



# Employers' Guide to Apprenticeships



**Prentisiaethau  
Apprenticeships**



Deeside College  
Llysfasi College  
Northop College  
Wrexham Training



# An introduction to Apprenticeships

**Business today has many challenges; new technologies, ageing workforces, global competition and a move from a skills economy towards a knowledge economy.**

For any manager or director identifying ways to help your business grow and develop for the future is key; with tougher competition, economic uncertainty and high customer expectations, the need to continually develop, innovate and sustain your workforce is crucial to on-going success.

The right training solutions can bring many benefits to any organisation. Apprenticeships are established qualifications which will bring value to your business. Apprenticeships are available to both new and existing employees; new staff will gain appropriate skills and existing staff can be re-skilled to meet new challenges.

Taking on an apprentice is about more than giving an opportunity to learn. Motivated and keen apprentices, who are comfortable with new technology, can help make your organisation more productive and competitive by reviving your workforce and directly addressing your skills gaps.



## What are Apprenticeships?

Apprenticeships in Wales are increasingly recognised as the gold standard for work-based training designed around the needs of employers, which lead to nationally recognised qualifications. You can use Apprenticeships to train both new and existing employees.

**Funding is available to train apprentices.**

**There are three levels of apprenticeship for those aged 16 or over:**

- **Level 2** – Foundation Apprenticeships (equivalent to five good GCSE passes)
- **Level 3** – Apprenticeship (equivalent to two A-level passes)
- **Level 4** – Higher Apprenticeships

## What does an Apprenticeship consist of?

All Apprenticeships include on-the-job competence and skills training, together with the underpinning knowledge and essential work skills such as communication, teamwork, literacy, numeracy and IT.

**An Apprenticeship includes the following components:**

- An expected minimum of 30 hours a week paid employment
- A knowledge-based element
- A competence-based element
- Transferable 'essential skills'
- A module on employment rights and responsibilities



## How often will an apprentice need to attend college?

**Attendance is flexible. While working, apprentices may attend college one day or evening a week, or for several weeks as a block release.**

Some apprentices are completely work-based with the apprentice getting support and guidance in the workplace from their assessor.

When this is the case, apprentices need only come to college to take necessary exams or attend specific workshops. Attendance depends on the framework chosen for study. The majority of an apprentice's assessment takes place in the workplace.



## What does an Apprenticeship involve for an employer?

**As an employer an apprenticeship will involve:**

- You offering the apprentice a minimum of 30 hours paid employment per week.
- Allowing the apprentice to attend set training (usually 1 day per week) in college to gain their qualifications.
- The opportunity for the apprentice to undertake certain roles and responsibilities during their work to meet the competencies part of their qualifications.
- Occasional meetings with the apprentice and the work-based training coordinator, who will usually pop in for visits to the workplace during the year to check on progress and for general feedback on the apprentice.
- Support as required for learning 'on-the-job'.
- A safe and healthy work environment, including cooperating with the work-based training coordinator to undertake assessments.



## What are the benefits to your business?

**Apprenticeships help businesses across all sectors by offering a route to harness fresh new talent.**

Apprenticeships which are suitable for current employees of all ages, can ensure that your workforce has the practical skills and qualifications your organisation needs now and in the future.

Over 130,000 companies offer apprentice places because they understand the benefits that apprentices bring to their business – increased productivity, improved competitiveness and a committed and competent work-force.

## Improve your bottom line

Apprenticeships deliver real returns to your bottom line. In a recent survey\*, the majority of employers said that Apprenticeships helped them to improve productivity and to be more competitive. They also said that training apprentices is more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

\*Apprenticeships survey conducted by Populus on behalf of the Learning and Skills Council, February 2009.

## Fill your skills gap

Apprenticeships deliver skills designed around your business needs. They also help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector. Employers said they relied on their Apprenticeship programmes to provide the skilled workers they need for the future\*.

## Motivate your workforce

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an apprentice is with you because they want to be – they have chosen to learn on the job and are committed to a specific career.



## The Facts:

- 77% of employers believe Apprenticeships make them more competitive
- 76% say that Apprenticeships provide higher overall productivity
- 80% feel that Apprenticeships reduce staff turnover
- 83% of employers rely on their Apprenticeships programme to provide the skilled workers they need for the future
- 88% believe that Apprenticeships are more cost-effective than hiring skilled staff.

Source: Populus on behalf of the Learning and Skills Council, February 2009.

## What our customers say...

"Highly trained staff have always been at the top of my priority list and apprenticeship training was for me the best way of achieving this. Apprenticeships allow small businesses to recruit and develop employees, often with funding support from the Welsh Government.

Not only does this allow you to have a big influence on the skills that the trainee develops, meaning that they become tailored to your own business needs, but also that the trainee often stays more loyal to the business."

**Natalie Harper, Owner, Hair Culture**

"We have always supported vocational training because it enables us to develop our employees with the skills set and qualifications needed to match the demands of the business.

We are able to develop our own employees into exactly what we need by harnessing their ideas, enthusiasm and know how. However to offer Apprenticeship training successfully you need a good relationship with your training provider and we have that with our local college, Deeside College."

**Kelly Davies, Deputy Manager, Little Stars Nursery**

## Hair Culture





## Why work with Deeside College?

**Acquire Training, the business arm of Deeside College, is the central point of contact for Apprenticeship training. We pride ourselves on being the premier provider of training to businesses across North Wales.**

We support around 1500 people annually taking advantage of the opportunity to earn while they learn proving that we are the perfect partner for working together to achieve your training needs.

Our expertise and dedication in assisting you to grow your business ensures that your workforce delivers the results you need. With strong business links, we are focused on providing you with a quality service to develop your employees. Acquire Training works closely with employers of all sizes and at all levels in the public, private and voluntary sectors responding to their needs.

Our staff are strongly committed to working effectively and responsively with employers, providing a high level of customer service and fulfilling the future skills needs of the local economy.

We are also able to work with you to create a Bespoke Apprenticeship Package within the framework of accredited/transferable qualifications that will address the needs of your organisation/business.



## Our Apprenticeship service includes:



# Apprenticeships at Deeside College

We currently offer Apprenticeships in the following areas:

Area of study	Level 2	Level 3	Level 4
Advice and Guidance		●	●
Beauty Therapy	●	●	
Business Administration	●	●	
Catering and Hospitality	●	●	
Cleaning	●		
Construction	●	●	
Customer Service	●	●	●
Children's Care, Learning and Development	●	●	
Engineering	●	●	
Fabrication and Welding	●	●	
Food and Drink Manufacture	●	●	
Hairdressing	●	●	
Health and Social Care	●	●	
Heating and Ventilation	●	●	
Horticulture	●	●	
Improving Operational Performance (Manufacturing/Business Improvement Techniques)	●		
Information Technology	●	●	
Land-based Machinery	●	●	
Learning and Development	●	●	
Logistics	●	●	
Motor Vehicle (Light and Heavy Vehicles, Fastfit)	●	●	
Retail	●	●	
Sales	●	●	
Supply Chain	●		
Team Leading and Management	●	●	
Warehousing and Distribution	●		



For more detailed information on these Apprenticeships please visit our website: [www.deeside.ac.uk/employers](http://www.deeside.ac.uk/employers) or call our Apprenticeship Team on 01244 834559.

We are continuously reviewing our provision to meet the needs of our customers so if you can't see the apprenticeships you are looking for please contact us.

## Is an **apprentice** the missing piece from **your business**? Take advantage of financial support available.

The **Young Recruits Programme** is an all Wales, Welsh Government programme that provides financial support to employers offering high quality apprenticeship programmes to recruit and train additional young apprentices (16-24 year olds).



For further details contact the Apprenticeship Team on 01244 834559.  
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