

ADVANCED FITNESS  
BUSINESS AND  
ADMINISTRATION  
CHILDREN AND YOUNG  
PEOPLE'S WORKFORCE

**YOUR GUIDE TO**

# **APPRENTICESHIPS**

We have provided this Apprenticeship Guide to signpost training providers and employers towards getting started and delivering best practice in the Apprenticeship market.

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LEARNING IN SCHOOLS  
WAREHOUSING AND  
STORAGE

## Find the gap!

Skilled workers are in short supply in many sectors across the UK economy. Identifying areas of skill shortage and reducing the skills gap between school /college leavers and the expected levels of soft and technical skills from industry is a priority area for OCR.

## Let's get better together

We at OCR want to work with training providers and employers to nurture talent, reduce the skills gap and create a bright future for business

Come and join us!

Use the link below to become an OCR approved centre:

[www.ocr.org.uk/approval/vq](http://www.ocr.org.uk/approval/vq)

## What are Apprenticeships?

Apprenticeships provide the ideal blend of technical qualifications and work-based competence qualifications. Apprenticeships prepare students for the world of work by introducing them to workplace competencies in any given career.

Apprenticeships are described as frameworks. The frameworks detail the qualifications that an Apprentice has to achieve to successfully complete an Apprenticeship. They are currently designed by the Sector Skill Councils.

## Benefits of work-based learning

Students who participate in work-based learning connected to a prescribed programme of study often:

- Show improved academic achievement.
- Realize the relevance of their education and apply acquired knowledge in a meaningful way.
- Show increased self confidence.
- Acquire real workplace experience and employability skills.

## Kick-start apprenticeships in your Centre!

Apprenticeships are increasingly recognised as the gold standard for work-based training. There are over 85,000 employers offering Apprenticeships in more than 130,000 locations; there are over 200 Apprenticeships suitable for hundreds of job roles. OCR has laid out a few pointers for centres to engage employers and promote apprenticeships:

- Invite local business to speak to students at your centre
- Arrange a meeting with suppliers and customers to promote apprenticeships
- Business token scheme- perhaps offer local SME's college services (marketing etc) to build a close working partnership.
- Arrange a local business 'speed dating' network day where you can promote apprenticeships and their benefits.
- Take part in Apprenticeship week activities such as:
  - Getting a local personality to job swap
  - Run a 'day in the life' of an Apprentice story
- Make sure that these events are publicised on the National Apprenticeship Service web site: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

If you are a training provider entering the Apprenticeship market for the first time, you may find the policy documents located on the NAS website useful.

[www.apprenticeships.org.uk/Partners/Policy.aspx](http://www.apprenticeships.org.uk/Partners/Policy.aspx)

## Specification of Apprenticeship Standards for England/Wales SASE/SASW

SASE sets out the minimum requirements to be included in a recognised English Apprenticeship framework.

The final SASE received ministerial approval and was published on 22 January 2011 and came into effect on 6 April 2011.

If you are delivering apprenticeships for new starters all frameworks must be SASE compliant for new starters on the 1st August 2011.

SASW sets out the minimum requirements to be included in a recognised Welsh Apprenticeship framework.

SASW is in draft form and is expected to come into effect by October 2011.

SASW Frameworks are required to demand a minimum number of hours of instruction or supervised study, conducted at a separate physical location to that in which the apprentice's work normally takes place.

## Components

All SASE compliant Apprenticeships must include the following components:

- Competence
- Knowledge
- ERR [Employee Rights and Responsibilities]
- Transferrable skills [key skills\*, functional skills]
- PLTS [personal learning and thinking skills] this embraces such ideals as independent enquiry; creative thinking; reflective learning; team working; self management and effective participation. \* In July 2010 the Government announced that Key Skills would be extended in England for use until end of September 2012. This means that learning providers in England can offer a choice of either functional skills or Key Skills until this date.

All five are the responsibility of the training provider – the apprentice can fill in his/her ERR workbook at induction and throughout his/her employment, but it is up to the training provider to check and sign the content as being acceptable and complete. All of OCR's Apprenticeships frameworks are SASE compliant.

All SASW compliant Apprenticeships must include the following components:

- Competence
- Knowledge
- ERR [Employee Rights and Responsibilities]
- Transferrable skills [Essential Skills Wales]

## Apprenticeship Levels

### 1 - Intermediate Level Apprenticeships

Intermediate apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification. \*

These provide the skills needed for a chosen career and allow entry to an Advanced Level Apprenticeship.

### 2 - Advanced Level Apprenticeships

Advanced level apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based qualification. \*

### 3 - Higher Apprenticeships

Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4, Key Skills and, in some cases, a knowledge-based qualification such as a level 4 diploma. \*

\* ERR and PLTS (England only) must also be completed for each Apprenticeship level

## Apprenticeships: Who provides what?

The training provider develops an Apprentice's knowledge in the classroom or workshop and the employer provides practical experience to put what's been learnt into action.

An Apprenticeship can consist of components from different awarding organisations. Learners may also use recognition of prior learning.

When completed and once the training provider can produce evidence that all of the components have been completed, the apprentice will receive an Apprenticeship Completion Certificate. This certificate is currently issued by the relevant SSC (Sector Skills Council).

## **BEST PRACTICE - POINTS TO REMEMBER!**

### **Work together to get the right people for the Job!**

When creating a person specification, input from the employer and training provider is required. Employers will be looking to match an individual to a job type, training providers will be looking to match an individual to a teaching and learning programme.

A successful recruitment campaign should also involve both the training provider and the employer. Training providers can help with the initial sift and provide input into the qualifications required and already obtained by the potential Apprentice.

Training providers can also provide an input into selection days with literacy and numeracy assessments being conducted along side the employer's assessment and selection tasks.

## **Learning Goals**

Individual Learning Plans are a great way to support and motivate an Apprentice as they can take ownership of their own professional and academic goals.

Training providers can use ILPS to match teaching and learning to learner's strengths and weaknesses and to implement processes around the learner: Initial diagnostic assessment, additional support needs, learner performance, progression and exit options.

## **IT**

Using VLE environments, candidates can build their portfolios online, and submit evidence for assessment. Once the evidence has been added, assessors can review the submissions and provide feedback

Effective use of IT means that training providers, and employers and external Verifiers can view a candidate's portfolio at any time.

## **OCR Choices**

As a leading awarding body, we deliver the qualifications for many of the most popular Apprenticeship frameworks. Currently, we offer the component qualifications for the following Apprenticeship frameworks.

**ADVANCED FITNESS**  
**BUSINESS & ADMINISTRATION**  
**CHILDREN & YOUNG PEOPLES WORKFORCE**  
**CONTACT CENTRE OPERATIONS**  
**CREATIVE AND DIGITAL MEDIA**  
**CUSTOMER SERVICE**  
**DRIVING GOODS VEHICLES**  
**HEALTH & SOCIAL CARE**  
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**IT USERS**  
**LOGISTICS OPERATIONS MANAGEMENT**  
**MANAGEMENT**  
**RETAIL**  
**SUPPORTING TEACHING & LEARNING IN SCHOOLS**  
**WAREHOUSING & STORAGE**

Full details of each framework and their component qualifications may be found on the Apprenticeship pages at: [www.ocr.org.uk](http://www.ocr.org.uk)

## Headlines for Apprentices

- An apprenticeship is a set of qualifications called a framework which has been developed by the appropriate sector skills council.
- Taking between one and four years to complete, the apprentice gets paid and enjoys the holidays appropriate to the role.
- Research shows that apprentices can earn £170 net per week (as of August 2011)
- The learning provider supplies the knowledge while the employer provides the opportunity to put this into practice in a real working environment. The preferred model is four days of work and one day of teaching input.
- Apprenticeships are modern work based qualifications they. Apprentices work in all types of industry from forensic science through to forestry.
- Over 200 types of Apprenticeships in all sectors of industry throughout England are available, and vacancies are advertised centrally on the National Apprenticeship Service web-site.
- Skills and qualifications are gained at work – and there's statistical evidence of improved job prospects, wage increases and improved lifetime earnings for employees.
- Apprenticeship qualifications could be an important stepping stone on a longer career pathway.
- Apprentices must be aged over 16 and may have to sit a literacy and/or numeracy assessment depending on the GCSE background.

## Headlines for employers of Apprentices

- If you employ an Apprentice between the ages of 16-18 the cost of their training is free! It is funded by the National Apprenticeship Service. However, there is the cost of the supervision, support and mentoring that you will need to put in place to support the Apprentice.
- You are expected to pay an apprentice a minimum of £2.50 / hour. If the apprentice is over 19 then you will be expected to pay them the national minimum wage for their age in the second year of their Apprenticeship.
- Employers can take on a new starter as an Apprentice or develop existing staff by enrolling them onto a programme. This could bring the benefit of reduced staff turnover, introduce new ideas and innovation that apprentices bring, and offer a high return on investment after the initial period of training.
- Apprentices must receive off the job training- a popular delivery model is day release where the apprentice will receive input from the training provider one day out of five.
- Apprenticeships can take up to four years but most likely 12 months for level 2 and 24 months for level 3.
- Employers can advertise their Vacancies on the National Apprenticeship Service website for free.  
See: [www.apprenticeships.org.uk/Employers/Tracking-vacancies.aspx](http://www.apprenticeships.org.uk/Employers/Tracking-vacancies.aspx)

## IN THE SPOTLIGHT: SOLIHULL COLLEGE

Solihull College is a large general further education college, located across three sites, which runs courses in 15 sector subject areas as well as providing higher education. With more than 3,000 part-time and full-time students, the College serves the Metropolitan Borough of Solihull and surrounding areas, recruiting a significant number of learners from the City of Birmingham.

The College is one of the leading employee training providers in the West Midlands and Warwickshire with its dedicated Employer Services team currently working with business across Birmingham, Walsall, Wolverhampton, Coventry and right across the UK. Work-based learning occupies a significant area of the College's teaching provision and includes Train to Gain and Entry to Employment programmes.

The College runs an extensive Apprenticeships programme, offering learners of all ages and abilities the opportunity to launch their careers or enhance their career prospects by combining work-based training with education that leads to qualifications.

Debbie Hughes is responsible for administering the Business and Administration Apprenticeship Framework for Solihull College.

*"All of our Business and Administration Apprenticeship learners are employed by companies, from small family owned businesses right up to major corporations," explains Debbie. "And we also have learners at most age groups, from 16-17 year old school leavers to individuals in their sixties."*

In fact, the majority of the College's apprentices are adults and their motivations for learning range from wanting to enhance their careers or simply wishing to rubber-stamp their existing skills with OCR's nationally recognised Levels 2 and 3 qualifications.

As for the course itself, Debbie remarks that students particularly enjoy its flexibility. *"The new QCF qualification has plenty of units that our learners take to suit them and their jobs,"* explains Debbie. *"We do an initial planning session with their employers and look at how and what they do in their work. So the course is tailored specifically to them and their needs."*

*"One of the most important aspects of this course is that our learners want to remain marketable, particularly as they get older,"* says Debbie. *"So the course enables them to show even further evidence and validation of their skills and capabilities."*

In the current economic climate, with the number of people out of work outstripping the number of jobs available, it's logical that individuals wish to do all they can to improve their chances of securing work as well as advancing their careers in their existing employment.

Notes Debbie: *"We are seeing that more and more employers are requesting qualifications in their job advertisements."*

The College has worked with OCR for several years. *"We like their straightforward approach and the quality of the course and support for us,"* explains Debbie. *"OCR's external verifiers are extremely good – they are really supportive, helpful and are always a good source of advice."*

OCR's electronic online support is also valued by Debbie: *"We use OCR's Interchange service, which is great for us to be able to do things online such as checking student registrations and certificate claims."*

So what do the students do after they have achieved their Business and Administration Apprenticeship?

*"One of the most common questions we get from people who've taken the course or are just finishing it is: "what can I study next?,"* says Debbie. *"It really fires them up to want to go on and explore other qualifications."* Level 2 students will typically go on to study Level 3 and those who've completed Level 3 will look at other qualifications that will help them."

## REMEMBER!

The benefits of OCR Apprenticeships to employers:

- Companies find it easier to recruit able young people
- Apprentices are equipped with the knowledge to do the job well
- Training is relevant to your business
- Employees are encouraged to stay and progress within a company
- Companies acquire skills for their business that enable them to keep abreast of changes in technology, etc

## SUPPORT

OCR has dedicated help lines for all enquiries: contact us today to find out how OCR can help you deliver the framework that meets your local and employers needs

**Telephone:** 02476 851509 (08:00–17:30 Monday to Friday)

**Fax:** 02476 851633

**Email:** [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)  
(Please include centre name and number in the email.)

**Post:** OCR, Westwood Way, Coventry, CV4 8JQ

As part of our quality assurance programme, calls may be recorded or monitored for training purposes. Please note that we may not be able to provide specific information if a centre email address is not used.



## APPRENTICESHIPS

Telephone 024 76 851509

Facsimile 024 76 851633

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