



A Quick guide to apprenticeships

As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Apprentices receive training to work towards nationally recognised qualifications. Anyone living in England, over 16 and not in full-time education can apply.

Focus Training visits apprentices in the workplace and ensures that they receive one to one tuition to enable them to complete the Apprenticeship Framework.

This consists of:

The Competence element which was called an NVQ and is now made up of units from the QCF which is a personalised learning programme that enables the achievement of credits and qualifications and supports progression

The Technical Certificate which is the knowledge behind the vocational area and is taken as a test – this happens once the apprentice has had training with their Focus Training Consultant

Employer Rights and Responsibilities to help apprentices to understand their rights as an employee

Apprenticeships can take up to 12 months for a level 2 framework completion.

The minimum salary is £95 a week; however, many apprentices earn significantly more.

Apprentices are visited at least 3-4 weekly by their training consultant who works with them to complete their individual learning plan.

Apprentices complete their qualification via ENVQ they also have access to online resources via our virtual learning environment (Moodle).

They are able to email and text their training consultant at any time to discuss any part of their course.

Apprentices are reviewed every 8 weeks with their training consultant and employer a copy of every visit record is given to them so that they know exactly where they are in their framework and what they need to do for the next visit.

Apprentices are able to attend extra short course training in Health and Safety and Food Safety to gain further qualifications that help them become a more valuable employee.

Key benefits:

- earn a salary
- get paid holidays
- receive training
- gain qualifications
- Learn job-specific skills.

If you have any further questions or queries please feel free to contact Jackie Lowrie at Focus Training on 01752 348980 or jackie@focus4training.co.uk



Useful links

Apprenticeship vacancies

The one-stop place for searching and applying for Apprenticeship vacancies.

Apprentice mentoring

If the apprentice would talk to someone who has 'been there and done that'.

Local 14-19 Prospectus

Search for qualifications and courses in their area.

Connexions

For those who are between 13-19 years-old and would like career advice.

Next Step Careers Service

For those aged 20+ (or 18-19 if they've been referred by Jobcentre Plus)

The Careers Advice Service

For those aged 19+ and would like help planning their future career contact

TUC - Worksmart

To find out more about their rights as an apprentice or if they would like to join a union. There is also [downloadable guide here](#).