

EMPLOYERS GUIDE TO APPRENTICESHIPS

DTA
DERWENT TRAINING
• ASSOCIATION •

WELCOME TO DERWENT TRAINING ASSOCIATION

SHAPING THE FUTURE FOR ENGINEERING



Businesses of all sizes need to play their role within the future of North Yorkshire. Investing in skills for high productivity sectors helps to maximise growth in the short, medium and long term. Yet, where to position that investment is a question that can only be answered by understanding the cause of the shortages, recognising potential solutions, and enabling businesses and education to work hand in hand. North Yorkshire has an ageing population, and a large population of young people leave the region to further their careers elsewhere. Businesses need to

ensure that they harness the potential of the older, working age population, whilst propagating innovation through employment and retention of young people. It is the chicken and the egg scenario; to create opportunities, businesses need to grow, yet they cannot grow without a skilled workforce. Therefore, businesses need to invest in training not only their current staff, but in the future pipeline of talent that is readily available in North Yorkshire.

Apprentices bring fresh thinking and energy which helps them to innovate and be competitive. We urge businesses to give consideration to Apprenticeships as a way to support business growth and encourage them to make full use of any incentives offered by the Government to boost economy, recovery and growth.

Working with employers covering an area of 1200m², Derwent Training has been offering training in engineering since 1988. It continues to adapt to changing economic and educational landscapes supporting businesses in developing and training their staff. We are pleased to also offer Apprenticeships in Leadership and Management.

All key indicators have improved at Derwent Training with achievement rates above the national average and learner and employer perception at their highest levels. In 2020-21 we were re-accredited for the Matrix Standard for information, advice and guidance and were commended for offering a service that makes a real difference to learners, by ensuring the right learners are on the right programme for them.

79%

Timely achievement for
Level 3 Engineering
Apprenticeships
(13.5% above
national average)

91%

Timely achievement for
Level 2 Fabrication &
Welding
(29% points above the
national average)

75%

Achievement rate for
all Engineering
Apprenticeships
(13.5% above the
national average)

I encourage businesses to engage with Derwent Training and discuss their potential training needs with members of the Business Support Team. Our working practices are built on an ethos of honesty and integrity, ensuring we provide employers with pertinent advice, never agreeing to deliver training that an employer does not need, or that would not be beneficial.

Claire Gavaghan MA.Ed MInstLM
Chief Executive Officer

OFF-THE-JOB TRAINING

INFORMATION ABOUT THE 20% OFF-THE-JOB REQUIREMENT

Off-the-job training is defined as training which is received by the apprentice, during the apprentices normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. This does not include the training that is received by the apprentice for the sole purpose of enabling them to perform the work for which they have been employed.

Your apprentice is required to complete 20% off-the-job learning as part of the apprenticeship and this will be regularly audited by the Education and Skills Funding Agency (ESFA). Your apprentice needs to log their off-the-job training on a spreadsheet, or in a log book so that they can use this in their portfolio of evidence. Your apprentices Assessor will discuss this during their progress reviews.

FREQUENTLY ASKED QUESTIONS

Why must off-the-job training be conducted during the apprentices normal working hours?

An apprenticeship is a work-based programme. The training is required to help the apprentice become fully occupationally competent in the workplace. Therefore, it is reasonable that the apprenticeship should be delivered during the apprentice's normal working hours. It is not appropriate, and would be unfair, to expect an apprentice to undertake their apprenticeship in their own time, in addition to their job role.

If training must, by exception, take place outside of the apprentices normal working hours i.e. in an evening or on a weekend then it is expected that this be recognised, for example through time in lieu, or by additional payments to the apprentice.

Will my apprentice spend a lot of time away from the workplace?

Apprenticeships are all about up-skilling an individual, and reaching occupational competency takes time. Your apprentice will attend their off-the-job training at Derwent Training one day per week which will teach them new skills, knowledge and behaviours relevant to their specific apprenticeship. If your apprentice hasn't achieved a GCSE Grade C/4 in English and Maths they will have to complete a Level 2 Functional Skills qualification in order to achieve their apprenticeship. English and Maths training **does not** count towards the 20% off-the-job learning as apprenticeships are designed on the basis that the apprentice has already achieved the required level of English and Maths.

What counts as off-the-job training?

- Attendance day to Derwent Training
- Online learning
- Manufacturers training
- Time writing assignments
- Shadowing
- Mentoring
- Industry visits

“ The current apprentices at North Sea Winches have quickly become key members of the team. Their hard work, dedication and enthusiasm has allowed us to develop new manufacturing processes, as well as increasing productivity of the existing. Working with Derwent Training has been the key to success that North Sea Winches have had with apprentices as they provide the fundamental under-pinning knowledge and support to allow us to train the engineers of the future. ”

APPRENTICE RECRUITMENT PROCESS

THE PROCESS ON HOW TO RECRUIT A NEW APPRENTICE INTO YOUR BUSINESS

HOW DO I RECRUIT AN APPRENTICE?

Derwent Training has a dedicated team who will work with you to help you find the right apprentice for your business. We accept applications from candidates who are looking to pursue an Apprenticeship in Engineering from October to August. All applicants are put through a rigorous recruitment process, and our Business Support Team will screen applicants to check their suitability to start an Apprenticeship before we shortlist them for your opportunity.

The screening of applicants is done through an English and Maths Initial Assessment, as well as a Recruitment Interview with a member of our Business Support Team. This rigorous process means that you only see the best quality candidates.

Inform us of your recruitment requirements so that we can add you onto our recruitment list for that academic year. If we are provided with a job description we can advertise your opportunity on our website, the National Find an Apprenticeship Website and on Social Media to reach the best quality candidates.

All applicants will apply via our website and submit a CV. They will then complete an English and Maths Initial Assessment. This will be followed by an interview with a member of our Business Support Team. These steps will assess the applicants suitability to start an Apprenticeship.

Once they have successfully passed our recruitment process, all applicants who match your requirements will be shortlisted for your vacancy. We will then provide you with all the relevant information so you can select applicants for a formal interview at your premises.

Once you have interviewed applicants and selected who you would like to recruit you will need to send them an employment offer and inform us once they have accepted. We will then meet with you, and your new apprentice, to discuss the requirements and complete all the relevant paper work.

“James Fisher Nuclear realised that skilled staff in the Ryedale area are of a premium and are much sought after, we therefore made the decision to take on an apprentice and nurture the next generation ourselves. With the help of Derwent Training we are now seeing the benefits of the process. We have two apprentices who have been through their Apprenticeship and are now working alongside our skilled staff, whilst also helping to mentor our current apprentices.”

LEVEL 3 ENGINEERING TECHNICIAN STANDARD (MACHINIST)

DURATION: 48 MONTHS

ATTENDANCE METHOD: DAY RELEASE

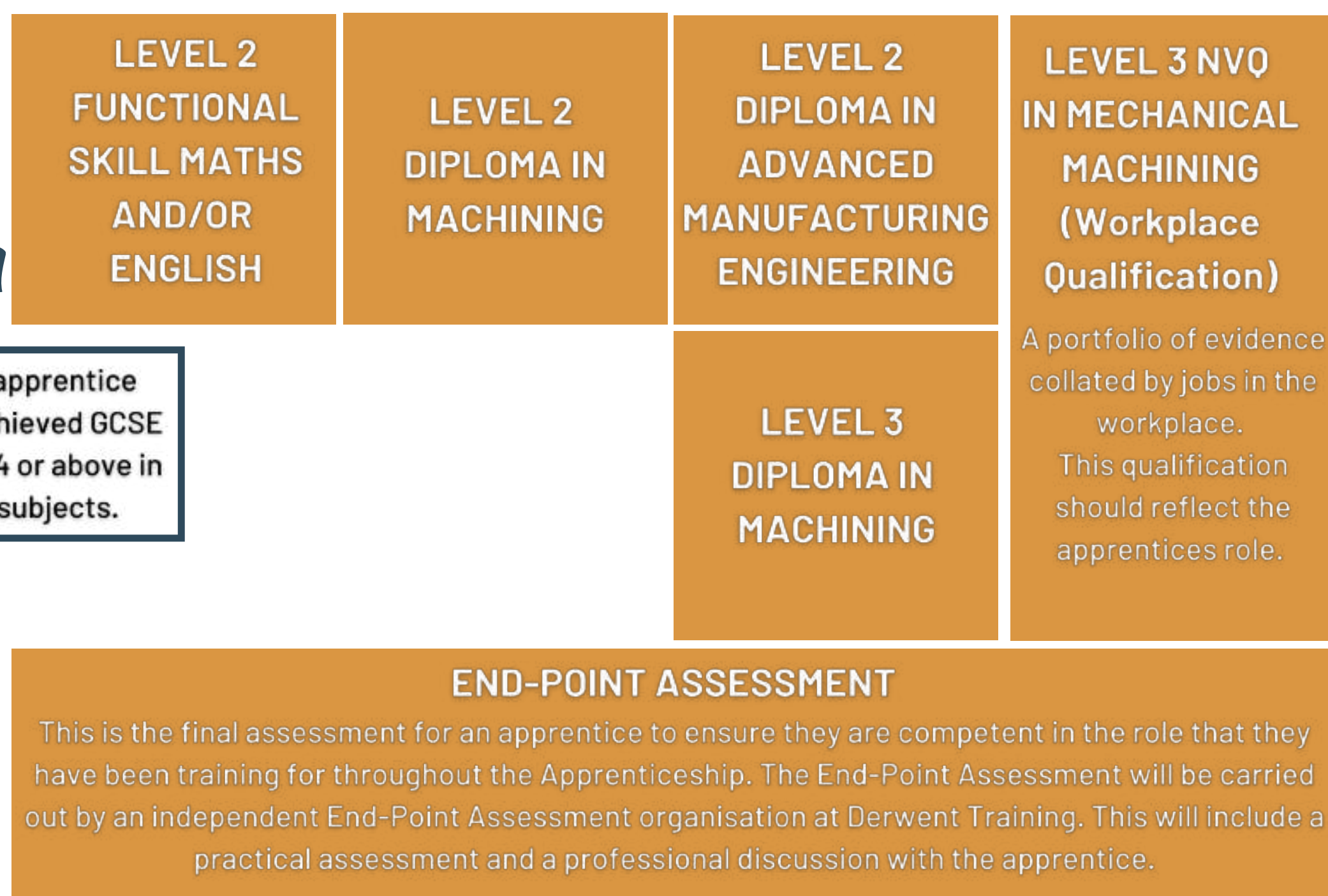
OVERVIEW

The Level 3 Machinist Apprenticeship Standard has been developed to provide learners with the skills, knowledge and behaviours they need to carry out their role as a Machinist. Machinists are predominantly involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electro discharge machines, as well as single and multi-axis CNC machine tools.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 in English and/or Maths they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these subjects in order to achieve the Apprenticeship. These will be in addition to their day release.

WHAT DOES THE APPRENTICESHIP ENTAIL?



*Please note that some Level 3 units may take place before completion of the Level 2 qualification

LEVEL 3 ENGINEERING TECHNICIAN STANDARD (TECHNICAL SUPPORT)

DURATION: 48 MONTHS

ATTENDANCE METHOD: DAY RELEASE

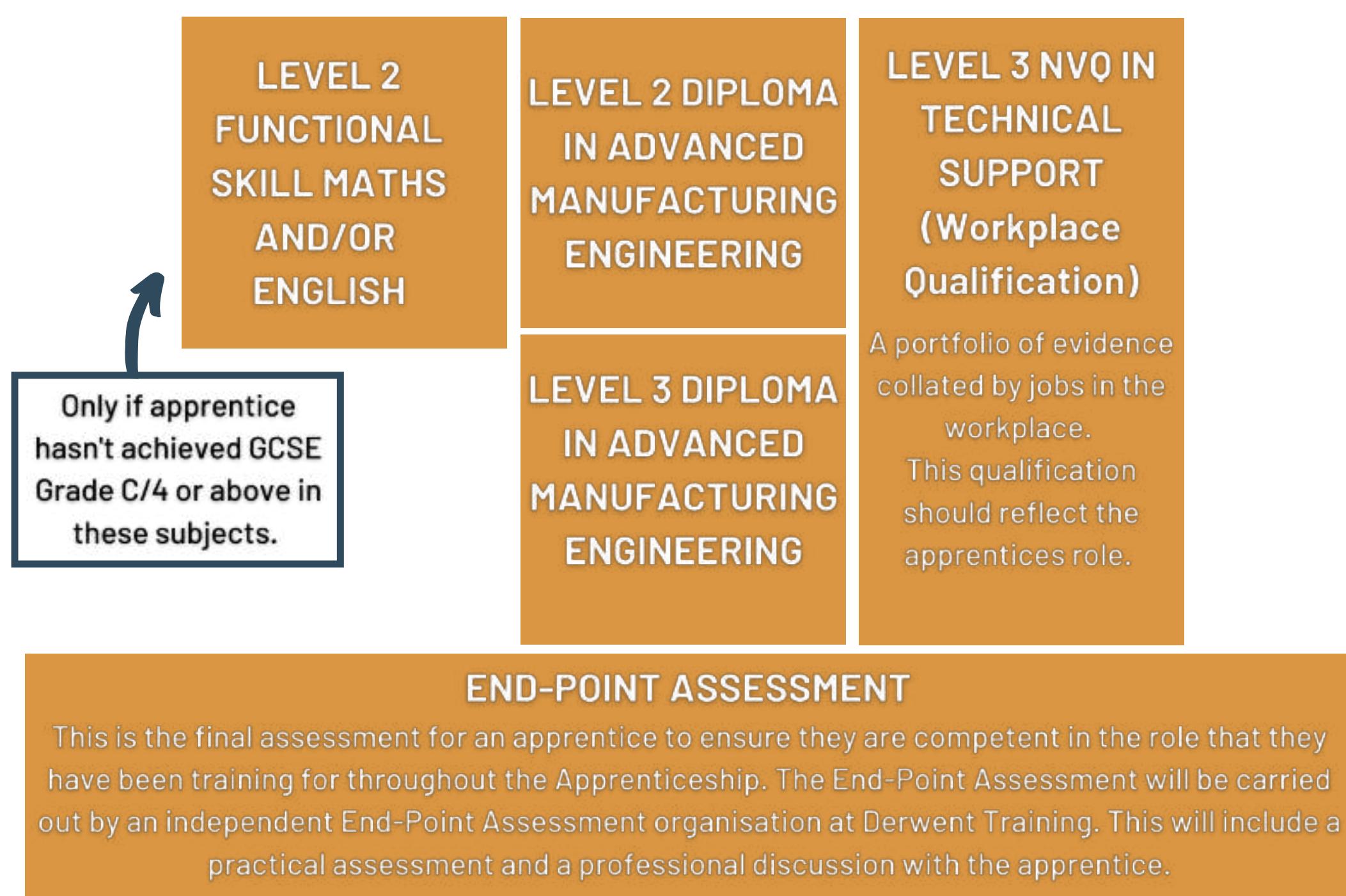
OVERVIEW

The Level 3 Technical Support Technician Apprenticeship Standard has been developed to provide learners with the skills, knowledge and behaviours they need to carry out their role in Technical Support within an Engineering and Manufacturing environment. Technical Support Technicians work as part of a team to provide technical support for all areas of the Engineering and Manufacturing function, including process control, performance and continuous improvement solutions, production schedule/planning, produce technical applications and capability, product development and innovation, engineering drawings and quality control.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 in English and/or Maths they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these subjects in order to achieve the Apprenticeship. These will be in addition to their day release.

WHAT DOES THE APPRENTICESHIP ENTAIL?



*Please note that some Level 3 units may take place before completion of the Level 2 qualification

LEVEL 3 ENGINEERING TECHNICIAN STANDARD (MECHATRONICS MAINTENANCE)

DURATION: 48 MONTHS

ATTENDANCE METHOD: DAY RELEASE

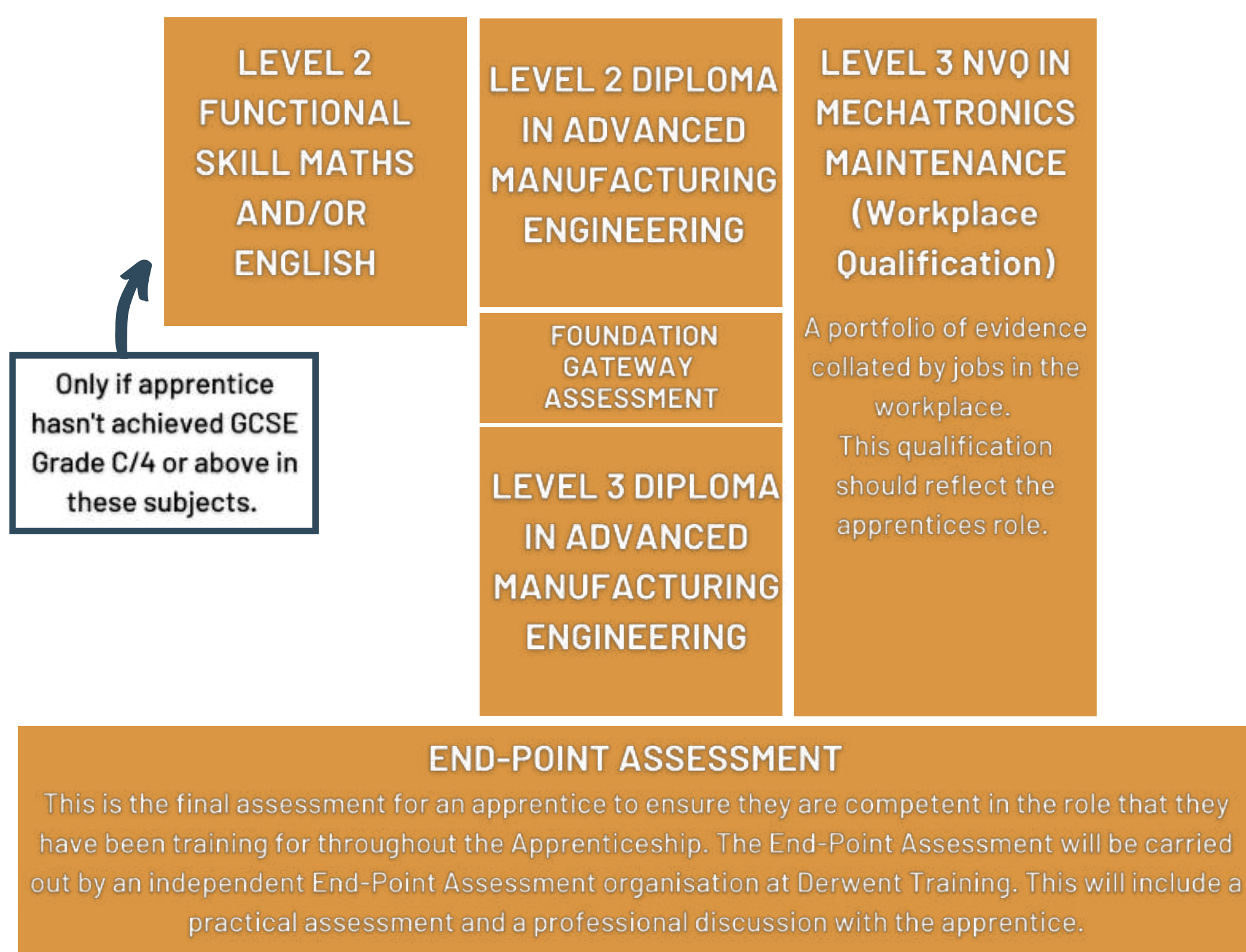
OVERVIEW

The Level 3 Mechatronics Maintenance Technician Apprenticeship Standard has been developed to provide learners with the skills, knowledge and behaviours they need to carry out their role. Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding safety, delivery, quality and cost within a high value manufacturing environment. Typically the work would cover a broad range of activities including installation, testing, fault-finding and the on-going planned maintenance of complex automated equipment.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 in English and/or Maths they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these subjects in order to achieve the Apprenticeship. These will be in addition to their day release.

WHAT DOES THE APPRENTICESHIP ENTAIL?



LEVEL 3 METAL FABRICATOR APPRENTICESHIP STANDARD

DURATION: 48 MONTHS

ATTENDANCE METHOD: DAY RELEASE

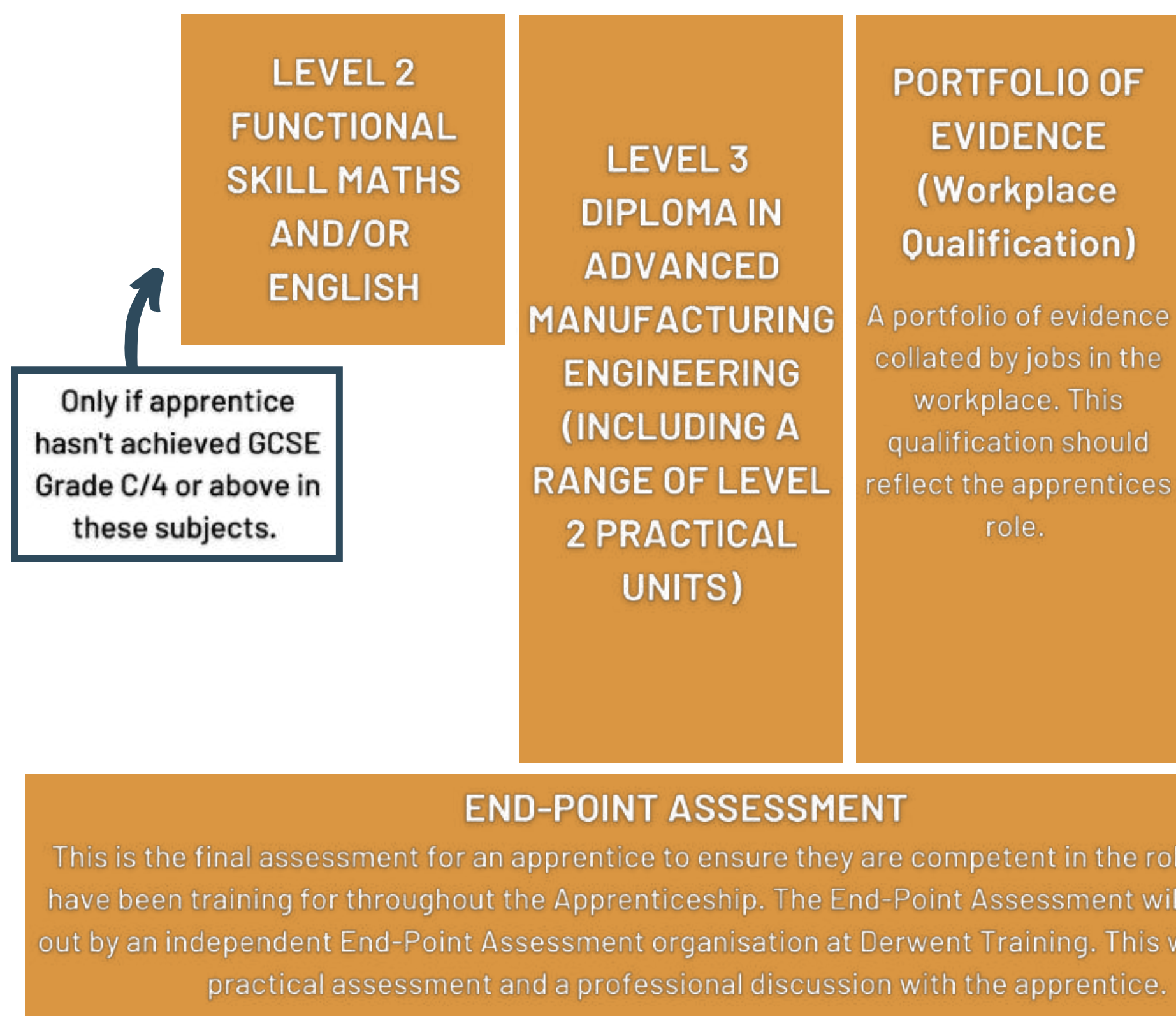
OVERVIEW

The Level 3 Metal Fabricator Apprenticeship Standard has been developed to provide learners with the skills, knowledge and behaviours they need to carry out their role. The broad purpose of this occupation is to carry out metal fabrication work using things such as rolled steel joists, columns, channels, steel plate and metal sheet etc. Work includes manufacturing bridges, oil rigs, ships, cranes, platforms, automotive and machinery parts, sheet metal enclosures, and anything that can be fabricated out of metal.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 in English and/or Maths they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these subjects in order to achieve the Apprenticeship.

WHAT DOES THE APPRENTICESHIP ENTAIL?



*Please note that some Level 3 units may take place before completion of the Level 2 qualification

LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN APPRENTICESHIP

DURATION: 45 MONTHS

ATTENDANCE METHOD: DAY RELEASE

OVERVIEW

The Level 4 Engineering Manufacturing Technician Apprenticeship Standard (Higher Apprenticeship) has been developed to provide learners with the skills, knowledge and behaviours that they need to carry out their current role, or those that are progressing to middle management roles within Engineering and Manufacturing. The Level 4 Apprenticeship will include a large proportion of self-directed study and research which is expected to be completed outside of classroom hours in order to meet assignment deadlines.

ENTRY REQUIREMENTS

This Level 4 Apprenticeship is progression route for someone who has completed a Level 3 Apprenticeship in Engineering, or has achieved a minimum of 90 credits in a Level 3 BTEC in Engineering. The learner must be 18 or over, and have achieved a Level 2 or GCSE in Maths and English. Due to the higher mathematical content included within the Level 4 Apprenticeship, the learner may be asked to completed a Level 3 Maths bridging unit at Derwent Training before starting the Apprenticeship.

WHAT DOES THE APPRENTICESHIP ENTAIL?

**LEVEL 4 HIGHER
NATIONAL
CERTIFICATE
(HNC) IN
ENGINEERING**

**PORTFOLIO OF
EVIDENCE**

A portfolio of evidence collated by jobs in the workplace. This qualification should reflect the apprentices role.

END-POINT ASSESSMENT

This is the final assessment for an apprentice to ensure they are competent in the role that they have been training for throughout the Apprenticeship. The End-Point Assessment will be carried out by an independent End-Point Assessment organisation at Derwent Training. This will include a practical assessment and a professional discussion with the apprentice.

LEVEL 3 TEAM LEADER AND SUPERVISOR APPRENTICESHIP

DURATION: 18 MONTHS

ATTENDANCE METHOD: BLENDED DELIVERY (VIDEO CONFERENCING, WORKSHOPS & TUTORIALS)

OVERVIEW

The Level 3 Team Leader and Supervisor Apprenticeship Standard is for an employee in a first line management role, with operational and project responsibilities, or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. This Apprenticeship is suitable for anyone working in the private, public or third sector, and in all sizes of organisations. Specific responsibilities may vary, but the skills, knowledge and behaviours needed will be the same whatever the role.

ENTRY REQUIREMENTS

Anyone looking to start the Level 3 Team Leader and Supervisor Apprenticeship must have achieved a minimum of 5 GCSEs Grade C/5 or above. If the learner has not achieved a GCSE Grade C/4 or equivalent in English and Maths then they must achieve a Level 2 Functional Skills qualification in these subjects to achieve the Apprenticeship. The learner must be in a Team Leader or Supervisor role in order to collect evidence for their portfolio.

WHAT DOES THE APPRENTICESHIP ENTAIL?

| | | |
|---|--|---|
| <p>LEVEL 2 FUNCTIONAL SKILLS MATHS AND/OR ENGLISH</p> <p>If the learner has not achieved an equivalent before starting the Apprenticeship.</p> | <p>LEVEL 3 ILM DIPLOMA FOR MANAGERS</p> <p>KNOWLEDGE AND SKILLS BASED UNITS:</p> <ul style="list-style-type: none">• Leading People• Managing People• Building Relationships• Communication• Operational Management• Project Management• Finance• Self-Awareness• Management of Self• Problem Solving and Decision Making. | <p>PORTFOLIO OF EVIDENCE</p> <p>The learner will collate a portfolio of evidence alongside their Diploma qualification. This will include evidence from their workplace.</p> |
|---|--|---|

END-POINT ASSESSMENT (EPA)

This is the final assessment for an apprentice to ensure they are competent in the role that they have been training for throughout the Apprenticeship. The EPA will be carried out by an independent EPA organisation at Derwent Training. This will include a presentation with Q&A on a topic given by the EPA Assessor, as well as a professional discussion with the EPA Assessor based on the content of the learners portfolio.

APPRENTICESHIP FUNDING

INFORMATION ON APPRENTICESHIP FUNDING

| | | | | |
|------------------------|-------------------------------|---|---|---|
| SMALL EMPLOYER | LESS THAN 50 EMPLOYEES | FULLY FUNDED training for 16-18 year old apprentices | 5% CONTRIBUTION by employer for 19+ apprentices | £1,000 Government incentive for apprentices aged 16-18 |
| MEDIUM EMPLOYER | MORE THAN 50 EMPLOYEES | 5% CONTRIBUTION by employer for all apprentices 16 and over | 95% CONTRIBUTION by Government for all apprentices 16 and over | £1,000 Government incentive for apprentices aged 16-18 |
| LEVY PAYER | MORE THAN 50 EMPLOYEES | ONLY EMPLOYERS WITH A WAGE BILL OVER £3 MILLION PAY THE LEVY | YOU PAY 0.5% ON ANYTHING ABOVE £3M. GOVERNMENT TOP UP 10% | £1,000 Government incentive for apprentices aged 16-18 |

All employers are responsible for inputting all new apprentices on to their Digital Apprenticeship Service Account to generate the funding to pay for the apprenticeship training. The 5% contributions are to cover the short-falls in funding and is set by the Government. This will be invoiced separately.

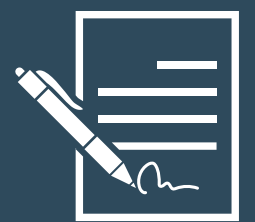


YOUR RESPONSIBILITIES

RESPONSIBILITIES OF EMPLOYERS RECRUITING NEW APPRENTICES

EMPLOYEE RIGHTS

Your apprentice should have the same conditions as all other employees working at similar grades, or in similar roles. This includes paid holidays, sick pay, any benefits you offer, and any support you offer such as coaching and mentoring. You should always supply your apprentice with a contract of employment.



PROGRESS REVIEWS

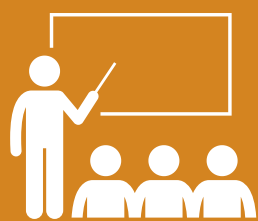


Support your apprentice by participating in tripartite reviews every 10 weeks. This meeting is done between you, your apprentice and their Assessor to discuss and agree progress. This is a funding requirement set by the Education and Skills Funding Agency.

You must pay apprentices at least the National Minimum Wage. The contract of employment should make it clear what wage you'll pay your apprentice and for what hours. 16-18 year old apprentices are entitled to the National Minimum Wage for apprentices, as well as those who are 19+ and in the first year of their Apprenticeship only.



TRAINING AND STUDY



You must pay your apprentice for time spent training or studying for their apprenticeship. If your apprentice is also studying for an English and/or Maths qualification that is required by their Apprenticeship, they are entitled to paid study time during their normal working hours.

HEALTH AND SAFETY ASSESSMENT

The Education and Skills Funding Agency states that all apprentice employers must have a health and safety assessment of their workplace to ensure that all apprentices are working in safe conditions. As Engineering falls in the high risk category this will be updated annually. We will also require a copy of your Employers Liability Insurance Certificate for audit purposes.



WORKING HOURS



Your apprentice must work for 30 hours or more per week, which must include their off-the-job training. We will ask you for their working hours' when doing their sign-up paperwork to work out the 20% off-the-job training requirement during the Apprenticeship.

Shaping the Future for Engineering

**Derwent Training Association
Hertford Way
York Road Industrial Park
Malton
YO17 6YG**

01653 697698

info@derwenttraining.co.uk

www.derwenttraining.co.uk