



Cirencester
College



Apprenticeships

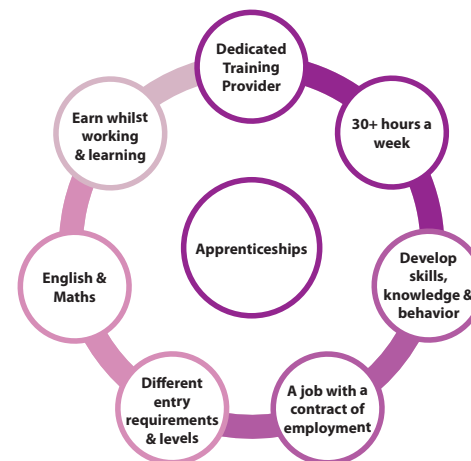
EMPLOYER INFORMATION

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WHAT ARE APPRENTICESHIPS?

An apprenticeship is a full time job, with training. A blend of 'on' and 'off the job' training that provides individuals with the skills they need for their chosen career, while also earning a wage.



Apprenticeships are available across a wide range of industry sectors and roles, and are an excellent way for employers to bring new and fresh talent into their organisation.

You can recruit an apprentice at any time of the year providing they are over the age of 16 (completed year 11 at secondary school). There is no upper age limit to starting an apprenticeship.

When recruiting an apprentice, it is important that you support them to receive relevant training and to develop the skills, knowledge and behaviours they need to be successful in the workplace.

The apprenticeships that we offer range in length from 12 months to anything upto 3 years, depending on the programme. An apprentice must have a contract of employment with you, get paid a salary and receive the relevant statutory benefits. (eg: holidays, sick pay)

APPRENTICESHIPS AT A GLANCE



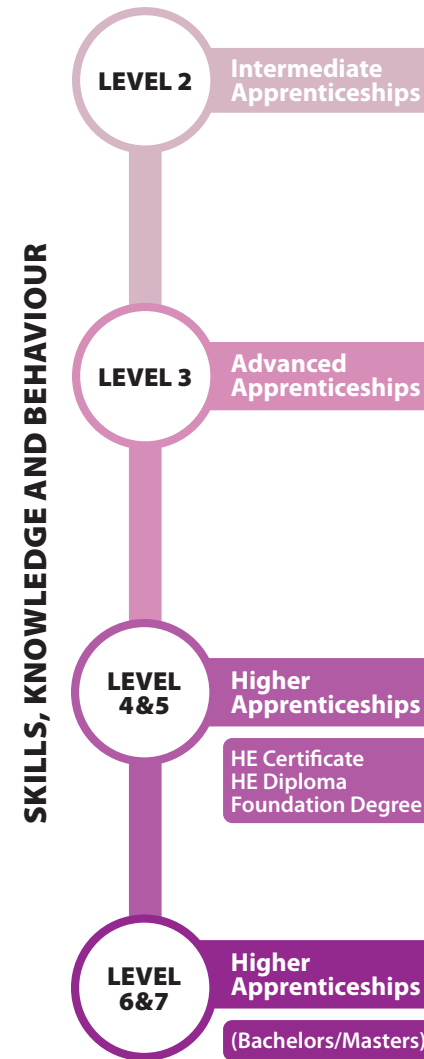
- You will need to provide your apprentice with a meaningful job and give them training to help them develop and achieve the skills, knowledge and behaviours they need to achieve their apprenticeship.
- You will need to pay them a wage - this must be the current national minimum wage for apprentices. If your apprentice is aged 19 or over and this is their second apprenticeship or if they are over 19 years of age after the first year of their apprenticeship with you, you must then pay them the national minimum wage for their age.
- The learning part of an apprenticeship must last for a minimum of one year, followed by a period of assessment to pass and complete the apprenticeship.
- You must employ your apprentice with a contract of employment which includes terms and conditions, including paid holidays and a sickness policy. The apprentice will have an apprenticeship agreement which will sit alongside their contract of employment, which we will provide.
- Your apprentice should be employed for a minimum of 30 hours a week including the time given to training. If you would like to offer an apprenticeship for less than this, the length of the apprenticeship will need to be extended to take this into account.
- At least 20% of your apprentices' contracted employment hours must be invested in relevant training and learning activities and you are required to support them to do this.
- You may need to allow your apprentice time away from work to undertake relevant apprenticeship training, including Maths and English if they have not already achieved these, or sector specific training.
- You can recruit an apprentice at any time during the year. The only exception to this is where the apprenticeship ties in with College teaching, eg Accountancy apprenticeships incorporating AAT qualifications.



APPRENTICESHIP LEVELS



The 'level' of apprenticeship offered will entirely depend on the job role. We will advise you about the relevant apprenticeship programme and then agree which apprenticeship level is appropriate.



Level 2 - Likely to be a process driven role, typically without responsibility for staff, projects or wider decision making. The role may develop into these areas as the apprentice progresses. This apprenticeship normally takes a year and the apprentice maybe able to progress on to an advanced apprenticeship in their second year.

Level 3 - A role of some responsibility with greater levels of complexity and autonomy. You could expect an apprentice to use their own initiative and be able to make appropriate decisions. They may already have achieved an intermediate apprenticeship and this role is allowing them to develop and progress, the course takes 12-18 months.

Levels 4-7 - These apprenticeships will include strategic and management responsibilities or will be a role requiring a high level of technical expertise and responsibility. A degree apprenticeship will include gaining a degree as part of the apprenticeship training and so will be a minimum of three years' duration.

OUR APPRENTICESHIPS OFFER



We currently offer business and professional apprenticeships in the following:

	ARCHAEOLOGICAL TECHNICIAN	LEVEL 3
	BUSINESS ADMINISTRATOR	LEVEL 3
	HR SUPPORT	LEVEL 3
	DIGITAL SUPPORT TECHNICIAN	LEVEL 3
	INFORMATION COMMUNICATION TECHNICIAN	LEVEL 3
	IT TECHNICAL SALESPERSON	LEVEL 3
	IT SOLUTIONS TECHNICIAN	LEVEL 3
	SOFTWARE DEVELOPMENT TECHNICIAN	LEVEL 3
	DEVOPS ENGINEER	LEVEL 4
	ACCOUNTS/FINANCE ASSISTANT (AAT L2)	LEVEL 2
	ASSISTANT ACCOUNTANT (AAT L3)	LEVEL 3
	CONTENT CREATOR	LEVEL 3
	EVENTS ASSISTANT	LEVEL 3
	CUSTOMER SERVICE PRACTITIONER	LEVEL 2
	MARKETING ASSISTANT	LEVEL 3
	DIGITAL MARKETER	LEVEL 3
	CUSTOMER SERVICE SPECIALIST	LEVEL 3
	PR & COMMUNICATIONS ASSISTANT	LEVEL 4
	MARKETING EXECUTIVE	LEVEL 4

WHAT MAKES UP AN APPRENTICESHIP?



- Apprenticeship Standards have been written by employers and industry experts and consist of approved industry based skills, knowledge and behaviours.
- Apprentices have a period of learning and development, focussing on the KSB's (Knowledge, Skills and Behaviours), followed by a series of end point assessment activities which are conducted by registered End Point Assessment Organisations (EPAOs). This must be a minimum of 12 months.

FUNCTIONAL SKILLS

- Maths and English at Level 2 is a requirement for all apprenticeships. If an apprentice does not hold a GCSE Grade 9-4 (or A*-C), they will be required to sit these Functional Skills qualifications as part of their apprenticeship.

PRACTICAL PERIOD

- The practical period is the main part of the apprenticeship programme.
- This is the period of learning where the apprentice will work through and develop the KSB's related to the apprenticeship standard that they are completing. This will be a minimum of 12 months.

END POINT ASSESSMENT

- An end point assessment is the final test for apprentices during their apprenticeship. It is designed to be an object and impartial assessment of an apprentice's knowledge, skills and behaviours. Activities are different for every apprenticeship, for example a knowledge test, portfolio of evidence, an interview, project presentation, observation or professional discussion, but they all follow the same overall structure.
- The EPA is conducted by an independently appointed body who is not linked to us, the training provider or you, the employer.

WHAT MAKES UP AN APPRENTICESHIP?



20% OFF-THE-JOB TRAINING (MINIMUM 6 HOURS PER WEEK)

- Every apprentice must spend at least 20% of their contracted hours of employment on relevant off-the-job training activities, across the whole of their apprenticeship. You will need to provide your apprentice with the opportunity to receive this training, which can include practical training, job shadowing, mentoring, coaching, industry visits, theory training, online learning, manufacturer training or can be used to spend time writing assignments/assessment or attending College for theory lessons, excluding English and Maths. This must be recorded and mapped across to the KSB's.

PROGRESS REVIEWS

A member of the Apprenticeship Team will regularly support you and your apprentice through our Progress Review System. These meetings must take place with a line manager present, and will include:

- Formally review how things are going - celebrate successes and identify any areas for development.
- Check progress towards the 20% off-the-job training and plan future opportunities.
- Discuss feedback from College teachers and coaches on progress across relevant areas.
- Discuss and agree a development plan for the apprentice to work on.
- Discuss apprentice's health, safety and wellbeing.

"The biggest strength of the Cirencester College Apprenticeship Team is unquestionably its people. Their expertise, passion and commitment to supporting apprentices on their journey towards achieving their aspirations along with their disbelief in the effectiveness of apprenticeships was evident in everything they said and did. The apprenticeship team is a strong, stable group of highly qualified individuals."

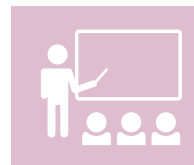
Matrix Accreditation Report

SUPPORTING AN APPRENTICE IN THE WORKPLACE

WHAT WE DO:

- Send online apprenticeship induction tasks that must be completed within 3 weeks. Provide online safeguarding and pastoral workshops covering a multitude of topics such as life skills, health and wellbeing and money management.
- Individual induction to help both apprentice and employer settle into the apprenticeship programme. This can often take up to 8 weeks but will depend on coach availability, apprentice needs and the employer.
- Arrange and attend progress reviews to ensure all is going well and any issues or concerns can be approached in a collaborative way. This initially takes place 8 weeks after your apprentice starts and then at regular intervals throughout their programme.
- Provide qualified and experienced teachers and coaches.
- Arrange exams, assessments and end point assessments.
- Provide skills development and technical workshops as appropriate – these can be online or on-campus and do not always take place weekly.

WHAT YOU NEED TO DO:



- Your apprentice is your employee - you should support them in the same way you would any member of your business. Allocating a workplace mentor and specific line manager is recommended.



- Provide them with appropriate support and supervision to carry out their job role.
- Attend our Progress Reviews meetings.



- Provide your apprentice with the opportunity to receive 20% off-the-job training, including supporting them to attend College and complete work set by their coach. (Minimum 6 hours per week)

SUPPORTING AN APPRENTICE IN THE WORKPLACE

COSTS AND INCENTIVES

- The costs for employing an apprentice will vary, depending upon how many people are employed in your business, the age of the apprentice you recruit and their previous experience and qualifications.
- The training costs also differ depending on the type of apprenticeship, and the level and duration of the apprenticeship. The costs are calculated using funding bands for apprenticeships which the Government has set. Details can be found here.



EMPLOYER INCENTIVES FOR RECRUITING A YOUNG PERSON

- If you recruit an apprentice who is 16-18 years old, the Government will give you £1,000 in two amounts: £500 after the apprentice has been with you for 3 months and £500 after 12 months. This is to recognise the additional costs that may be involved in supporting a young person in the workplace.

SMALL EMPLOYER INCENTIVE

- If you have less than 50 employees (and have done so for the 365 days prior to recruiting an apprentice) and your placement is 16-18 years old, then the training costs are fully funded by the Government. The only costs to you will be your apprentice's wages. You will also be entitled to the employer incentive for recruiting a young person, as above



THE APPRENTICESHIP LEVY AND DIGITAL ACCOUNT SERVICE

AM I A LEVY PAYER?

All employers with a wage bill of more than £3 million pay a monthly apprenticeship Levy equal to 0.5% of their wage bill. The money generated can only be used by these employers to pay for apprenticeship training. If you are paying in to the apprenticeship Levy, you will have been notified by HMRC and you can view your Levy account online.



I AM A LEVY PAYER - HOW DOES IT WORK?

You will pay for apprenticeship training and assessment costs via the Digital Apprenticeship Service (DAS). This is an online portal for employers to manage their Levy payments, access funds and search for training providers. We will talk you through how this process works at the sign-up meeting.

You can spend your Digital Account monies on apprenticeship training for new apprentices and existing staff. To use your Levy amount for existing staff, there must be a training need identified (eg promotion, change in job responsibilities etc).

There are two main things to think about when planning how to spend your Levy:

- What training and progression requirements do you have amongst existing staff, eg accountancy, team leading, marketing.
- Where might you want to recruit new apprentices? eg in areas of the business where you have skills shortages and/or are predicting growth.

Once your apprenticeship Levy payment have been spent, you can still take on extra apprentices. The Government will fund 95% of the cost of the apprenticeship and your organisation will have to contribute just 5%.



THE APPRENTICESHIP LEVY AND DIGITAL ACCOUNT SERVICE

I AM NOT LEVY PAYER - WHAT ARE THE COSTS INVOLVED FOR ME?

- The Government will pay 95% of the costs of apprenticeship training and assessment for non-levy paying employers. Each employer therefore contributes a standard 5% across all apprenticeship programmes. However, under certain criteria, the costs for the apprenticeships training could be fully funded by the Government. The costs are calculated using funding bands for apprenticeships, which the government has set.
- The College will agree costs and payment details with you at the sign-up meeting once your apprentice has started. Typically, the College will invoice you for your 5% contribution within 30 days of the apprenticeship starting. Based on current funding bands, the 5% co-payment ranges from £175 for the apprenticeship on the lowest band to £650 on the highest.



(See page 10 for information on costs)

- From April 2021 all new apprenticeship starts will be funded and managed via the Digital Apprenticeship Service (DAS) as per Levy Payers - see opposite page. This process does not involve any additional costs to the employer.

"In the ever-evolving, fast-paced digital landscape Content Creation has advanced into a powerful tool for communication. If you have a passion for creativity and a desire to make an impact, becoming a Content Creator Apprentice could be the gateway to a fulfilling and exciting career. As a Content Creator Apprentice, myself, I have had the opportunity to unleash my creativity and channel it into meaningful content."

Teri-Mai Didcote, Level 3 Content Creator, NHS Gloucestershire

HOW DO I RECRUIT AN APPRENTICE WITH CIRENCESTER COLLEGE?



FIRST STEPS

- Contact Cirencester College Apprenticeship Team on 01285 626259 or email apprenticeships@cirencester.ac.uk to arrange a meeting to discuss the types of apprenticeships we offer, levels, costings and the recruitment process.



RECRUITMENT

- We will arrange for the vacancy to be uploaded to the National Apprenticeship Service (NAS) website, our own College website and social media, sending you a link so that you can also advertise the vacancy internally, on your own website and social media, or wherever you see fit.
- We receive applications from potential apprentices via the NAS website.
- Once the vacancy has closed, we will send all qualifying applications to you for consideration.
- You review the applicants and decide on those to be shortlisted for interview. Either you or we will arrange interviews - it's up to you.
- Once you have made your recruitment decision, please give us feedback and we will pass it on to the unsuccessful applicants.



ENROLMENT

- You offer the position to the chosen applicant and agree a start date.
- Let us know that you have recruited and we will arrange to meet with you and your new apprentice to complete the necessary start up paperwork and talk through the Digital Account process.
- We send the apprentice a link to register them so that they can access the College Online Induction as soon as they have been enrolled.

ROLL OF HONOUR - OUR APPRENTICESHIPS/AWARDS

**2022 Digital and IT Apprentice Award sponsored by Mainstream Digital
Winner Megan Woolls**

**2022 Best Employer Contribution to the College - Apprenticeships
Winner McGills Chartered Accountants**

**2022 Cirencester Chamber of Commerce Apprentice of the Year
Winner Tom Back**

**2020 Gloucestershire Apprenticeship Awards, Apprentice of the Year
(Hair & Beauty)
Winner Evie Hockey**

**2020 Cirencester Chamber of Commerce Awards, Apprentice of the Year
Runner up Evie Hockey**

**2019 Gloucestershire Outstanding Apprentice of the Year
Finalist Dan Christie, Shadowplay (Tech & Creative Industry)**

**2019 Cirencester Chamber of Commerce Apprentice of the Year
Winner Eryn Sergeant, Cirencester Friendly**

**2019 Cirencester Chamber of Commerce Apprentice of the Year
Runner Up Sophie Stephens, Cirencester Sales & Lettings**





Apprenticeship Team

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