities (ERR).
- Other qualifications or requirements as specified by the particular job.

Applying for an Apprenticeship

At any one time there are up to 28,000 apprenticeship vacancies available on the 'Find an apprenticeship' site in a variety of careers and industries across England.

It's easy to apply for an Apprenticeship with Runshaw Business Centre. A full list of our current vacancies is available to view on our website (www.runshaw.ac.uk). Alternatively, our friendly team is available to talk through the options available. Simply call 01772 643008 or email apprenticeships@runshaw.ac.uk

Apprenticeships - what are the benefits?

Runshaw Business Centre develops the knowledge and skills your son or daughter will require in the workplace; while the employer provides practical experience to put those skills into practice.

Apprenticeships provide a range of benefits;

- Apprenticeships provide paid employment and can be a debt free way of achieving nationally recognised qualifications. All Apprenticeships provided for under 19's are fully funded by the government.
- They provide training in the skills employers want and other excellent progression involving further study (up to or including a degree) or opportunities to climb the ranks within the workplace.
- Apprentices typically enjoy marked salary increases when they complete their training. There are excellent long term salary prospects; over the course of their career those with an Advanced Apprenticeship earn around £100,000 more than those without.
- Learning is conducted at a pace suited to the individual with the support of a mentor.
- There are three levels of Apprenticeship, and progression is available through the different levels:
 - Intermediate Level Apprenticeship (Level 2)
 - Advanced Level Apprenticeship (Level 3)
 - Higher Apprenticeship (Level 4 or above which is often the equivalent to undergraduate or foundation degree).



Madeline Fisher
Apprenticeship in Professional Cookery
The Boars Head at Hoghton

Apprenticeships

What Apprenticeships are available through Runshaw Business Centre?

We offer Apprenticeships in:

- | | |
|---|--|
| Accounting L2 L3 | Hairdressing L2 L3 |
| Barbering L2 L3 | Health & Social Care L2 L3 |
| Beauty Therapy L2 L3 | Hospitality Services L2 |
| Business Administration L2 L3 L4 | Hospitality Supervision & Leadership L3 |
| Children & Young People's Workforce L2 L3 | Housekeeping L2 |
| Clinical Healthcare Support L2 L3 | Licensed Hospitality L2 |
| Customer Service L2 L3 | Professional Cookery L2 L3 |
| Engineering L2 L3 | Supporting Teaching &
Learning in Schools L2 L3 |
| Facilities Service L2 | Team Leading L2 |
| Food & Drink Service L2 | Warehousing L2 |
| Front of House Reception L2 | |

What do they involve?

Apprenticeships include:

- a minimum of 30 hours per week paid employment.
- a knowledge based element, ie a Technical Certificate.
- a competency based element, ie a National Vocational Qualification (NVQ).
- transferable skills.
- a module on employment rights and responsibilities.
- personal learning and thinking skills.
- Functional Skills or GCSEs in English and Maths.

- L2** Level 2
- L3** Level 3
- L4** Level 4

Level 2 Apprenticeships (Intermediate)

Equivalent to five GCSEs at Grade A*- C. Apprentices work towards a work-based learning qualification such as an NVQ Level 2, Functional Skills or GCSEs in English and Maths, and in most cases, a relevant knowledge-based qualification.

Level 2 is suitable for a junior member of staff who is at the beginning of their career.

Level 3 Apprenticeships (Advanced)

Equivalent to two A Levels. Apprentices work towards a work-based learning qualification such as an NVQ Level 3, Functional Skills or GCSEs in English and Maths, and in most cases, a relevant knowledge-based certificate.

Level 3 is suitable for those working in a Team Leader or Supervisor role and ideally candidates should have five GCSEs at Grade A*-C or have completed a Level 2 Apprenticeship.



Ben Tatlock
Apprenticeship in Business Administration
S&S Northern, Chorley

Q&As

1. How much does it cost to do an Apprenticeship?

All Apprenticeships are fully funded by the Government up to the age of 19. While a young person is on an Apprenticeship they will be paid a salary by their employer. The employer also supports them while they undertake their training.

2. Is an Apprenticeship a 'real' job?

Yes, an apprentice is employed and has the same employment rights as any other employee. They should expect to receive a contract of employment detailing their hours of work, pay, holidays and other benefits. They will also benefit from all related rights, such as the right to claim unfair dismissal and protection against discrimination as well as maternity and sickness benefits.

3. How much will they get paid?

Apprenticeship wages differ from employer to employer. Typically at age 16 a starting salary would be in the region of £170 to £230 per week. The National Minimum Wage (MNW) for apprentices is £3.30 per hour (from 1st April 2016) but many employers pay more than this.

4. How long does an Apprenticeship take to complete?

An Apprenticeship must last for a minimum of 12 months. Many can take longer than this, especially if they are at a higher level or in certain vocational sectors such as engineering.

5. Do they get holidays?

Like most employees apprentices will be given at least 20 days paid holiday. This should be made clear in their contract of employment.

6. What about sick pay?

Yes, in most instances. It is only where an apprentice is employed for less than three months that they would not be entitled to statutory sick pay.

Q&As

7. Will they get help with their travel costs?

Apprentices are employed therefore in most cases are responsible for getting themselves to work and funding their own travel. In some cases support may be available and this should be raised with the mentor or the employer. As apprentices can choose where they work they should consider how they will get there each day.

8. Can apprentices claim additional benefits?

In some cases apprentices can claim additional tax benefits. You can find out more at www.taxguideforstudents.org.uk

9. Can I continue to claim child benefit?

If your child starts an Apprenticeship they are classed as being employed. In most cases your benefits for this person will cease but for further information go to www.dwp.gov.uk

10. Will they have to pay tax and National Insurance?

As in the case of all employees aged over 16, all apprentices must still pay tax and National Insurance on their income once they exceed the applicable threshold. More information can be found at www.dwp.gov.uk

11. What are the entry requirements of an Apprenticeship?

Apprenticeships are for anyone aged 16 years and over who doesn't already have a higher level qualification such as a degree or Level 4 NVQ. Whether just leaving school, have been working for years or seeking to start a new career, Apprentices just need to be living in England and not taking part in full-time education. There are different entry requirements depending on the Apprenticeship and the industry sector.

12. What's involved in the selection process?

The selection process for an Apprenticeship is just like any other job application process. There is healthy competition for places with employers, so any young person will need to show that they are committed and aware of the responsibilities to both themselves and the company who would employ them.

Q&As

13. What will be expected of them if they are successful in selection?

They will be expected to conduct themselves as any employee contracted to work. They will need to be punctual and professional. They will need to dress appropriately and undertake the tasks they are given by their employer and also their tutor.

14. If they change employers, do they have to restart their Apprenticeship?

An apprentice can change employers and continue on the same programme subject to them being employed in the same trade.

15. What will an Apprenticeship lead to?

Research shows that after finishing, the majority of apprentices (85%) will stay in employment, with two-thirds (64%) staying with the same employer. A third (32%) of all former apprentices had received a promotion within 12 months of finishing, and of those in work, three quarters (75%) reported taking on more responsibility in their job.

16. How can I help to ensure that they are successful?

Encourage and support your young person through their apprenticeship as they make the transition from full time education to the workplace. A positive attitude backed up with good punctuality and presentation will create a solid foundation as it shows respect and commitment which will increase the likelihood of them being successful.

N.B. All statistics are accurate at the time of printing and are sourced from the National Apprenticeship Service.

Contact us

Based in Chorley, Lancashire we are within easy reach of the M61, M65 and M6 motorway networks. Buckshaw Parkway railway station is located directly behind the College and bus stops are located adjacent to the campus.

To find out more about Apprenticeships please contact:

Runshaw Business Centre

Tel: 01772 643008

Email: apprenticeships@runshaw.ac.uk

www.runshaw.ac.uk



Stephen Jewson
Apprenticeship in Engineering
Morgan Bros Ltd, Chorley



Shannon Jolly
Apprenticeship in Business Administration
Compass, Adlington



Jack McLaughlin
Apprenticeship in Professional Cookery
The Boathouse Pub and Kitchen, Appley Bridge



Laura Cook
Apprenticeship in Business Administration
Chorley and South Ribble Hospital



Chloe Field and Alisha Pearson
Apprenticeship in Hairdressing
Vanilla Hair Design, Leyland

