

CCG | Training

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YOUR GUIDE TO AN APPRENTICESHIP

NUMBER ONE FOR APPRENTICESHIP ACHIEVEMENT RATES IN SUSSEX*

**Are you struggling to recruit new talent?
Or perhaps you're searching for ways to
upskill your existing workforce?**

Apprenticeships could be your answer. More than 1,000 employers, from all industries and sizes, choose us to deliver apprenticeships right for their business. Engineering, agriculture, teaching, food – if you can think of it, there's probably an apprenticeship available.

This guide will provide you with an overview of how an apprenticeship works and the diverse range of apprenticeships we offer.

**For more information please call:
01243 812948 for Chichester College
01293 442333 for Crawley College**

*National Achievement Rates Tables 2017/18


What is an apprenticeship?

An apprenticeship is a real job combined with a training programme.

- > Apprenticeships are designed by industry experts
- > They take between one and five years to complete, depending on the level and programme
- > Anyone over the age of 16, not in full-time education and living in England can become an apprentice
- > Apprentices are treated like a regular employee, with a salary and benefits such as holiday and sick leave
- > SMEs and large businesses from all industries can hire an apprentice
- > Financial support is available for qualifying employers



Apprenticeships are the number one choice for employers who want to develop a motivated, skilled and qualified workforce



83%
OF EMPLOYERS
WOULD RECOMMEND
APPRENTICES TO
OTHER BUSINESSES*

*Learners and Apprentices Survey 2018

Who are they for?



New recruits

Recruiting an apprentice is an excellent way to bring new talent into your business. They are becoming a highly valued training route, attracting individuals across a range of ages and backgrounds. As one of the largest apprenticeship training providers in Sussex, we also offer a free recruitment service to help you source and match your business with work-ready candidates specific to your requirements.

Existing staff

Offering an apprenticeship to your existing staff is a great way to invest in their development, improve their knowledge and make them feel valued. You will not need to change their role or salary, as long as it is directly linked to the apprenticeship programme they wish to study.

Managers

Degree apprenticeships – which are equivalent to a Bachelor's or Master's degree – are a fantastic route for professionals to gain qualifications in their industry. We now offer a Chartered Manager Degree Apprenticeship, delivered by Chichester College and validated by The Open University, perfect for new managers looking to develop higher level leadership and management skills. Interested?

Find out more at chichester.ac.uk or email employers@ccgtraining.ac.uk

Benefits of hiring an apprentice

Apprenticeships have moved on from what they used to be and are an exciting option for both the apprentice and employer.

Here are some of the benefits that apprenticeships can contribute to your organisation:

1

Improve productivity

Apprentices can bring enthusiasm, new ideas and a fresh perspective to your business, which can help to boost overall productivity.

2

Reduce costs

You may be eligible for government funding to cover some or all training costs.

3

Invest in the future

Apprenticeships are an excellent way to support succession planning, by training new or existing staff to fill leadership positions in the future.

4

Increase staff retention

Apprentices are likely to feel satisfied and integrated into your business, so are expected to stay with you for longer.

5

Flexible training

Apprenticeships can start throughout the year and can be tailored to specific job roles, making them flexible to the needs of your business.

6

Address skill shortages

Apprenticeships can help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector.

“FROM DAY ONE OUR APPRENTICES ARE LAYING BRICKS AND SETTING UP SITES, DOING THE WORK THAT A QUALIFIED BRICKLAYER WOULD DO”

Master Tradesman at Taylor Wimpey

5 things you should know

1

Apprenticeship standards

Apprenticeship standards outline the skills, knowledge and behaviours your apprentice will need to have learned by the end of their apprenticeship. They are written by a group of employers known as 'trailblazers', academics and industry leaders within relevant sectors.

2

Off-the-job training

Apprentices must have a minimum of 6 hours weekly dedicated learning time. This is time spent by apprentices completing learning and training activities specifically in relation to their apprenticeship qualification. Although the training is referred to as 'Off-the-Job', the majority of this work is likely to be completed on site with the employer.

3

Maths and English

If not already achieved, your apprentice will need to undertake training to meet the minimum GCSE Maths and English entry level requirements for each apprenticeship. This is not part of the 20% off-the-job training.

4

Prior learning

Prior learning assessments check whether the individual has any existing qualifications that can reduce the training an apprentice will need to undertake and therefore reduce the time it will take them to complete the apprenticeship programme.

5

End-point assessment (EPA)

All apprentices will have to complete an EPA at the end of their apprenticeship to demonstrate they can perform tasks confidently and completely to the standard set by the industry.

Funding

The cost of an apprenticeship will vary depending on your business size, the type of apprenticeship and the age of your apprentice.

Every business can be placed into one of three funding models:

Levy Payer

If your annual payroll is £3 million or more...

...you will pay into the apprenticeship levy which can be used to fully fund an apprenticeship

Co-funded

If your annual payroll is less than £3 million or you overspend your levy...

...you will pay up to 5% towards the cost of an apprenticeship and the government will pay 95%

Fully funded

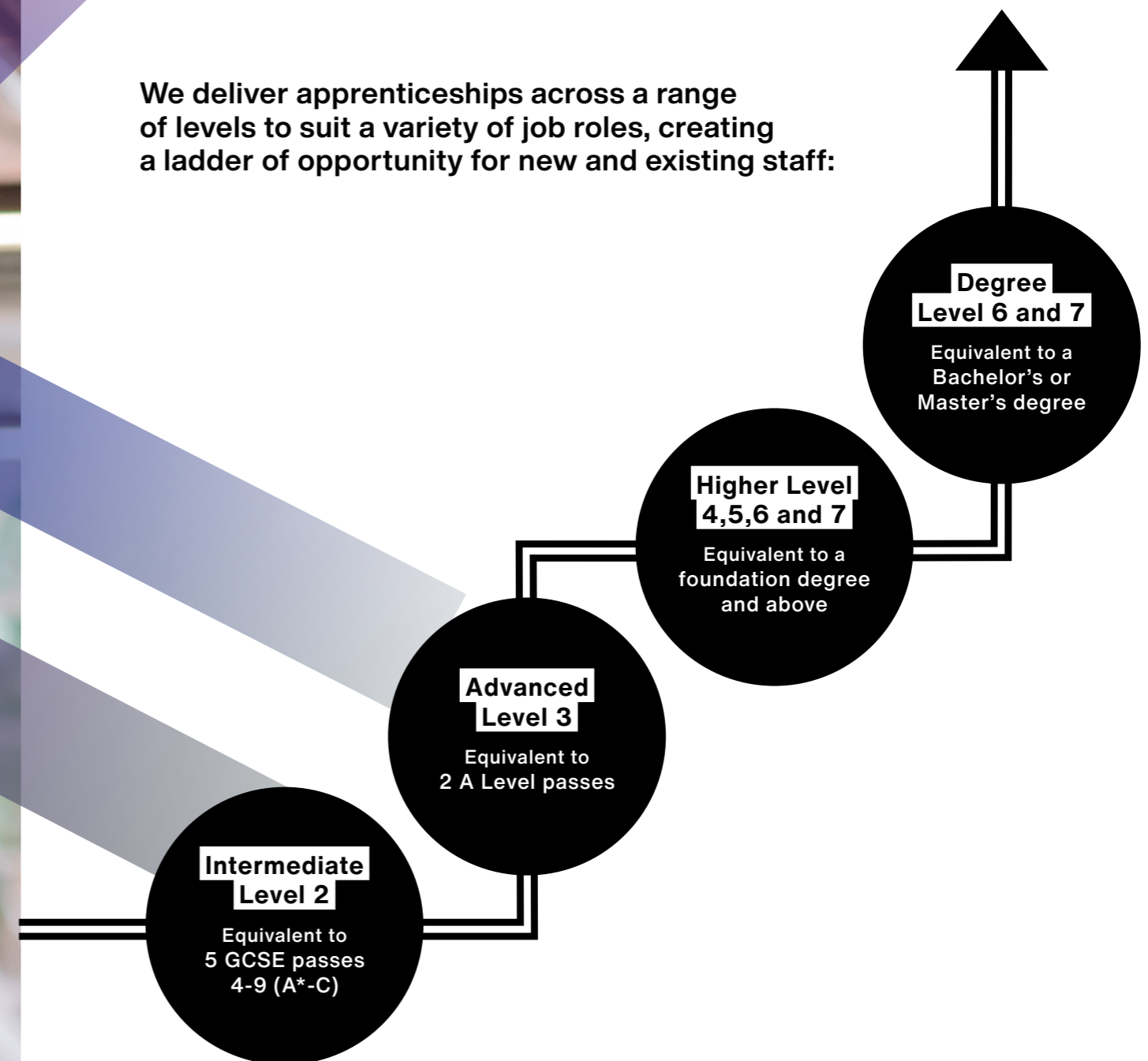
If you employ fewer than 50 staff and your apprentice is aged 16-18 or 19-24 with an EHC plan...

...you will not need to pay towards the cost of an apprenticeship

If your apprentice is aged 16-18 or 19-24 with an EHC plan you will be eligible for a £1,000 government incentive

Apprenticeship levels explained

We deliver apprenticeships across a range of levels to suit a variety of job roles, creating a ladder of opportunity for new and existing staff:



78%
OF EMPLOYERS SAID
APPRENTICESHIPS
IMPROVED
PRODUCTIVITY*

*Apprenticeship Evaluation 2017: Employers

Why partner with us?

We are one of the largest apprenticeship training providers in Sussex, with colleges in Brinsbury, Chichester, Crawley and Worthing.

More than 1,000 employers, from all industries and sizes, choose us as their apprenticeship training provider for the following reasons:

- 1**
Number one apprenticeship achievement rates in Sussex*
- 2**
Flexible and tailored apprenticeship programmes
- 3**
Access to our large talent pool of future apprentices
- 4**
Qualified teaching staff with expert industry knowledge
- 5**
Support and guidance from administrators, account executives and assessors
- 6**
Free recruitment services including advertising, shortlisting and interviewing

*National Achievement Rates Tables 2017/18



“THE APPRENTICE IS AN INTEGRAL PART OF THE DAY TO DAY RUNNING OF THE SALON”

Director of Charter Cutting Company

Our apprenticeships



We deliver high-quality apprenticeships from our Brinsbury, Chichester, Crawley and Worthing campuses – giving you the flexibility to choose the right apprenticeship for your business.

Apprenticeship Level Location

Agriculture, Environmental and Animal Care

Equine Groom	2	●
Horticulture & Landscape Operative	2	●

Business and Administration

Business Administrator	3	● ●
HR Consultant/Partner	5	● ●
HR Support	3	● ●
Operations/ Departmental Manager	5	●
Senior People Professional	7	● ●
Team Leader/ Supervisor	3	●

Care Services

Children, Young People and Families Practitioner (Residential Childcare)	4	● ●
Children, Young People and Families Manager	5	●

Catering and Hospitality

Commis Chef	2	● ●
Production Chef	2	● ●

Location Key

● Brinsbury College	● Crawley College
● Chichester College	● Worthing College

Apprenticeship Level Location

Construction

Advanced Carpentry & Joinery	3	● ●
Bricklayer	2	● ●
Building Services Engineering Technician	4	●
Carpentry & Joinery	2	● ●
Construction Quantity Surveying Technician	4	●
Construction Site Supervisor	4	●
Fire Emergency & Security Systems Technician	3	●
Gas Engineering Operative	3	●
Installation Electrician/ Maintenance Electrician	3	● ●
Plumbing & Domestic Heating Technician	3	● ●
Property Maintenance Operative	2	●
Town Planning Assistant	4	●

Creative and Design

Bespoke Furniture Maker	3	●
Creative Industries Production Manager	7	●
Creative Venue Technician	3	●
Cultural Learning & Participation Officer	3	●
Sewing Machinist	2	●

Apprenticeship Level Location

Digital

Cyber Security Technician	3	●
Cyber Security Technologist	4	●
Data Analyst	4	●
Digital Support Technician	3	● ●
Data Technician	3	●

Education and Childcare

Assessor/Coach	4	●
Early Years Educator	3	●
Early Years Lead Practitioner	5	●
Early Years Practitioner	2	●
Learning & Skills Teacher	5	● ●
Learning Mentor	3	●
Teaching Assistant	3	● ●

Engineering and Manufacturing

Advanced Upholster	3	●
Autocare Technician	2	● ●
Composites Technician	3	●
Engineering Manufacturing Technician	4	●
Engineering Operative	2	● ●
Engineering Technician	3	● ●
Furniture Manufacturer	2	●
General Welder (ARC Processes)	2	● ●
Lean Manufacturing Operative	2	●
Maintenance & Operations Engineering Technician	3	●
Motor Vehicle Service & Maintenance Technician (Light Vehicle)	3	● ●
Plate Welder	3	● ●

Hair and Beauty

Advanced Beauty Therapist	3	●
Advanced & Creative Hair Professional	3	●
Beauty Therapist	2	●
Hair Professional	2	● ●

Apprenticeship Level Location

Health and Science

Ambulance Support Worker (Emergency) Urgent and Non-Urgent	3	●
Associate Ambulance Practitioner	4	●
Dental Nurse	3	●
Healthcare Support Worker	2	●
Personal Trainer	3	●
Senior Healthcare Support Worker	3	●

Legal, Finance and Accounting

Accounts/Finance Assistant	2	● ●
Accountancy/ Taxation Professional	7	●
Assistant Accountant	3	● ●
Professional Accounting Taxation Technician	4	● ●
Workplace Pensions (Administrator or Consultant)	3	●

Sales, Marketing and Procurement

Commercial Procurement & Supply	4	●
Customer Service Practitioner	2	● ●
Customer Service Specialist	3	●
Marketing Assistant	3	●
Marketing Executive	4	●
Procurement & Supply Assistant	2	●
Sales Executive	4	●

Transport and Logistics

Supply Chain Warehouse Operative	2	●
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What else do we offer?



For more information on training or hiring a venue, please contact us on train@ccgtraining.ac.uk or venues@ccgtraining.ac.uk

If you have staff who want to develop their skills or gain nationally recognised qualifications, we offer lots of training courses that could help them.

Short Courses

Short courses are useful for continuing professional development, refreshing your knowledge, or exploring a new area of interest. We offer flexible short courses in areas such as Leadership and Management, Business, Trades and Construction, IT and Health and Safety.

Professional Qualifications

You can choose to study an accredited course at one of our colleges to boost your specialist skills. We deliver courses developed by the Chartered Institute of Personnel and Development (CIPD), Association of Accounting Technicians (AAT), Chartered Institute of Marketing (CIM) and many more.

Bespoke Training

Working closely in partnership with you, we can design and deliver an entirely new course tailored to your specific business needs and goals.

Venues

We offer an exciting choice of venues and state-of-the-art facilities to hire across Sussex. Whether you are looking to host a conference in the historic cathedral city of Chichester, a meeting close to Gatwick Airport or team activities in the beautiful Sussex countryside – we can provide a great venue for you.

● Crawley College

● Brinsbury College

● Haywards Heath College

● Chichester College

● Worthing College

Brighton

Portsmouth

“YOU CAN TAILOR AN APPRENTICE’S SKILLSET TO MEET THE NEEDS OF YOUR COMPANY”

What our customers say...

“APPRENTICES ARE A HUGE BENEFIT TO THE ORGANISATION”

Boeing UK

“WE WERE ASSISTED GREATLY BY THE CHICHESTER COLLEGE GROUP IN SOURCING APPRENTICES”

Hilton London Gatwick Airport

“APPRENTICES ARE A VITAL PART OF RECRUITING AND DEVELOPING OUR STAFF”

Portsmouth Hospitals NHS Trust

Your next steps

1

Talk to us

Our apprenticeship experts can help you choose the best options for your business and give you all the information you need.

Chichester/Brinsbury College - 01243 812948

Crawley College - 01293 442333

Worthing College - 01903 275723

2

Get started

We will help you to find the best apprentice for your business and assist with recruitment, including writing job descriptions, advertising, candidate matching and interviewing.

3

Congratulations, you've got an apprentice!

Useful links

Apprenticeship

- > [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)
- > [gov.uk/take-on-an-apprentice](https://www.gov.uk/take-on-an-apprentice)

Apprenticeship standards

- > [instituteforapprenticeships.org](https://www.instituteforapprenticeships.org)

Funding

- > [gov.uk/government/publications/apprenticeship-funding](https://www.gov.uk/government/publications/apprenticeship-funding)
- > [apprenticeships.gov.uk/employer/how-much-is-it-going-to-cost](https://www.apprenticeships.gov.uk/employer/how-much-is-it-going-to-cost)

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