

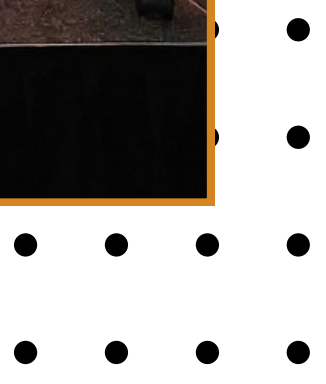
Derwent Training
TRAINING FOR YOU

Employers Guide to Apprenticeships





2023 AWARDS



Part of the Engenuity Group



WELCOME TO DERWENT TRAINING

TRAINING FOR YOU



To create opportunities, businesses need to grow, yet they cannot without a skilled workforce. It is the chicken and the egg scenario for many business leaders. However, investing in training not only for your current staff, but a future pipeline of talent is crucial for success and growth.

Apprenticeships are a way to support business growth with apprentices bringing fresh thinking and energy.

Derwent Training has been offering training and working with employers across North Yorkshire since 1988. It adapts to the changing economic and educational landscapes to support businesses develop and train their staff. We offer apprenticeships in many aspects of engineering as well as leadership apprenticeships.

Derwent Training are here to provide 'training for you'.

There are many reasons to choose Derwent Training. Ofsted rate us as 'Good' and employers satisfaction is rated at 98%. Our apprenticeship achievement is above the national average and pass rate is 100%. We hold the Matrix Standard for providing excellent information, advice and guidance and were commended for offering a service that makes a real difference ensuring that every employee is on the right apprenticeship for them.

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.

I encourage you to engage with Derwent Training and discuss your potential training needs with members of our Business Support Team.

Claire E Gavaghan MA.Ed MloL
Chief Executive Officer

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APPRENTICESHIPS THE BENEFITS

WHY HIRE AN APPRENTICE

Apprenticeships allow you to invest in your future, by getting the talent that is right for you.

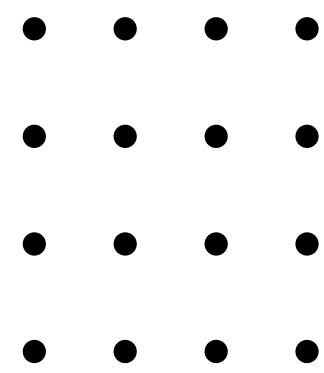
Apprenticeships are suitable for people at any age at any level so you can hire someone new or upskill an existing employee, allowing you to grow talent and develop a motivated skilled and qualified workforce. They help you to:

- Offer on-the-job training in a safe working environment
- Build a culture of learning and development
- Enjoy higher staff retention and morale
- Promote diversity and inclusion in the workplace.

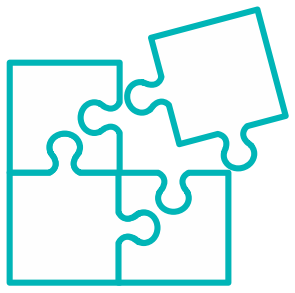
INVESTMENT IN YOUR BUSINESS

*Research by St Martins Group

The estimated yearly gain for employers is between £2,500 and £18,000 per apprentice during their training period



KEY FACTS GOV.UK



86%

of employers said apprenticeships helped them to develop skills relevant to their organisation



92%

of employers believe that apprenticeships lead to a more motivated and satisfied workforce



80%

of employers who have invested in apprentices have seen significant employee retention.

WHY CHOOSE DERWENT TRAINING



In our most recent Ofsted inspection our provision for apprentices was rated as 'Good'.

Key features include:

- Small class sizes with 1:1 learning opportunities
- Industry-standard training centre
- 75% Achievement rate for all Apprenticeships (Above national average 2023/24)
- Currently working with 60 employers across 1,200miles²
- 95% Employer Satisfaction Score (January 2024)
- 88% Learner Satisfaction Score (January 2024)

LEVEL 3 MACHINING TECHNICIAN



OVERVIEW

The Level 3 Machining Technician Apprenticeship Standard has been developed to provide learners with the Skills, Knowledge and Behaviours they need to produce complex and precision machined products that are typically used in machinery. Machinery Technicians will use a variety of machines to carry out their work. For example, centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines. Electrodischarge machines, single and multi-axis Computer Numerical Control (CNC) machine tool centres. Gear cutting and gear grinding machines.

DETAILS

Duration: 42 months
Not including End-Point Assessment
Attendance: Day Release
9am - 4pm
Cost: £27,000

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Machining Technician Apprenticeship Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance, we do try to complete this within the first 6 months of their apprenticeship.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 3 EXTENDED DIPLOMA IN MACHINING (EAL)

Achieved at Derwent Training (Day Release)

AUEC2/012	Producing mechanical assemblies
AUEC2/013	Preparing and using lathes for turning operations
AUEC2/014	Preparing and using milling machines
	Underpinning knowledge in hand fitting techniques and sheet metal.

Achieved at Derwent Training (Day Release)

AME3/001A	Engineering and environmental health and safety
AME3/002	Engineering communications
AME3/003	Properties and applications of engineering materials
AME3/004	Engineering Maths
AME3/005	Computer Aided Design (CAD) techniques
AME3/006	Computer Numerical Control (CNC) techniques
AME3/009	Advanced Milling
AME3/010	Advanced Turning
AME3/019	Engineering drawings
AME3/023	Workplace improvement

Portfolio of Evidence (Workplace Qualification)

Three jobs that are applicable to the apprentices role in your workplace. They will need to collate evidence for their portfolio through job write-ups and observations.

End-Point Assessment

The final assessment for every apprentice to ensure that they are competent to undertake the role they have been training in throughout the apprenticeship. This will be carried out independently by an End-Point Assessment Organisation and will include a practical assessment in the workplace, a multiple-choice assessment and an interview.

LEVEL 3 ENGINEERING TECHNICIAN TECHNICAL SUPPORT



OVERVIEW

The Level 3 Technical Support Technician Apprenticeship has been developed to provide learners with the Skills, Knowledge and Behaviours they need to carry out their roles. Roles will include process control, performance and continuous improvement solutions, production schedule/planning, product technical applications and capability, product development and innovation, engineering drawings and quality control.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Apprenticeship Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance, we do try to complete this within the first 6 months of their apprenticeship.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 3 ENGINEERING TECHNICIAN APPRENTICESHIP STANDARD (TECHNICAL SUPPORT)

Level 2 Diploma in Advanced Manufacturing Engineering (Day Release)

AUEC2/001	Complying with statutory regulations and organisational safety requirements
AUEC2/002	Working efficiently and effectively in an engineering environment
AUEC2/003	Using and communicating technical information
AUEC2/004	Conducting Business Improvement Activities
AUEC2/005	Producing components using hand fitting techniques
AUEC2/006	Maintaining mechanical devices and equipment
AUEC2/012	Producing mechanical assemblies
AUEC2/014	Preparing and using milling machines
AUEC2/022	Producing sheet metal components and assemblies

Level 3 Diploma in Engineering Technologies (Day Release)

AMEDK3/001	Health and Safety in the Engineering Workplace
AMEDK3/002	Communications for Engineering Technicians
AMEDK3/003	Mathematics for Engineering Technicians
AMEDK3/004	Engineering Project
AMEDK3/005	Mechanical principles of Engineered Systems
AMEDK3/007	Properties and Applications of Engineering Materials
AMEDK3/010	Engineering Organisational Efficiency and Improvement
AMEDK3/012	CAD Techniques
AMEDK3/023	Engineering Drawings for Technicians
AMEDK3/025	Principles and Applications for Engineering Measurement Systems
AMEDK3/026	Mechanical Measurement and Inspection Techniques.

DETAILS

Duration: 42 months

Not including End-Point Assessment

Attendance: Day Release

9am - 4pm

Cost:

£26,000

LEVEL 3 ENGINEERING TECHNICIAN TECHNICAL SUPPORT

Level 3 Diploma in Advanced Manufacturing Engineering – Technical Support Technician (Workplace Qualification)

The NVQ Portfolio is made up of evidence collated by jobs in the workplace. This qualification will be specific to the apprentices job role. Pathways include:

- A: Engineering Drawing
- B: Quality Control
- C: Computer Control Programming
- D: Operational Technical Support

End-Point Assessment

The final assessment for every apprentice to ensure they are competent to undertake the role they have been training in throughout the apprenticeship. This will be carried out independently by End-Point Assessment Organisation and will include an assessment and interview.

“

Sylatech recruit apprentices into their business every year as they believe that the value they bring is ‘phenomenal’. They help to bring stability to the workforce and fill their skills gaps.

We find working with Derwent Training exceptional; both with training at the centre and on-site at Sylatech. Apprenticeships help to build a reliable and productive workforce – it works for us.

Sue Williamson – Head of HR
Sylatech



LEVEL 3 ENGINEERING TECHNICIAN MECHATRONICS MAINTENANCE



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, installation, testing, fault-finding and the on-going maintenance of complex automated equipment.

ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Apprenticeship Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance, we do try to complete this within the first 6 months of their apprenticeship.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 3 ENGINEERING TECHNICIAN APPRENTICESHIP STANDARD (MECHATRONICS)

Level 2 Diploma in Advanced Manufacturing Engineering (Day Release)

AUEC2/001	Complying with statutory regulations and organisational safety requirements
AUEC2/002	Working efficiently and effectively in an engineering environment
AUEC2/003	Using and communicating technical information
AUEC2/004	Conducting Business Improvement Activities
AUEC2/010	Wiring and testing electrical equipment and circuits
AUEC2/011	Wiring and testing programmable controller based systems
AUEC2/016	Assembling and testing electronic circuits
AUEC2/022	Producing sheet metal components and assemblies
AUEC2/039	Assembling, wiring and testing electrical panels/components mounted in enclosures.

Level 3 Diploma in Advanced Manufacturing Engineering (Day Release)

AMEDK3/001	Health and Safety in the Engineering Workplace
AMEDK3/002	Communications for Engineering Technicians
AMEDK3/003	Mathematics for Engineering Technicians
AMEDK3/004	Engineering Project
AMEDK3/006	Electrical and electronic principles in engineering
AMEDK3/007	Properties and applications of engineering materials
AMEDK3/010	Engineering organisational efficiency and improvement
AMEDK3/013	Application and principles of PLC's
AMEDK3/015	Engineering maintenance procedures and techniques
AMEDK3/017	Installation of electrical equipment

DETAILS

Duration: 45 months

Not including End-Point Assessment

Attendance: Day Release

9am - 4pm

Cost: £26,000

LEVEL 3 ENGINEERING TECHNICIAN MECHATRONICS MAINTENANCE

Level 3 Diploma in Advanced Manufacturing Engineering - Mechatronics Maintenance (Workplace Qualification)

The NVQ Portfolio is made up of evidence collated by jobs in the workplace. This qualification will be specific to the apprentices job role.

End-Point Assessment

End-Point Assessment The final assessment for every apprentice to ensure they are competent to undertake the role they have been training in throughout the apprenticeship. This will be carried out independently by End-Point Assessment Organisation and will include an assessment and interview.

“

At Severfield we are passionate about helping young people take their first steps onto their career ladder through development aimed at forging the next generation of leaders. We offer a variety of apprenticeship opportunities, all of which mean our apprentices receive personal growth and add real value to our organisation by developing relevant skills, positively impacting productivity, and improving the quality of our products.

Severfield (UK) Ltd

LEVEL 3 METAL FABRICATOR



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 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 Apprenticeship Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance, we do try to complete this within the first 6 months of their apprenticeship.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 3 METAL FABRICATOR APPRENTICESHIP STANDARD (EAL)

Level 2 Performing Engineering Operations Practical Units (Day Release)

QPEO2/027	MMA
QPEO2/028	TIG
QPEO2/029	MIG
QPEO2/012	Thermal Cutting

Level 3 Diploma in Engineering Technologies (Day Release)

AMEDK3/001	Health and Safety in the Engineering Workplace
AMEDK3/002	Communications for Engineering Technicians
AMEDK3/003	Mathematics for Engineering Technicians
AMEDK3/010	Engineering Organisational Efficiency and Improvement
AMEDK3/028	Fabrication and Welding Principles
AMEDK3/029	Computer Aided Design (CAD)
AMEDK3/031	MMA Welding
AMEDK3/032	MIG/MAG Welding
AMEDK3/033	TIG Welding
AMEDK3/036	Producing Sheet Metal Fabrications
AMEDK3/058	Workplace Improvement

Portfolio of Evidence - Skills, Knowledge and Behaviours (Workplace Qualification)

A portfolio of 3 jobs to evidence Skills, Knowledge and Behaviours and will be collated with jobs they are doing in the workplace. This portfolio will be specific to the apprentices role.

End-Point Assessment (Last 3 months of Apprenticeship)

The final assessment for every apprentice to ensure they are competent to be certificated in the role they have been training for the duration of the Apprenticeship. This will be carried out by an independent End-Point Assessment Organisation under exam conditions. Only once the apprentice passes their EPA will they be awarded with their apprenticeship certificate.

DETAILS

Duration: 42 months

Not including End-Point Assessment

Attendance: Day Release

9am - 4pm

Cost:

£26,000



Two of our partner employers, Severfield and Hare, were involved with developing this Standard.

LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN



OVERVIEW

The Level 4 Engineering Manufacturing Technician 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 in to middle management roles within Engineering and Manufacturing. This 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

The Level 4 Engineering Manufacturing Technician Standard is a 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 Grade C/4 or above in Maths and English. Due to the higher mathematical content included within the Apprenticeship, the learner may be asked to do a Level 3 bridging unit at Derwent Training before they start their attendance.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN APPRENTICESHIP STANDARD

HNC in General Engineering (Day Release)

- Unit 1 Engineering Design
- Unit 2 Engineering Maths
- Unit 3 Engineering Science
- Unit 4 Managing a Professional Project
- Unit 13 Thermodynamics
- Unit 18 Maintenance Engineering
- Unit 8 Mechanical Principles
- Unit 79 CAD for Engineering.

Portfolio of Evidence - Skills, Knowledge and Behaviours (Workplace)

A portfolio of 10 jobs to evidence Skills, Knowledge and Behaviours and will be collated with jobs they are doing in the workplace. This portfolio will be specific to the apprentices role.

End-Point Assessment

This is the final assessment for every apprentice to ensure they are competent to be certificated in the role they have been training in for the duration of the apprenticeship. This will be carried out by an independent End-Point Assessment Organisation and will include an observation with questioning and a professional discussion supported by a portfolio of evidence. Only once the apprentice passes their End-Point Assessment will they be awarded with their completion certificate.

DETAILS

Duration: 36 months

Not including End-Point Assessment

Attendance: Day Release

9am - 4pm

Cost:

£21,000

LEVEL 3 TEAM LEADER AND SUPERVISOR



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

Candidates must have achieved a minimum of 5 GCSE's Grade C/4 or above. If the learner has not achieved a GCSE Grade C/4 or equivalent in English and/or Maths then they must achieve a Level 2 Functional Skills qualification to achieve the overall apprenticeship. This is delivered by Derwent Training. The learner must be in a Team Leader or Supervisor role in order to collate evidence for their portfolio.

APPRENTICESHIP TRAINING PROGRAMME

LEVEL 3 TEAM LEADER AND SUPERVISOR APPRENTICESHIP STANDARD

Management of Self
Leading People
Managing People
Building Relationships
Operational Management
Finance
Self-Awareness
Decision Making
Problem Solving

Portfolio of Evidence - Skills, Knowledge and Behaviours

A portfolio of jobs to evidence skills, knowledge and behaviours and will be collated with jobs they are doing in the workplace. This portfolio will be specific to the apprentices role.

End-Point Assessment

The final assessment for every apprentice to ensure they are competent to be certificated following the apprenticeship training. This will be carried out by an End-Point Assessment Organisation and will include a presentation with question and answers and a professional discussion underpinned by a portfolio of evidence. Only once the apprentice passes their End-Point Assessment will they be awarded with their apprenticeship certificate.

Progression Opportunities

On completion, learners may choose to register with Associate Members with the Chartered Management Institute and/or the Institute of Leadership and Management (ILM) to support with their career development and progression. Alternatively, they can choose to further their studies and progress on to the Level 5 Operational Departmental Manager Apprenticeship.

DETAILS

Duration: 12-18 months

Not including End-Point Assessment

Attendance: Blended Delivery (Video Conferencing, Workshops and Tutorials)

Cost: £4,500



OFF-THE-JOB TRAINING



WHAT IS OFF-THE-JOB TRAINING?

Off-the-job training is defined as training which is received by the apprentice during their normal working hours for the purpose of achieving the skills, knowledge and behaviours of the approved Apprenticeship Standard. 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 6 hours off-the-job training per week as part of the apprenticeship and this will be audited regularly by the Education and Skills Funding Agency (ESFA). Your apprentices assessor will support you with recording 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 apprentices 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 6 hours 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

“

At McCain we pride ourselves on being the best and developing our talent from engineering apprentices is one of our top priorities.

Good quality, multiskilled food and drink engineers are very hard to come by so by investing time and training in our own apprentices means we can grow them from within to be the engineers of our future.

Chris Cooke, Maintenance Manager
McCain Foods (GB) Ltd



OFF-THE-JOB TRAINING MYTH BUSTERS

MYTH

VS

FACT

"MY APPRENTICE WILL SPEND A LOT OF TIME AWAY FROM THE WORKPLACE"



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.
- Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
- Off-the-job training must be away from the apprentices productive job role and must teach new Skills, Knowledge and Behaviours relevant to the specific apprenticeship. At Derwent Training we offer this one day per week.

"I NEED TO DOCUMENT ALL OF THE APPRENTICE'S OFF-THE-JOB TRAINING"



- A training plan will be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the training plan.

"ENGLISH AND MATHS COUNT TOWARDS THE MINIMUM REQUIREMENT FOR OFF-THE-JOB TRAINING"



- This is not true: English and Maths at (Level 2 or below) does not count towards the minimum off-the-job training requirement.
- Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level of English and Maths. Training for English and Maths must be on top of occupational off-the-job training.

"OFF-THE-JOB TRAINING CAN BE DONE IN THE APPRENTICE'S OWN TIME"



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged.

*Excluding overtime.

APPRENTICESHIP FUNDING

AND THE APPRENTICESHIP SERVICE



THE APPRENTICESHIP SERVICE

All new apprentices go through the Apprenticeship Service System. Our Business Support Team are available to help employers set up their account. Through your Apprenticeship Service account you will be able to manage a range of services such as managing apprenticeship funding, reserving your funding and advertising any apprenticeship vacancies. When setting up your account you need to initially register and input your PAYE information. When you are setting up your account, you can give our Business Support Team permission to add details on your behalf.

INCENTIVE PAYMENTS

Employers will receive £1,000 for taking on an apprentice who is either aged 16 to 18 years old, or aged 19 to 25 years old and has an education, health and care (EHC) plan or has been in the care of their local authority. You can spend it on any costs associated with supporting an apprentice in the workplace. For example, on uniforms, your apprentice's travel or their salary. The incentive payments are paid in two instalments; the first payment of £500 will be made after 90 days of the apprenticeship training start date and the final payment of £500 will be paid after 365 days of the apprenticeship training start date.

SMALL EMPLOYER	<p>LESS THAN 50 EMPLOYEES</p>	<p>Training is FULLY FUNDED by the Government for 16 -21 year old apprentices</p>	<p>5% CONTRIBUTION by the employer for any apprentice aged 22 and over</p>	<p>£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan</p>
MEDIUM EMPLOYER	<p>MORE THAN 50 EMPLOYEES</p>	<p>95% CONTRIBUTION paid by the Government for <u>all</u> apprentices</p>	<p>5% CONTRIBUTION by the employer for <u>all</u> apprentices</p>	<p>£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan</p>
LEVY PAYER	<p>LEVY PAYER Wage bill of over £3 million</p>	<p>0.5% CONTRIBUTION of your annual wage bill into your Apprenticeship Levy account</p>	<p>10% CONTRIBUTION by the Government each month into your Levy account</p>	<p>£1,000 incentive for apprentices aged 16-18 and 19-25 with a EHC plan</p>

THE APPRENTICE RECRUITMENT PROCESS



HOW DO I RECRUIT AN APPRENTICE?

We understand that recruiting an apprentice might seem daunting, but we have a dedicated team who will work closely with you to help you find the right apprentice for your business.

REGISTER WITH THE APPRENTICESHIP SERVICE

Once you have informed us of your recruitment requirements you must set up an account with the Apprenticeship Service, You can use your account to advertise your vacancies, accept employer agreements with the Department for Education (DfE) as well as reserving funding and accessing your apprenticeship levy. If you are struggling with any part of registering or advertising on the Apprenticeship Service, please contact our Business Support Team for support and advice.

DIRECT APPLICANT

If you have an applicant who has applied to you direct we will need to check their eligibility before they start an apprenticeship. They will need to complete our online application form and successfully pass our English and Maths Initial Assessment and interview before we can offer them a place. We will not start an applicant who we feel will struggle on the apprenticeship, we will provide the relevant information, advice and guidance if this is the case.

TELL US YOUR REQUIREMENTS

Inform us of your requirements so that we can add you on to our recruitment list for that academic year. We can assist you with your recruitment, but we are not a recruitment agency and it is expected that you advertise your opportunity as well as us so that you can reach good quality candidates. You can do this through your Apprenticeship Service Account, your own website and Indeed.

APPLICATIONS

Once advertised, and we are aware of your requirements, we can then start to accept applications from candidates who are looking for an apprenticeship. All applicants will apply via our website and submit a CV before completing an English and Maths Initial Assessment. If successful, this will be followed by an interview with our Business Support Team. These steps will assess the applicants suitability to start an apprenticeship, as well as which applicants are best suited to your role.

SHORTLISTING

Once the applicant has successfully passed our recruitment process anyone who matches your requirements will be shortlisted for your vacancy. We will then provide you with all of the relevant information so that you can select applicants to invite for a formal interview at your premises.

EMPLOYMENT OFFER

Once you have interviewed applicants and selected who you want to recruit you will need to send them an employment offer like you would any employee and inform us when they accept. We will then meet with you and your new apprentice to discuss the training programme, funding information and to complete all of the relevant apprentice documentation.



RESPONSIBILITIES OF THE EMPLOYER



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 to employees, and any support you offer such as coaching or mentoring. You should always supply your apprentice with a contract of employment.

PROGRESS REVIEWS

You will support your apprentice by participating in tripartite reviews. This meeting will be 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 and is an auditable document as part of your apprentices training programme.

APPRENTICE WAGES

You must pay your apprentice at least the National Minimum Wage which you can find at www.gov.uk/national-minimum-wage. The contract of employment should make it clear what wage you will pay your apprentice and for what hours. As we are a Training Provider we cannot advise you on what we think you should pay your apprentice.

TRAINING AND STUDY

You must pay your apprentice for the time spent training or studying for their Apprenticeship. If your apprentice is also studying for an English and/or Maths qualification that is required as part of their training programme then they are entitled to paid study time during their normal working hours. You, or your apprentice must inform us of any absence on their training day and their off-the-job training hours' should be made up at a different time.

HEALTH AND SAFETY ASSESSMENT

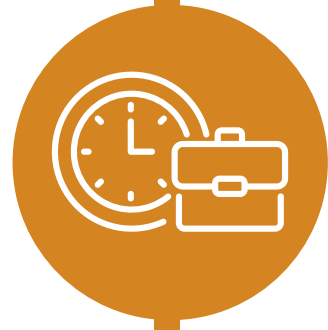
The Education and Skills Funding Agency states that all apprentice employers must have a health and safety assessment of their workplace to ensure that all apprentices are working in safe conditions. As Engineering falls in to the high risk category this will be updated annually. We also require a copy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

WORKING HOURS

Your apprentice must work for 30 hours or more per week, which must include their off-the-job training. If your apprentice is under-18 then they must work no more than 8 hours per day or any more than 40 hours' per week.

ADDITIONAL COSTS

It is a requirement that employers will need to pay for any online exam re-sits during the Apprenticeship. The cost is around £15 per re-sit. Employers will also be responsible for paying for any End-Point Assessment re-sits. This can vary from £100 - £500 depending on what the apprentice is required to re-sit. The initial cost for one End-Point Assessment is included in the overall Apprenticeship delivery cost, and includes one free re-sit.



CPD TRAINING COURSES

SHORT COURSES TO INVEST IN TRAINING FOR YOUR BUSINESS



Investing in training is an important function for every business. It is a route to increasing productivity. However, the psychological contract between employer and employee is equally as important, and investing in your staff improves staff morale and well-being, resilience and retention.

The Confederation of British Industry (CBI) has called on employers to:

- Improve awareness and accessibility of training and development opportunities
- Offer careers advice to all employees at regular check points throughout their careers
- Improve the clarity on internal applicants.

Derwent Training hosts courses and qualifications from Highfield, a global training organisation in compliance and work-based learning. Covering a wide range of topics, the training is online and completed in the workplace but equally are ideal for those working from home.

Derwent Training donates 1% of every sale to charity to combat climate change.



BUSINESS

Communication

Equality & Diversity

General Data Protection

Regulations (GDPR)

Managing Conflict

Self-Awareness & Personal Development

Team Working



FIRE SAFETY

Introduction to Fire Safety in the Workplace

Level 2 Fire Safety



HEALTH & SAFETY

Asbestos Awareness

Level 1 Health & Safety

Level 2 Health & Safety

Level 3 Health & Safety

Manual Handling

Stress Management



CUSTOMER CARE

Level 2 Customer Service

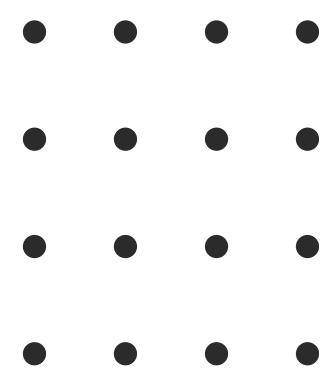


WAREHOUSING & STORAGE

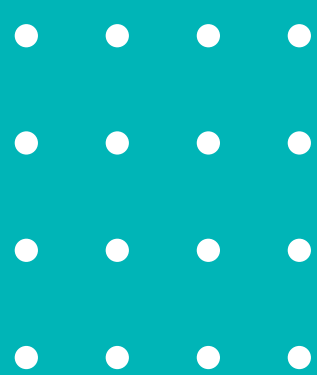
Level 2 Warehousing & Storage

SCAN ME





TRAINING FOR YOU



**To discuss your training needs further, contact our
Business Support Team:**

**01653 697698
info@derwenttraining.co.uk**

www.derwenttraining.co.uk • Hertford Way, York Road Industrial Park Malton, YO17 6YG

