



APPRENTICESHIP PROOFING VACANCIES

TOOLKIT

Background

This toolkit has been designed to be used by employers to help them determine whether or not vacancies that occur within their organisations could be filled by an apprentice.

Its primary use is for those employers that are multi-sited and/or multi departmental where often the decision whether or not to employ an apprentice is taken by a manager who may not have been involved in the original discussion about the Apprenticeship programme. It is sometimes the case that it is at this stage where, through no fault of the relevant manager, the 'good case' for taking on an apprentice is lost, or is not fully understood due to lack of knowledge transfer. Having said this, the toolkit can be used by decision makers in any size employer.

The flow chart seeks to facilitate and ease the questioning process and to provide a way of overcoming barriers to taking an apprentice. At all stages of the process, the employer is prompted to contact the National Apprenticeship Service (NAS) for advice – this has been done to simplify the flow of information and also to ensure that NAS is kept aware of the progress of the employer towards taking on apprentices and will enable NAS to offer support for the process.

Although it asks a number of generic questions which should enable an organisation to determine with some degree of certainty whether an Apprenticeship is the right solution, it will require the organisation to consider other issues outside of this process.

Key to this process is a comprehensive job description and person specification which includes the various duties that the vacancy will encompass. This should also take into consideration the likelihood that an apprentice will bring less experience and lower levels of skill to a job than a fully qualified and experienced individual and what this may mean for the employer.

Methodology

By following the flowchart you should get a better idea of whether or not the vacancy/position is right for an Apprenticeship.

Support

At some points in the flowchart you may need further advice before continuing. The toolkit directs you to contact the National Apprenticeship Service (08000 150 600) for this advice. By contacting the national helpline your query will be directed to a local team and a member of that team will contact you within 48 hours and help answer your questions.

If at any point you are unsure of how to continue—please contact the NAS helpline (08000 150 600) for further information and advice.

There is a glossary of terms used within the flowchart. This can be found at annex A.

Annex A: Glossary of Terms

Apprentice: A person aged 16 and over who is employed and is undertaking learning towards qualifications as part of an Apprenticeship Framework.

ATA – Apprenticeship Training Association: An organisation which employs apprentices and works with companies to place these apprentices in suitable work. ATA's can charge a fee for this service. The benefit for the host company is that they get an apprentice without having to employ them. This arrangement can work well when the company wants an apprentice, but is uncertain if they can provide sustained employment for the full period of the Apprenticeship. In the south west and ATA project is being run by the South West Apprenticeship Company (SWAC). Contact NAS for more details (08000 150 600)

Framework: The Apprenticeship programme is based around frameworks. There are around 190 different frameworks available which cover a wide range of occupations.

These frameworks contain three main elements:

1. **A National Vocational Qualification (NVQ)** which is an assessment based qualification which provides evidence of a learner's competence to undertake a number of tasks which make up a job.
2. **A Technical Certificate** provides the knowledge based element of the framework. Often the Technical Certificate will be delivered at a Training Provider or Further Education College by means of 'day release'. An example of a Technical Certificate could be a BTEC Certificate or Diploma.
3. **Key Skills** (also known as **Functional Skills**) such as Application of number; Communications; and ICT provide learners with the day-to-day skills that they will need to be productive and successful in working life.

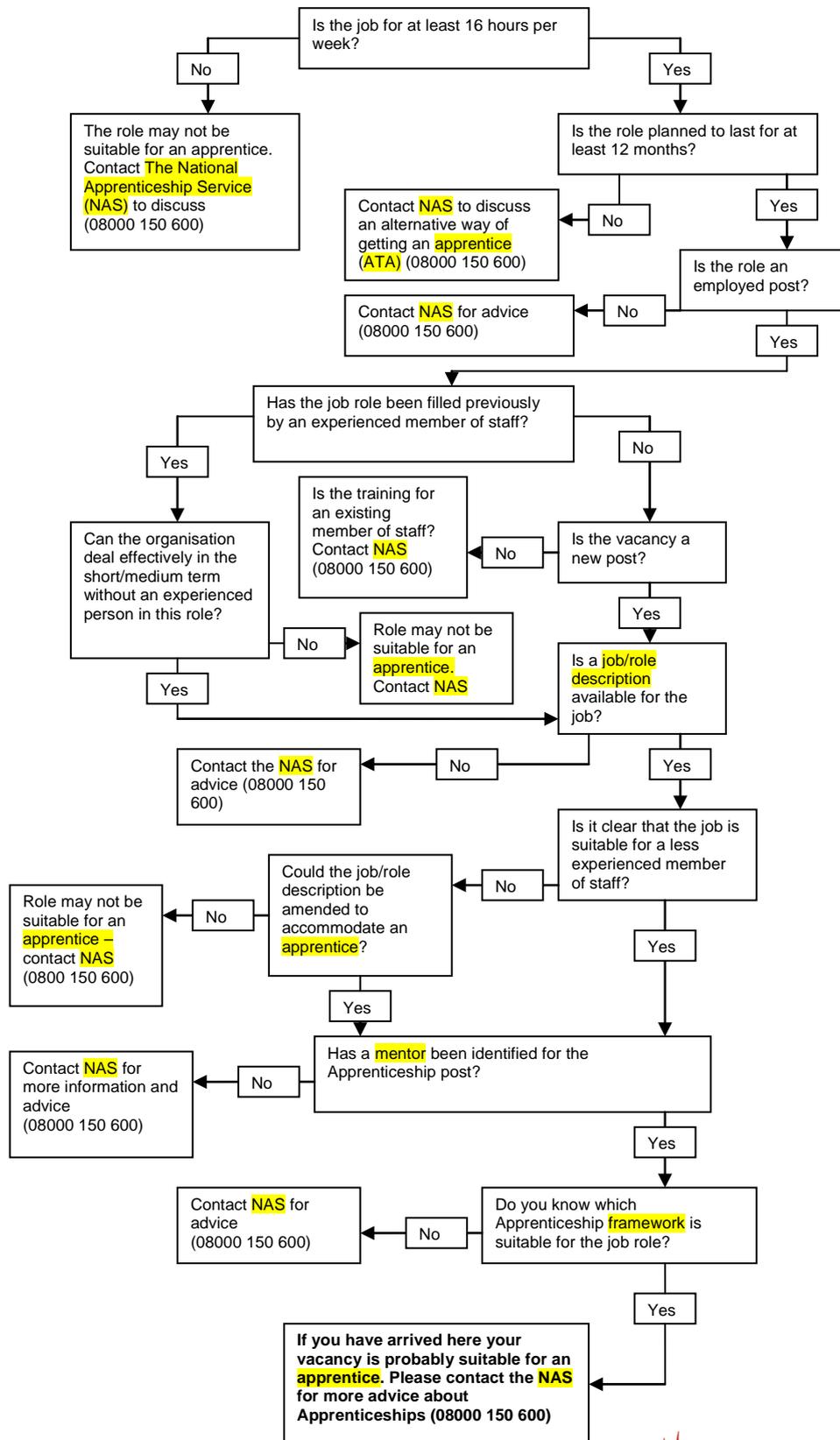
To be successful, an apprentice will need to pass all three elements of the framework.

Job/Role description: A document which sets out the scope of the job/role which the employer is looking to fill. The job/role description will normally include a person specification which sets out the basic characteristics that the employer is looking for in a suitable person. Other elements of the job/role description may include: basic duties, specific skills required (e.g. driving license), hours of work, pay and conditions, training available etc.

Mentor: A person, usually employed by the same employer as the apprentice, who supports and advises the apprentice about work related matters. Some mentors can also provide some of the training support needed by an apprentice. In some cases where there is no suitable mentor working for the employer, a mentor can be provided by an external organisation such as 'horsemouth' (www.horsemouth.co.uk)

National Apprenticeship Service (NAS): Is the Government service which has overall responsibility for the delivery of Apprenticeships in England. NAS provides a consistent, expert service to employers and learners, and through its locally based teams, can supply advice and guidance. Call 08000 150 600 or visit www.apprenticeships.org.uk for more information.

APPRENTICESHIP PROOFING TOOLKIT FLOWCHART



N.B. Terms highlighted in yellow are included in the glossary.

