

**What is an apprenticeship?**

The government defines apprenticeships as a job with training. These work-based training programmes incorporate skills development, technical knowledge and practical experience. An apprentice must be employed in a job role with a productive purpose while being paid for the time spent training or studying.

Apprenticeships are available to both new members of staff and existing employees over the age of 16.

Apprenticeships range from level 2 qualifications, equivalent to GCSEs, to level 7 qualifications, equivalent to a master's degree. Individuals can undertake an apprenticeship at any level (this could be higher, equal, or lower to a qualification they already hold) if it allows them to acquire substantive new skills.

The minimum duration for an apprenticeship is twelve months with the apprentice spending at least six hours a week of their time on off-the-job training (for some roles such as nursing, the requirement may be more). This time is likely to be in a college. Therefore, it is crucial to create a strong working relationship with relevant local further and higher education institutes.