

# Apprenticeships



## Why train an apprentice?

Apprenticeships ensure that your workforce has the practical skills and qualifications your organisation needs now and in the future. The mixture of on and off the job training ensures they learn the skills that work best for your business.

Apprenticeships can make your organisation more effective, productive and competitive by addressing your skills gaps directly. They are designed to help your employees reach a high level of competency and performance.

## How does it benefit you?

Apprentices receive relevant training so they can have an immediate effect and make a real and more meaningful contribution to your business.

- Improve productivity
- Grow your own culture
- Relevant training, designed around your business needs
- Avoid future skills shortages - apprentices will develop the specialist skills you need to keep pace with the latest technology in your sector
- Motivate your workforce - the extra responsibility will make them feel more valued and easier to retain in the long term

## How can the Business Centre help you?

- We'll work with you to identify and set up the correct training programme for your apprentice
- We'll manage the whole process, including the paperwork!



## How much does it cost?

Generally your only financial outlay will be the salary you pay your apprentice.

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# What's involved?

An Apprenticeship is a framework which contains separately certified elements:

## National Vocational Qualification (NVQ)

- A competence based qualification designed to help employees demonstrate they have the knowledge and skills needed to work in their occupational area using practical, work-related tasks
- Evaluated through a series of assessments and a portfolio of work

## Technical Certificate

- A knowledge based element to show employees have an understanding of the subject
- Assessed through theory based tests or assignments

## Key Skills

- Essential skills needed to support employees in their job which include communication and application of number
- Assessed through a portfolio of work or tests where appropriate

# How does it work?

Most of the training will be in the workplace. The apprentice will have regular visits from one of our assessors who will help and support them with all aspects of the Apprenticeship. Where applicable, college attendance will be required to complete the Technical Certificate and Key Skills elements.

# We offer Apprenticeships in the following areas:

- Accounting
- Administration
- Children's Care, Learning & Development
- Customer Service
- Engineering (Mechanical/Electrical)
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- Logistics
- Motor Vehicle
- Retail
- Team Leading
- Vehicle Body & Paint Operations
- Welding & Fabrication

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