

Apprenticeships

A Guide for Employers & Training Providers

advancing learning, changing lives

BTEC

What is an Apprenticeship?

Apprenticeships are a mixture of work-based training and education. Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money at the same time.

On the job they work with the employer, the rest of the learning is done with a local learning provider (often on day release).

Apprenticeship frameworks are designed by the new Sector Skills Councils (SSCs) or Sector Skills Bodies. These are made up of business representatives from the relevant sector or industry and they decide on the course content within their Apprenticeship framework.

There are different levels of Apprenticeship available, in many different sectors, but most lead to:

- **A National Vocational Qualification (NVQs):** Edexcel NVQs are work-based qualifications that assess the skills and knowledge people need to perform their job role effectively. The qualifications are based on national occupational standards, which define what employees, or potential employees, must be able to do and know, how well they must do these things, and the circumstances in which they have to use the skills or carry out the activities. The standards are usually defined by the new Sector Skills Councils (SSCs) or Sector Skills Bodies which are made up of representatives from the relevant industrial sector.
- **Key Skills:** Edexcel Key Skills are those skills that can help improve learning and performance in education and training, work, and life in general. Studying Key Skills prepares learners for the world of work right from the start. Key Skills test six key employment skills: communication, application of number, information technology, working with others, improving own learning, and problem solving. The Key Skills requirements for an Apprenticeship vary from sector to sector.
- **A technical certificate** such as an Edexcel BTEC qualification: technical certificates are vocationally-related qualifications identified by sector and awarding bodies, that are able to deliver the underpinning knowledge and understanding relevant to the NVQ included in the particular Apprenticeship framework.

These three qualifications give employees the skills to do the job and the knowledge needed to support them in their job. They also receive an Apprenticeship completion certificate from the relevant Sector Skills Council (SSC) or Sector Skills Body.

What levels are available?

There are two main levels of Apprenticeship available. Those at level 2 of the National Qualifications Framework (NQF), which are generally equivalent to GCSE or Intermediate GNVQ level, and those at level 3, which are generally equivalent to GCE A or Applied A level. The level your employees take will depend on their previous qualifications or experience.

How long does an Apprenticeship take?

There is no set time to complete Apprenticeships as they vary in content and size. The length of time taken will depend on the ability of the individual apprentice and employer requirements. Apprenticeships at level 2 usually take at least 18 months to complete. Those at level 3 usually last at least two years.

How do Apprenticeships work?

Apprentices can either be in employment or on a placement with an employer. Employed apprentices will be paid as detailed in their employment contract. If not, they will be entitled to an allowance. In some cases, employers or learning providers agree to supplement this allowance.

Roles and Responsibilities

Employers and learning providers need to work in partnership to decide how the Apprenticeships will work best for them. They need to agree:

- which Apprenticeship at which level is appropriate for their business and for the young person
- what training will be carried out under the various elements of the programme
- who will carry out the training – in-house staff or outside training providers.

Role of the employer
As an employer responsibilities include:
on-the-job training – inducting the apprentice into their role and providing on-the-job training opportunities.
salary – paying apprentices in full-time employment. A salary can be negotiated that reflects the skills, experience, age, and abilities of the young person, and the going rate for the job.
recruitment – taking an active part in the recruitment of the apprentice.
time for learning – giving apprentices enough time and resources for training and assessment commitments.
review – contributing to the regular review of the apprentice's progress.

Role of the learning provider
Learning providers are typically colleges or training providers, funded by the Learning and Skills Council (LSC) in England or ELWa in Wales. The role of the learning provider is vital to the success of the Apprenticeship. The LSC or ELWa monitors their performance.
Learning providers are responsible for:
planning – developing a training and learning plan for the apprentice.
administration – managing assessments and drawing up agreements between the young person, the organisation and themselves.
quality standards – ensuring national quality standards are met.
integrated programme – bringing together the various elements of an Apprenticeship to deliver a coherent, integrated programme.
completion certificate – making arrangements for obtaining completion certificates for apprentices who successfully complete their programme.

Apprenticeship frameworks	
Accountancy	Fibreboard
Aviation	Food & drink manufacturing operations
Beauty therapy	Hairdressing
Business Administration	Health & social care
Call handling	Hospitality
Ceramics	IT & electronic services
Chemical, pharmaceutical, petro-chemical manufacturing & refining industries	Management
Construction	Metals industry
Customer service	Polymers
Early years care & education	Printing
Electricity supply	Residential estate agency & residential property letting & management agency
Emergency fire service operations	Road haulage & distribution
Engineering	Sport, recreation & allied occupations
Engineering construction	Telecommunications
	Vehicle maintenance & repair

How can learners progress?

Apprentices at level 2 can progress onto Apprenticeships at level 3. Level 3 apprentices may be able to move onto a higher education course, for example, a Higher National, a Graduate Apprenticeship, a Foundation Degree or a related vocational degree course.

Learners at both levels will be more capable and confident in their profession.

Fees for centres

Centres receive a 10% discount on fees when they take two or more of the elements of the Apprenticeship with Edexcel.

What Apprenticeships are available from Edexcel?

Edexcel offer a range of Apprenticeships covering a variety of vocational areas. We are always developing our portfolio but currently offer elements of the Apprenticeships in the sectors shown in the table opposite.

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Contact us

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Tel: 01623 467467
 Fax: 01623 450481
 Publication Code: Z015771

About Edexcel

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