

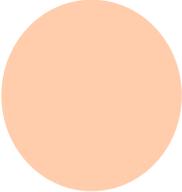
## Speiuss College of Skills Innovation Apprenticeships Factsheet

### What is an apprenticeship?

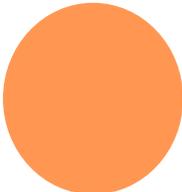
An apprenticeship is practical training in a job with study from a local training provider. Apprentices get to work alongside experienced staff while gaining job-specific skills. They will get to earn a wage plus holiday pay and study towards a related qualification. Apprenticeships can take one to four years to complete, depending on the level.

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 types of Apprenticeships suitable for hundreds of job roles. There are three levels of Apprenticeship available for those ages 16 and over:

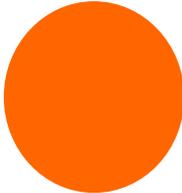
#### 1. Intermediate Level Apprenticeships

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- Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification such as a BTEC.
  - These provide the skills apprentices need for their chosen career and allow entry to an Advanced Apprenticeship.

#### 2. Advanced Apprenticeships

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- Advanced apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge based certificate such as a BTEC.
  - To start this programme, apprentices should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

#### 3. Higher Apprenticeships

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- Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

## **Apprenticeships Speiuss can offer you**

Speiuss College of Skills Innovation can provide varied apprenticeship options, some being progressions from traineeships, to help young people to develop the skills they need in their chosen sector. The courses Speiuss delivers are: Hospitality, Health and Social Care, Business Administration, Creative and Digital Media, Sales and Marketing and Customer Service. Speiuss help learners to find the right employer suited to their expectations in their preferred sector.

All apprenticeships SCSi can deliver follow the same framework alongside the chance to work and learn in a chosen sector. The framework consists of a **National Vocational Qualification (NVQ), Technical Certificate/ diploma, Functional Skills Training, Employment Rights and Responsibilities and Personal Learning and Thinking Skills (PLTS)**.

### **National Vocational Qualification (NVQ)**

Your assessor will regularly visit your workplace to observe and assess you based on practical work tasks. Observations in the workplace are led by you and give you the opportunity to perform within the workplace to the best of your ability.

### **Technical Certificate/ Diploma**

Each course that Speiuss provides have different units to complete, some will be mandatory to complete and others will be optional and up to the apprentice. They should be completed with regular feedback from the assessor accompanied by assessor led classes at your designated SCSi location.

### **Functional Skills**

Unless you already have your A\*- C in Maths, English and ICT, you will be required to take Functional Skills up to Level 2 to help develop the remedial skills needed in the workplace.

### **Employment Rights and Responsibilities**

This is a required unit for each course and outlines the rights and responsibilities by you and your employer as an apprentice.

### **Personal Learning and Thinking Skills (PLTS)**

PLTS are generic skills essential to life, learning and work based on a framework of six groups: Independent Enquirers, Creative Thinkers, Reflective Learners, Team Workers, Self- Managers and Effective Participants. All apprentices are required to achieve all six PLTS accompanied by evidence within their work.

## **The employers' commitment to you**

### **Contract of employment**

It is a legal requirement that all apprentices must have a contract of employment from the employer. The hours in their working week should not be over 40, including time in training. The contract of employment must include payment procedures, holidays and training days. The employer must try to be flexible if the day or time of training needs to be moved or cancelled.

### **Pay**

Pay will need to be clearly written in the contract of employment, with the amount clearly specified and regularity of pay. All employees must be given pay/ wage slips once they have been paid and ensure the correct amount is being paid.

### **Holidays**

Employees are entitled to holiday from their first day of employment and are automatically entitled to 28 days paid holidays annually including bank holidays. If possible, learners should not take holiday within the college hours in case of delayed process to completing the course.

### **Workplace Induction**

All employers must provide apprentices with information outlining the company's policy on health and safety, welfare, equality and diversity, terms and conditions of employment and how their training is to be delivered. Induction in the workplace will need to take place within the first week of employment. Your Training Support Officer will ensure that you have had your workplace induction prior to sign up.

Apprentices must book all appointments in their own time unless it is a medical emergency. Evidence of pre- arranged hospital appointments must be given in advance to your Training Support Officer and tutor.

## **The college's commitment to you**

SCSI are committed to quality training and apprenticeship opportunities for hard working individuals, and are committed to equality of opportunity to all potential and current students who learn and work in the UK.

We are passionate about training delivery and ensure you will have professional and competent staff who will help guide you through your apprenticeship and get on track to working in your selected sector.

All of our training rooms are equipped with projectors and whiteboards for effective teaching including a computer suite to ensure the student has constant access to their online e-portfolio to submit and get feedback on work.

SCSI have many values which all staff, tutors and learners must carry out on a daily basis. These include the right to a safe environment, voice your opinion, right to fair treatment, to be treated with respect and to receive high quality education. It also includes the responsibility to follow safe rules, to respect the opinion of others, to treat others fairly, to treat staff and other students with respect and to try your best.

## **Your commitment to the college**

### **Dress Code**

You will be given your dress code by your employer for your work place, but whilst in training you must be in suitable smart clothing.

Clothing whilst in training must not be revealing nor should it be offensive with obscene graphic images or language.

### **Work Hours**

Work hours will be outlined by your employer, but must not exceed 40 hours per week, including training. This will be outlined in your contract of employment as well as by your Training Support Officer.

Apprenticeships usually take between 12 and 24 months to complete.

### **Attendance**

If you are unable to attend work for any given reason, you must follow your employers' procedures for reporting absence.

If you cannot attend college you must contact Corina Neagu by 9:30am. You must also inform your employer.

### **Conduct**

As learners of SCSi you are asked to attend lessons on time and place mobile phones off or on silent, hand in work on time, treat everybody with respect, follow all health and safety rules and follow all college rules.