



CRAVEN COLLEGE SKIPTON & SCARBOROUGH

APPRENTICESHIPS

**A GUIDE FOR EMPLOYERS
AND STUDENTS**



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EMPLOYERS - GET HIRING

WHY CHOOSE CRAVEN COLLEGE?

Over the last 10 years Craven College Apprenticeships have been graded as either Good or Outstanding by Ofsted. 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 employing a 16-21 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: **craven-college.ac.uk/employers/apprenticeships-for-employers**



APPRENTICES - GET HIRED

WHY CHOOSE CRAVEN COLLEGE?

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: **craven-college.ac.uk/apply** 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 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**

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
Building Services & Construction		
Bricklayer	■	
Carpentry & Joinery	■	
Craft Bricklayer	■	
Craft Carpentry & Joinery	■	
Electrical Installation	■	
Painter & Decorator	■	
Plasterer	■	
Plumbing & Domestic Heating	■	
Business & Finance		
Assistant Accountant	■	
Business Administrator	■	■
Customer Service Practitioner	■	■
Customer Service Specialist	■	■
Junior Estate Agent	■	■
Multi-channel Marketer		■
Operational Department Manager		■
Professional Accounting / Taxation Technician	■	
Team Leader/Supervisor	■	■
Childcare		
Early Years Educator	■	■
Early Years Practitioner		■
Teaching Assistant	■	■

APPRENTICESHIP	SKIPTON	SCARBOROUGH
Engineering & Mechanics		
Autocare Technician	■	
Land-based Service Engineer Technician	■	
Motor Vehicle Service Engineering Technician	■	
Farming, Horticulture & Environment		
Assistant Farm Manager	■	
Countryside Worker	■	
Gamekeeper - Countryside Worker	■	
General Farm Worker	■	
Horticulture & Landscape Operative (TBC)	■	
Livestock Unit Technician	■	
Food & Hospitality		
Chef de Partie	■	
Commis Chef	■	
Hospitality Team Member	■	■
Hospitality Supervisor	■	■
IT & Digital Tech		
Digital Support Technician	■	
IT Support Technician (Information Communications Technician)	■	■
Software Development Technician	■	
Personal Care & Wellbeing		
Advanced & Creative Hair Professional	■	
Barbering Professional	■	
Hair Professional	■	

Visit **craven-college.ac.uk** for further information on each Apprenticeship.



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

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SCARBOROUGH APPRENTICESHIP TEAM

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Unlocking potential, changing lives

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