

# South Downs College Apprenticeships

Working with Employers to deliver education and training

## Improving Operational Performance



**Apprenticeship training is fully funded by the Skills Funding Agency for young people aged 16-18 years. If the Apprentice is 19 or over, a contribution from the Employer will be required.**

### **What is an apprentice?**

An apprentice is a trainee. They can be a new or existing paid employee whom you assist through a training programme. The training provides apprentices with up-to-date skills to enhance your business and further their professional knowledge. It is a system of training the next generation of employees.

Skills shortages are still one of the largest threats to UK businesses. Apprenticeships can help businesses across all industries by offering a route to harness fresh talent.

### **How does it all work?**

Training, monitoring and assessments are conducted mainly in the workplace. However one day per week is usually spent at college.

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## The Apprentice will learn

Skills in the workplace	=	NVQ Level 2
To develop numeracy and literacy skills	=	Key Skills qualifications
Theoretical knowledge	=	Technical Certificate
Rights and Responsibilities	=	Employment Rights and Responsibilities Certificate

## As an employer you are required to:

- give apprentices an induction into the role and participate in their training
- agree and sign a training programme for the apprentice with the College
- ensure a healthy and safe work environment
- give tasks and responsibilities so the apprentice can achieve a qualification
- provide supervision and mentoring in the workplace
- have a contract of employment with the apprentice subject to normal employment terms and conditions
- pay a minimum wage to the apprentice
- enable assessors opportunities to undertake work based assessments
- liaise with College staff in supporting all aspects of the training



"It's brilliant being able to put into practice what I learnt in the first year at South Downs and I am looking forward to developing into a fully qualified Maintenance & Service Engineer" **Ethan, Engineering Apprentice**

## What people are saying:

"Our current team of nine apprentices are motivated and enthusiastic. Their training programme means they add value very quickly and our investment in them has paid dividends for the business. Although managing nine apprentices in the workplace can be challenging, watching their growth and development is very rewarding" **Harwin PLC, Portsmouth**

## How to get started:

If you require further information or would like to discuss your training needs, please contact:  
The Business Training Unit on **023 9279 4661** or email **apprenticeships@southdowns.ac.uk**

More information on Apprenticeships is available on **www.apprenticeships.org.uk** or by phoning the National Apprenticeship Helpline on **0800 015 0400**



South Downs College

College Road, Waterlooville, Hampshire, PO7 8AA

Telephone: 023 9279 7979 Minicom: 023 9278 2214 Facsimile: 023 9279 7940

Web: [www.southdowns.ac.uk](http://www.southdowns.ac.uk) Email: [college@southdowns.ac.uk](mailto:college@southdowns.ac.uk)

Acting Principal: John Manterfield BA PhD

"an outstanding college" Ofsted Inspection

The South Downs College has charitable status for the provision of Education and Training

