

APPRENTICESHIP PROGRAMMES

EMPLOYER GUIDE



Welcome

There has never been a better time to recruit an apprentice for your business through South Staffordshire College.

South Staffordshire College is the largest college within the Staffordshire region with 5 colleges based in Tamworth, Lichfield, Cannock and Rodbaston in Penkridge. You can either recruit your own member of staff, train an existing member of staff, or choose from our excellent pool of newly qualified learners to help fill your vacancies. We also offer a **FREE** recruitment service from our highly experienced sales team should you wish to advertise your vacancy through the National Apprenticeship Service (NAS). South Staffordshire College was recognised as the Best Further Education College for Apprenticeship Training at The School Leaver Awards 2020 so you know your training is in safe hands.

What is an apprenticeship?

An apprenticeship is a development programme that combines employment and training in a specific skill or discipline. On completion of a programme the apprentice is awarded an Apprenticeship Certificate. Apprenticeships are suitable for anyone above the age of 16, who is seeking to develop a new skill set whilst in employment and are available in most sectors and occupations.

How does an apprenticeship work?

Apprentices are employed to do a real job while studying for a formal qualification, usually for one day a week either at college or within your workplace. By the end of the apprenticeship, they will have gained the skills and knowledge needed to either succeed in their chosen career or progress onto the next apprenticeship level.

Even if qualifications are not part of the standard, our business development associates will discuss any skills you wish the apprentice to develop as part of the commitment statement with you.

All apprentices will need to participate in English and maths development and achieve up to Level 2 Functional Skills depending on the level of apprenticeship.

Apprentices are required to spend a minimum of 20% of their paid time in off-the-job training, which is defined as learning undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. We will work with the apprentice and the workplace mentor to define what is acceptable as off-the-job training.



“It’s local to my house, the facilities are good and its a good place to start your career’.

Edward – Adult Engineering Apprentice

Apprenticeships we offer:

	Lichfield College	Tamworth College	Rodbaston College	Cannock College	Workplace learning
Business	Accounting	●	●		
	Business Administration				●
	Business Improvement Techniques				●
	Customer Service				●
	Leadership & Management				●
Engineering & Motor Vehicle	Electrical Installation		●		●
	Electrical Maintenance		●		●
	Engineering		●		●
	Motor Vehicle		●	●	
	Powered Pedestrian Door Installer		●		
Construction & Trades	Bricklaying		●	●	
	Carpentry & Joinery		●	●	
	Gas Engineering Operative			●	
	Plumbing			●	
	Site Supervisors		●		
Landbased	Agriculture (Stock person)			●	
	Animal Care			●	
	Business Admin for Veterinary Practices				●
	Green Keeping			●	
	Horticulture			●	
	Landbased Engineering			●	
	Sports Turf			●	
	Veterinary Care			●	
	Veterinary Nursing			●	
Retail & Commercial Enterprise	Barbering		●		
	Hairdressing		●		
	Hospitality & Catering		●		
	Logistics & Warehousing				●
Care & Leisure	Community Sports & Health Officer				●
	Early Years		●		●
	Adult Care & Health Care Support Worker				●
	Teaching & Learning Assistants		●		●
Digital & IT	Cyber Security Technician		●		
	Digital Marketeer		●		
	IT Software Development Technician		●		
	IT Infrastructure Technician		●		
	Software Developer		●		

Benefits to taking on an apprentice



Increased Productivity
Employing an apprentice is a highly cost-effective way to increase your workforce.



Aid Staff Retention
Apprentices will often choose to stay with employers after their course finishes.



New Ideas
Apprentices bring fresh ideas and innovation to your company.



Use your levy
Don't lose out on your levy contribution – train existing staff or new ones.



Award winner!
Best Further Education college for apprenticeship training in The School Leavers Awards 2020.



Incentives
There are government incentives to hiring a new apprentice. One of our sales team can advise you on this or please visit: www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice

Application Process:



Apply direct:



For more information visit: southstaffs.ac.uk/employers



For more information or to apply please email: apprenticeships@southstaffs.ac.uk



To discuss this further with our team or to apply over the phone, please call: **0300 456 2424 (option 2)**