



FIRE IT UP



Apprenticeships



Supports Full or Part
Time Employment

Develop New Key
Job Skills and Attributes

Nationally Recognised
Qualifications

WHAT IS AN APPRENTICESHIP?

Various Different
Delivery Models

Supports Career
Progression

20% off the Job
Training

English & Maths
Support

OUR STATISTICS

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

Our overall success rates are 74% which is approximately 10% above national average.

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
Hospitality
Human Resource
Operations Management

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

APPRENTICESHIP CHANGES

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

Apprenticeship Standards

- Scoped and designed by Employers
- Newly developed Apprenticeships
- Designed to include Knowledge, Skills and Behaviours
- Intermediates to Degree level Apprenticeships
- Assessed by End Point Assessments (EPA).

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.

HR APPRENTICESHIPS

Our HR Apprenticeships are delivered with support from ICS Learn who are a renowned online specialist in CIPD delivery.

The **Level 3** is designed for those handling day to day queries and providing HR advice ranging from recruitment through to retirement.

The **Level 5** is designed for those providing human resources (HR) expertise within a company or organisation at senior or manager level.

HR APPRENTICESHIPS

Level 3

Applicants will be working as part of the HR function delivering front line support to managers and employees. Your role is likely to include

- Handling day to day queries and providing HR advice
- Working to a range of HR processes
- Using HR systems to keep records
- Providing relevant HR information to managers or staff

HR APPRENTICESHIPS

Level 5

Applicants will be in a manager or senior manager role and will use their HR expertise to provide and lead the delivery of HR solutions to business challenges.

They could be in a generalist role, where they provide support across a range of HR areas - likely to be the Core HR option; or a specialist role, where they focus on and have in depth expertise in a specific area of HR - likely to be Resourcing, Total Reward, Organisation Development, or HR Operations.

HR APPRENTICESHIPS

Depending on the level and your previous experience
the Apprenticeship will take between 18 to 36
Months to Complete

We have an Online CIPD option available for both
levels (Level 5 is mandatory)

You will have 1:1 Workplace Visits

Also attend Workshops 3 Monthly

Contact the Apprenticeship Team
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