



**CRAVEN COLLEGE SKIPTON & SCARBOROUGH**

# APPRENTICESHIPS

**A GUIDE FOR EMPLOYERS  
AND STUDENTS**

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## **BEVAN YATES - CACTUS IT, ILKLEY**

We were looking for young local talent to assist with the business, that could grow within the business and gain the skills that it takes to become great at IT support. The Apprenticeship route, in my opinion, is worthwhile and a challenging route for people to take where they can learn on the job while earning a living.

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# EMPLOYERS - GET HIRING

## WHY CHOOSE CRAVEN COLLEGE?

In February 2018 Ofsted rated the Apprenticeships provision at Craven College as 'Outstanding' for the second time. As such, our Apprenticeship Team are confident that we can offer you expert advice and support when employing Apprentices within your business.

Our **FREE** professional services will help you with:

- Apprenticeship Levy advice
- 'Manage Apprenticeships' Account set-up
- Apprenticeship Employment advice
- Free Recruitment services
- Identifying development opportunities
- Co-ordinating high-quality training
- Ongoing support and guidance

## THE CRAVEN COLLEGE COMMITMENT

Our highly experienced Apprenticeship team are on hand to support you right through from recruiting keen and enthusiastic local candidates, to the achievement of their qualifications.

We can also help you identify existing members of staff that might benefit from Apprenticeship training in line with their training and development needs. An Apprenticeship Co-ordinator is always available to deal with any issue you may have and we guarantee a professional and prompt service.

## APPRENTICESHIP LEVY

If you are a larger employer, you may now be paying the Apprenticeship Levy. Craven College offers a free consultation to discuss how you can maximise the use of your levy funds through employing Apprentices or developing existing staff through Apprenticeships.

## NON-LEVY BUSINESSES

Non-levy paying employers are required to pay a 5% 'co-investment' towards the Apprenticeship training costs with the Government covering the other 95%. However, those smaller organisations who employ less than 50 people, employing a 16-18 year old, will get 100% of the funding for their Apprentice and will not need to make a contribution to the training.

## **'MANAGE APPRENTICESHIPS' ACCOUNT**

In order to fund an Apprenticeship, it is now a requirement that all employers are registered with a 'Manage Apprenticeships' Account.

You can set up your account here: <https://accounts.manage-apprenticeships.service.gov.uk/service/index?>

An employer must have an account, reserve funding for the Apprentice and link with a training provider, before an Apprenticeship can commence.

Our Apprenticeship Team are available to support employers to register on this Apprenticeship Service and reserve any funding available should they need help. They can also add Apprentice information and advertise vacancies on the employer's behalf if the correct permissions are set. For advice, contact a member of the Apprenticeship Team.

## **COSTS**

Craven College has costed each element of the Apprenticeship including 'End Point Assessment' to ensure clear, consistent and competitive pricing without compromising on the quality of delivery and level of support we provide. For more information on funding and Apprenticeship costing, go to our website: [www.craven-college.ac.uk/employers/apprenticeships-for-employers](http://www.craven-college.ac.uk/employers/apprenticeships-for-employers)



### **PAM COLYER - COLYER ASSOCIATES, PICKERING**

We have worked with Craven College since 2014 and have found them to be incredibly helpful and very professional, I have no hesitation when recommending them to others. They only suggest apprentice candidates to us who fit our criteria, they totally understand our office environment and how we work. The Apprenticeship route gives me the opportunity to decide if this person could become a key member of our team, and many do.



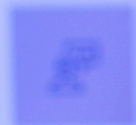


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# BUSINESS LED IT SOLUTIONS

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# APPRENTICES - GET HIRED

## WHY CHOOSE CRAVEN?

Apprenticeships are designed to help people begin a career or to progress in their chosen vocation, learn practical skills and achieve nationally recognised qualifications whilst earning a wage. Businesses need employees for the future who can combine technical knowledge with practical skills. We can help you find the right employer and provide support and training throughout your Apprenticeship.

## THE FIRST STEP

Get in touch and let us know that you are looking for an Apprenticeship. We will book you in for an interview and discuss your options, answer your questions and advise you how to proceed.

Apply online: <https://apply.craven-college.ac.uk> or contact the Apprenticeship Team directly.

## CV

In most cases, your CV is the first thing an employer will see and may be the deciding factor as to whether they will consider you for an interview. Make sure your CV is up to date, clear and concise and best represents you personally and professionally. Our Apprenticeship Co-ordinators will help you with this.

## INTERVIEW

We do not 'place' Apprentices into businesses. You will be required to go for an interview with your potential employer. You may be up against other candidates so your presentation and responses to questions in an interview are vitally important in helping you secure the job. You will be given interview tips and advice from the Apprenticeship Team but the rest is up to you!

## SUPPORT

Once you have the offer of a job, you will be allocated a Co-ordinator who will support you through your Apprenticeship journey. Your Co-ordinator will be there to ensure you are on track with your learning and you are safe and happy at work. They will monitor your progress in College and the workplace to ensure you achieve your qualifications as well as your personal and professional development.

## PROSPECTS

Employers are recruiting Apprentices to grow, develop and become their future workforce. There is a lot of time and effort required in training an Apprentice so, in most cases, an employer will offer their Apprentice a permanent role on successful achievement of the Apprenticeship. However, in some cases where this is not possible, the Apprenticeship Team will offer advice and guidance to help source alternative employment in your chosen industry.

## ENTRY REQUIREMENTS

Apprentices must be 16 years old or over. There is no upper age limit. You will ideally have at least three GCSEs 9-3 (A\*-D) or equivalent qualifications to study an Apprenticeship at Level 2. These are not essential, but you may be required to complete an initial assessment to determine your suitability for the course if you have not achieved your GCSEs. If you do not hold GCSE Maths or English at a 4 (C) or above, you will be required to do Functional Skills in these subjects alongside your Apprenticeship.

Apprenticeships at Level 3 or above may require higher grades at GCSE depending on the industry or the role and each Apprenticeship may have its own specific entry requirements set by the employer. All Apprenticeships require an interview and experience will be taken into consideration.



## APPRENTICESHIP RATES OF PAY

You will be guaranteed at least the National Minimum Apprenticeship Wage [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

Many employers pay more or may decide to increase the rate of pay throughout the Apprenticeship based on performance and progression. If, after 12 months of being on an Apprenticeship, you are over 19 years old, your rate of pay will increase to at least the minimum rate for your age.



# OUR APPRENTICESHIPS

APPRENTICESHIP	SKIPTON	SCARBOROUGH
<b>Building Services &amp; Construction</b>		
Bricklayer	■	
Carpentry & Joinery	■	
Installation Electrician & Maintenance Electrician 	■	
Painter & Decorator	■	
Plasterer	■	
Plumbing & Domestic Heating Technician 	■	
<b>Business &amp; Finance</b>		
Accounts/Finance Assistant	■	
Assistant Accountant	■	
Professional Accounting/Taxation Technician	■	
Business Administrator	■	■
Customer Service Practitioner	■	■
Digital Marketer	■	
Junior Estate Agent (TBC)		■
Team Leader/Supervisor	■	■
Operational Department Manager		■
<b>Child care</b>		
Early Years Educator	■	■
Early Years Practitioner		■
<b>Engineering &amp; Mechanics</b>		
HGV Service & Maintenance Technician	■	
Land-based Service Engineer	■	
Motor Vehicle Service & Maintenance Technician	■	

 Courses under development



APPRENTICESHIP	SKIPTON	SCARBOROUGH
<b>Farming, Horticulture &amp; Environment</b>		
Countryside Worker	■	
General Farm Worker	■	
Horticulture & Landscape Operative	■	
Livestock Unit Technician	■	
<b>Food &amp; Hospitality</b>		
Commis Chef	■	■
Chef de Partie	■	
Hospitality Team Member	■	■
Hospitality Supervisor	■	■
Production Chef	■	
<b>IT &amp; Digital Tech</b>		
Digital Support Technician	■	
Information Communications Technician	■	■
Software Development Technician	■	
<b>Personal Care &amp; Wellbeing</b>		
Advanced Beauty Therapist	■	
Beauty Professional	■	
Hair Professional (Hairdresser/Barber)	■	
Nail Services	■	

Visit **[www.craven-college.ac.uk](http://www.craven-college.ac.uk)** for further information on each Apprenticeship.



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**HORTICULTURE & LANDSCAPE****OPERATIVE @ YORKSHIRE HOUSING**

I'd advise everyone to do an Apprenticeship because you learn the same skills as a full-time college course and get paid for it as well. It sets you up with the same qualifications. I believe that you learn the most by doing. I'm more of a hands-on learner as opposed to like a classroom learner and found it a lot easier to learn from doing the job practically, than going to learn about it all in classroom.

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# CONTACT - GET IN TOUCH

If you are interested in finding out more about Apprenticeships at Craven College and would like to speak to someone regarding our free services or you need help to find an Apprenticeship, please do not hesitate to contact us.

## SKIPTON APPRENTICESHIP TEAM

Craven College  
Auction Mart Campus  
Gargrave Road  
Skipton  
BD23 1UX

01756 693 681 | [apprenticeships@craven-college.ac.uk](mailto:apprenticeships@craven-college.ac.uk)

## SCARBOROUGH APPRENTICESHIP TEAM

Cayley Court  
Hopper Hill Road  
Scarborough  
YO11 3YJ

01723 588 072 | [apprenticeshipsscarborough@craven-college.ac.uk](mailto:apprenticeshipsscarborough@craven-college.ac.uk)

[craven-college.ac.uk](http://craven-college.ac.uk)

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