WHAT IS AN APPRENTICESHIP?

Supports Full or Part Time Employment

Develop New Key Job Skills and Attributes

Nationally Recognised Qualifications

Various Different Delivery Models

Support Career Progression

20% off the Job Training
OUR STATISTICS

West Suffolk College has over 1700 Apprentices working in over 950 Employers.

Our overall success rates are 74% which means we well above the national average of 64.7%.

In 2018/19 we started over 1000 Apprentices with local employers in all different occupational areas.
APPRENTICESHIP PROGRAMMES

Our Apprenticeships range from Level 2 (Intermediate) - Level 6 (Degree)

- Accounting
- Barbering
- Beauty
- Bricklaying
- Business Administration
- Carpentry
- Childcare
- Commis Chef
- Construction

- Customer Service
- Dental Nurse
- Electrical
- Electronic Engineer
- Fabrication & Welding
- Hairdressing
- Health Care
- Hospitality
- Operations Management

- Painting & Decorating
- Pharmacy Assistant
- Plumbing
- Project Management
- Mechanical Engineer
- Motor Vehicle
- Science Technician
- Teaching Assistant
- Team Leader

FIRE IT UP
Apprenticeships
APPRENTICESHIP CHANGES

Apprenticeships have changed both in the way they are structured and also the way they are funded.

Apprenticeship Standards

- Scoped by Employers
- Newly developed Apprenticeship Standards
- Designed with Knowledge, Skills, Behaviours and Attitudes
- Intermediates to Degree level Apprenticeships
- Assessed by End Point Assessments (see next slide)
END POINT ASSESSMENT (EPA)

EPA is used to assess Apprentices on an Apprenticeship Standard.

They are independently assessed by an End Point Assessment Organisation (EPAO)

Each Standard will contain different requirements such as: Practical Assessment, Written Assignment, Multi-Choice Exam, Portfolio of Evidence, Portfolio Interview.

Distinction, Pass or Fail will be the grading mark.
APPRENTICESHIP PROGRAMMES

Business Administrator Level 3

Up to 18 months in duration, 1:1 support from a dedicated Programme Tutor every 4-6 weeks, relevant group sessions every other month, OneFile e-portfolio (resource library, upload work, track 20%).

Mandatory Parts

- Lead a team (part of the improvement project)
- Lead on a project from start to finish
- Demonstrate ability to coach and develop others
- Be able to manage a small budget
APPRENTICESHIP PROGRAMMES

Customer Service Level 2

12-15 months in duration, 1:1 support from a dedicated Programme Tutor every 4-6 weeks, relevant group sessions every other month (if cohort numbers in place), OneFile e-portfolio (resource library, upload work, track 20%).

Mandatory Parts
- Understand the organisation
- Work with front facing team
- Demonstrate ability to deal with customers effectively
- Understand company polices and process for customer service
APPRENTICESHIP PROGRAMMES

Customer Service Level 3

18-20 months in duration, 1:1 support from a dedicated Programme Tutor every 4-6 weeks, relevant group sessions every other month (if cohort numbers in place), OneFile e-portfolio (resource library, upload work, track 20%).

Mandatory Parts
• Leading a team and dealing with complex customer complaints
• Expert on products or services offered by organisation
• Clearly understand and impact the customer journey
• Monitor and input into the polices and processes of the organisation
APPRENTICESHIP PROGRAMMES

Team Leader Level 3

Up to 18 months in duration, 1:1 support from a dedicated Programme Tutor every 4-6 weeks, relevant group sessions every other month, OneFile e-portfolio (resource library, upload work, track 20%).

Mandatory Parts
• Lead and Manage a team of people of at least 2 people
• Be able to manage a small improvement project
• Lead a team throughout an appraisal process/personal development from start to finish
• Be able to manage a small budget
APPRENTICESHIP PROGRAMMES

Manager Level 5

Up to 36 months in duration, 1:1 support from a dedicated Programme Tutor every 4-6 weeks, relevant group sessions every other month, OneFile e-portfolio (resource library, upload work, track 20%).

Mandatory Parts
• Need to be able to manage teams and be able to control a budget (this will need to be demonstrated for End Point Assessment as part of the EPA project)
• Understand and have influence in policies and processes
• Coach and mentor team members or other staff
• Manage or have exposure to projects
Contact the Apprenticeship Team
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