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What is an Apprenticeship?

Answer: An Apprenticeship is a job which combines a package of learning and qualifications with practical work experience gained through employment and off-the-job training, which may be day/block release or studying away from their normal place of work (this may be in a classroom on the work premises).

What age can an Apprentice be?

Answer: Apprenticeships are available to any employees aged 16 or over. Once they reach the age of 19 the amount of funding the training provider gets reduces, but they are available to all ages.

What is the different between England, Wales and Scotland?

England	Intermediate (level 2) and Advanced (level 3) Apprenticeships.
Wales	Foundation (level 2) Apprenticeship and Apprenticeship (level 3).
Scotland	Modern Apprenticeships (level 2 and 3), Technical (level 4) and Higher (level 5+) Apprenticeships.

The essential components of the English and Welsh frameworks are set out in the Specification for Apprenticeship Standards, England and Wales. This includes the following and all parts need to be completed to gain the apprenticeship certificate:

England

- A competence element - Level 2 Certificate in Port Operations
- A knowledge element - Level 2 Certificate in Stevedoring Essentials
- Functional/Transferable skills (English, maths)
- Employee rights and responsibilities completed through the Level 2 Award in Maritime Studies
- Personal learning and thinking skills which are essential to success in learning, life and work and are embedded within the level 2 Certificate in Port Operations and Stevedoring.

Scotland

- A competence element - Scottish Vocational Qualification (SVQ) level 2 Certificate in Port Operations at SCQF level 5
- Core Skills (communication, numeracy, ICT, problem solving, working with others) only numeracy and ICT are separately certificated, the other core skills are assessed within the SVQ units
- Optional outcomes which include courses/training such as Health and Safety awareness, forklift, mechanical shovel, cranes, container handling

Wales

- A competence element - Level 2 Certificate in Port Operations
- A knowledge element - Level 2 Certificate in Stevedoring Essentials
- Essential Skills (English, maths)

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- Employee rights and responsibilities completed through the Level 2 Award in Maritime Studies
- Wider Key Skills (improving own learning, working with others, problem solving) and are embedded within the level 2 Certificate in Port Operations and Stevedoring.

What is an employer devised apprenticeship?

Answer: Some employers, often large ones, run their own Apprenticeship scheme and for this they incorporate existing training courses and their own in house training. These schemes are run successfully and valued by the individual employer, but unfortunately they are not recognised by Government in any statistics

What is an NVQ?

Answer: NVQs are National Vocational Qualifications, or better known as competence qualifications e.g. Level 2 Certificate in Port Operations. They provide the skills and knowledge the candidate is expected to do to show they are competent at their job and for this they receive a qualification.

What is a SVQ?

Answer: SVQs are Scottish Vocational Qualifications, again they are the competence qualifications available in Scotland and provide the skills and knowledge the candidate is expected to do to show they are competent at their job and for this they receive a qualification.

How long does an Apprenticeship last?

Answer: It depends on the learner and how quickly they progress but generally a level 2 apprenticeship is for 12 – 15 months and a level 3 is often 18-24 months.

Can I get help with funding?

Answer: There may be opportunities to get some Government subsidy towards your costs, though how much will depend on the age of your apprentice and your location; there is more for young apprentices 16-19 year olds.

Additional funding you may be able to source, but beware they all have criteria linked to them.

England the National Apprenticeship Service has Grants of £1,500 available to employ an apprentice if your organisation has less than 50 employees and the apprentice is 16-24 so look at the latest information, and check to see if you meet the criteria, on the Government website <https://www.gov.uk/take-on-an-apprentice>

Scotland has sources of funds you may be able to access: Employer Recruitment Incentive – you can receive a payment of £1,500 when you take on a young person aged 16-29 who is facing significant challenges.

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Adopt an Apprentice – this helps cover the wage and recruitment costs up to £2,000 of taking on a Modern Apprentice who has been made redundant from another employer.

Further information on these and other sources of funding can be found on the Skills Development Scotland website www.ourskillsforce.co.uk/modern-apprenticeships/funding-a-modern-apprenticeship/

Wales has the Young Recruits programme which offers support to employers if they meet the eligibility criteria, check it out you may be eligible. <http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships>

How do I recruit an Apprentice?

Answer: You may start an existing employee on an Apprenticeship or take on a new employee. You can advertise for an apprentice using your own recruitment process, contact your local training organisation or use the Government websites in the nations:

Apprenticeships Wales

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/matchingservice/?lang=en>

National Apprenticeship Vacancy Service England

<https://www.gov.uk/government/collections/apprenticeship-vacancies>

Skills Development Scotland website:

<https://www.ourskillsforce.co.uk/modern-apprenticeships/>

I want to take on an apprentice but have not got the facilities/resources needed.

Answer: In **England** if you want to employ an apprentice but cannot commit to the length of time needed for the full Apprenticeship you may want to use an Apprenticeship Training Agency (ATA) who will recruit, employ and arrange training for your apprentice on your behalf. Find out more about this on the apprenticeship training agencies section of the National apprenticeship website (there will be a fee attached to this) <http://nas.apprenticeships.org.uk/employers/steps-to-make-it-happen/gta-ata.aspx>

Do I have to involve a training organisation?

Answer: Yes an Apprenticeship is a partnership between the training organisation, employer and apprentice. As the employer, you need to contact a training organisation delivering Apprenticeships, so that the apprentice can be registered on the programme.

In **Scotland** there are some direct employer contracts and there are two approaches:

- The employer registers as a Vocational Qualification or Modern Apprenticeship centre and delivers the training to their own staff.

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- The employer chooses to manage the Modern Apprenticeship contract and subcontract the training they cannot deliver to a training provider.

Contracting starts for Modern Apprenticeship places in October/November when SDS publish their contracting notice on the Public Contracts Scotland. The contract year then runs from 1st April to end of March.

Can I carry out my own training?

Answer: Some employers do carry out their own training and are registered with an awarding organisation to do this. If you are interested in becoming your own training organisation then contact the relevant awarding organisation **Excellence, Achievement & Learning Limited (EAL)** for the Level 2 Certificate and **Scottish Qualifications Authority** for the Level 3 Diploma and the SVQ level 2 and 3.

How do I know if I am a suitable employer?

Answer: The training organisation will contact you to arrange a visit. They will consider the facilities and resources needed to deliver the framework to make sure you have everything needed and undertake a risk assessment.

Do I have to complete a lot of paperwork?

Answer: The training organisation will complete the paperwork and all three - the employer, apprentice and training organisation will sign a contract.

As an employer, do I have to supply any learning materials?

Answer: The training organisation will supply learning materials such as workbooks and online materials. You simply provide the learning in the workplace.

What are my responsibilities as the employer of an Apprentice?

Answer: The training organisation will contact you before the learner starts on the Apprenticeship. Some of your responsibilities are:

- To pay the Apprentice at least the national minimum wage for apprentices, currently £2.73/hour for a 16-18 year old, many employers pay more than this, but check the latest rates on the government website <https://www.gov.uk/national-minimum-wage-rates>
- To agree the frequency of visits with the training organisation
- Outline the role and responsibilities to the Apprentice
- Release the Apprentice for off-the-job learning
- Provide suitable opportunities for the Apprentice to meet their training plan
- Take responsibility for the health, safety and support of the Apprentice.

What are the responsibilities of the Apprentice?

Answer: The Apprentice has the same responsibility to their employer as any other employee in the business and they should be committed to their training plan.

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Will the Apprentice be away from the workplace during the learning process?

Answer: The Apprentice will spend the majority of time in the work place. Time outside the work place will be kept to a minimum. Some organisations may ask for underpinning knowledge and specific aspects, such as delivery of health and safety, to take place within the college or their training environment.

Why should I take an Apprentice on?

Answer: There are a number of benefits to taking on an Apprentice:

- **Motivate the workforce**

Apprenticeships are available to both new and current employees. As a result of their training, apprentices are highly motivated and eager to know more. The extra responsibility makes them feel valued and more likely to stay with the business.

- **Gives employees relevant training**

Apprenticeships provide employees with expertise that is not only specific to an industry but also directly relevant to the business. They are designed around business needs by industry specialists.

96% of employers reported that Apprentice completers were better able to do their jobs.

- **Avoid skills shortages**

Organisations have to think about what happens when experienced employees retire or leave. By taking on apprentices, your workforce develops the specialist skills needed to keep pace with the latest technology and working practices.

What is the Trailblazer Apprenticeship the Government are pushing?

Answer: Trailblazers are the new employer-led and developed Apprenticeships which will replace all current Apprenticeship schemes in 2017, currently England only. Groups of employers come together to identify the 'Standards' required for a particular job role and then develop this into a training and assessment package or qualification. Further information on these can be found on the Government website:

<https://www.gov.uk/government/collections/apprenticeship-standards>

Currently there are Trailblazers in development for a Port Operative and International Supply Chain Manager