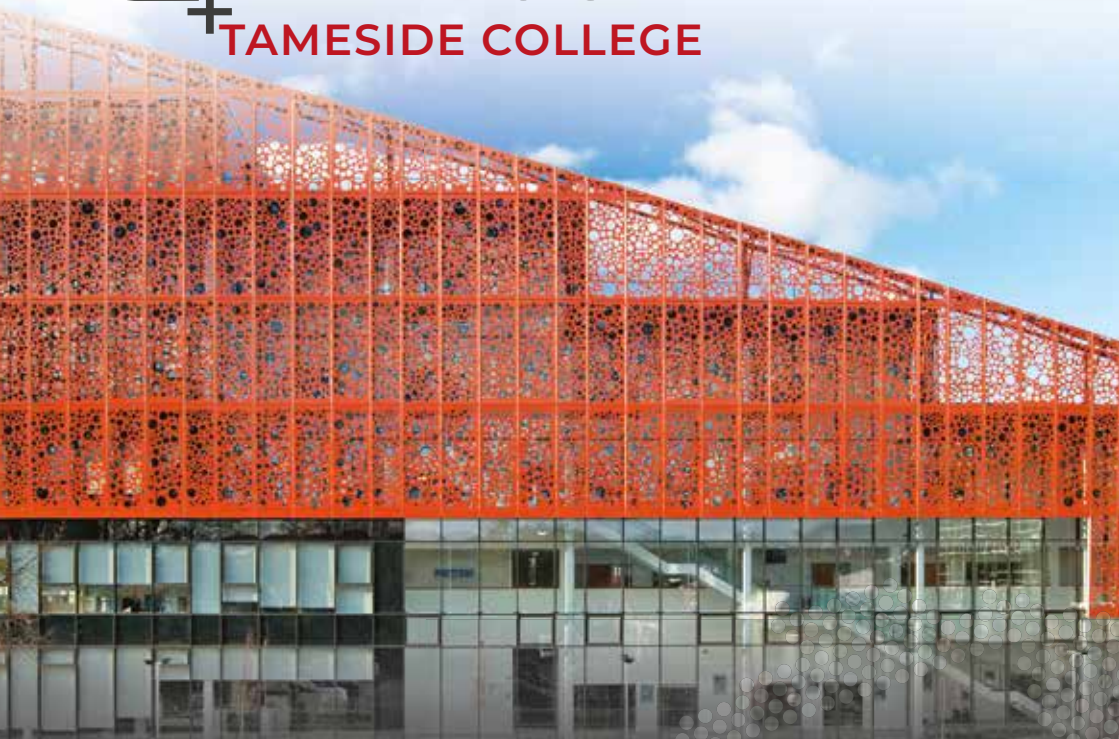




**APPRENTICESHIP**  
**TAMESIDE COLLEGE**



# Apprenticeship Employer Guide

# #ICanBe...



Tameside  
College



[www.tameside.ac.uk](http://www.tameside.ac.uk)  
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# Welcome to Tameside College Apprenticeships.

**This guide aims to provide you with information about becoming an employer of Tameside College apprentices.**

Tameside College offers a wide range of apprenticeship programmes to support your business.

Working together we can ensure that the young people in our community are trained to the required technical skills level required by industry.

**For more information visit:  
[www.tameside.ac.uk](http://www.tameside.ac.uk)**

# Welcome



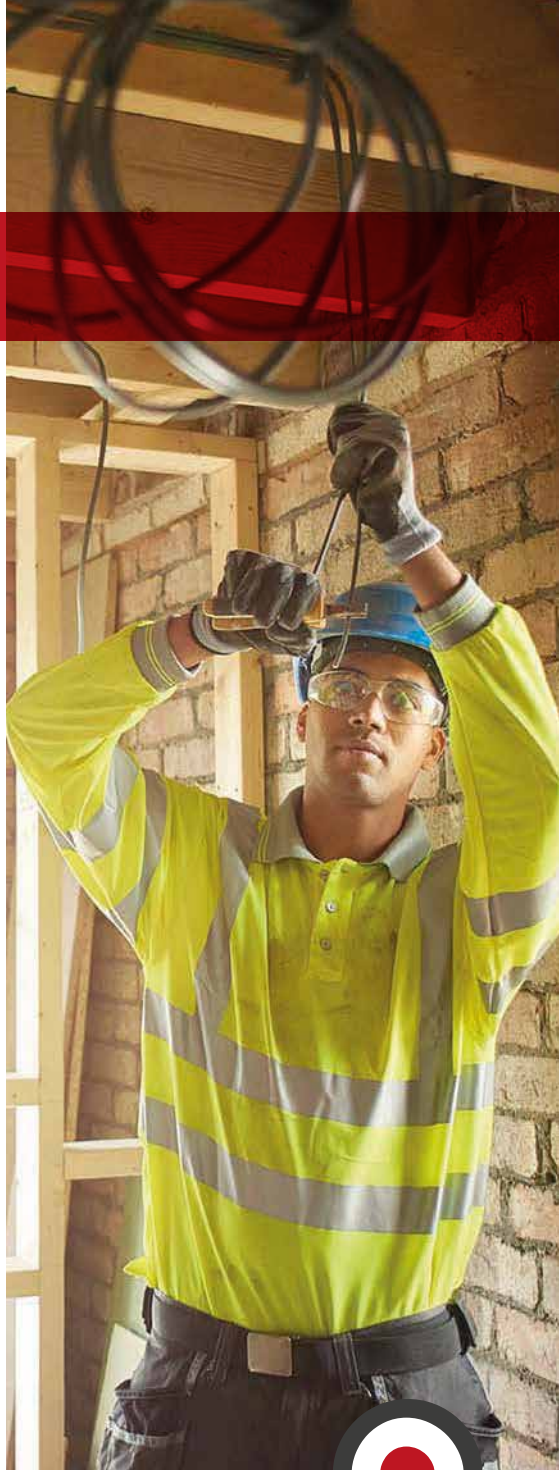
## About Apprenticeships

**Apprenticeships are work-based training programmes designed around the needs of employers and can lead to nationally recognised qualifications. An apprentice can bring many benefits to your business.**

Apprenticeships are a flexible training option and give you the power to shape the training your apprentices receive and to play an active role in making sure the skills they acquire complement your existing workforce and meet the needs of your business.

Eager, motivated and loyal to the company that invests in them, apprentices boost productivity and are cost effective. Apprenticeships are suitable for people of all ages, from school leavers to existing employees looking to upskill.

Apprentices generally spend four days a week working and one-day learning at college. With a proven track record, a high number of the college's apprentices are offered permanent positions at the end of their training programme.





## Levels of study



**5 GCSE passes at grades 9 – 4 (A\* - C)**



**2 A level passes**



**Foundation degree and above**



# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>HAIR</b>			
<b>Hairdressing</b>	Level 2	2 – 3 years	You will be employed as a trainee hairdresser, where you will learn a range of skills to support you in the industry. Your training will include hands-on experience in shampooing, styling, cutting, colouring and dressing hair.
<b>CONSTRUCTION</b>			
<b>Architectural Joinery (Bench)</b>	Level 2&3	2 years	As an apprentice joiner, where you will learn a range of skills to support you in the industry. Gain hands-on experience of using machinery such as circular saws after precisely marking out materials leading to the manufacture bench joinery products.
<b>Furniture Manufacturer / Installer</b>	Level 2	2 years	You will be employed as a trainee furniture manufacturer, where you will learn a range of skills to support you in the industry. Gain hands-on experience of working within a commercial or home environment. Learn skills in installing fitted kitchens, bathrooms or bedrooms.
<b>Painting and Decorating</b>	Level 2	3 years	Working as an apprentice on the new Standard qualification, you will learn a range of skills to support you in the industry. Gain hands-on experience of hanging wall coverings, decorative techniques, applying metal leaf, painting and how to install coving and artex.
<b>Plumbing and Domestic Heating</b>	Level 3	4 years	You will be employed as a trainee plumbing and domestic heating technician, where you will learn a range of skills to support you in the industry. You will learn how to install and maintain plumbing systems whilst gaining hands-on experience, working alongside professionals.
<b>Site Carpentry</b>	Level 2&3	2 years	You will be employed as a trainee site carpenter, where you will learn a range of skills to support you in the construction industry. Gain hands-on experience of the growing construction trade by developing skills in joinery construction for buildings and other structures.
<b>Bricklayer</b>	Level 2	2 and a half years	As an apprentice bricklayer, you will learn a range of skills to support you in the industry. You will learn how to build cavity walls, solid walls and blockwork walls whilst gaining hands-on experience, working alongside professionals.
<b>Property Maintenance Operative (PMO)</b>	Level 2	1 and a 1/4 years	You will be employed within a construction related environment where you will learn a range of skills to support you in industry. Gain hands on experience including carrying out repairs to the fabric of a building, for example repairs to walls, doors, door frames, skirting boards or plaster damage to internal walls; understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains; understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety other tools used in plumbing and carpentry

# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>ELECTRICAL/ENGINEERING</b>			
Electrical Installation	Level 3	4 years	You will be employed as a trainee electrician, where you will learn a range of skills to support you in the industry. You will cover a variety of installation and maintenance tasks such as preparation of and installation of wiring systems and electrical equipment in buildings, structures and the environment.
<b>ENGINEERING</b>			
Engineering Technician	Level 3	4 years	As an engineering apprentice you will learn a range of skills to support you in the industry. Gain hands-on experience in areas such as electrical and electronic principles, engineering operations and systems, whilst working alongside professionals.
<b>FOOD AND HOSPITALITY</b>			
Baking Industry Skills	Level 2	1 and a half years	You will be employed as a trainee baker, where you will learn a range of skills to support you in the industry. You will learn how to make bread and confectionery, using a variety of methods, materials and machinery, whilst gaining hands-on experience alongside professionals.
Professional Cookery	Level 2	1 year	You will be employed as a trainee chef, where you will learn a range of skills to support you in the industry. Whilst working alongside professionals, you will develop skills in preparing and cooking various dishes. To support your work you will learn how to visually present food.
<b>HEALTH AND SOCIAL CARE / CHILD CARE</b>			
Early Years Practitioner	Level 2	1 year	You will be employed as a trainee child practitioner, where you will learn a range of skills to support you in the industry. You will cover a variety of skills in child development, communication, personal care and personal development for children, whilst working in a setting.
Early Years Educator	Level 3	2 years	You will be employed as a trainee early years teacher, where you will learn a range of skills to support you in the industry. You will cover a variety of tasks that will support the physical care routine and development of early years' children, whilst ensuring safeguarding is maintained.
Dental Nursing	Level 3	1 and a half years	You will be employed as a trainee dental nurse, where you will learn a range of skills to support you in the industry. Gain hands-on experience of dental hygiene, treatment planning, first aid, infection control and learn how to carry out oral assessments.



# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>HEALTH AND SOCIAL CARE / CHILD CARE (CONTINUED)</b>			
Adult Care Worker	Level 2	1 year	You will be employed within a Social Care environment where you will learn a range of skills to support you in industry. Gain hands on experience of promoting health and wellbeing, Safeguarding, treating people with respect and dignity
Lead Adult Care Worker	Level 3	1 and a half years	Further developing your skills within a Social Care environment, you will continue to learn and enhance a range of skills to support you in industry. These will include the monitor, plan and review of Care Plans in response to the changing needs of individuals; lead and support others to ensure compliance with regulations and organisational policies and procedures
<b>MOTOR VEHICLE</b>			
Service and Maintenance Technician (Light Vehicle)	Level 3	3 years	You will be employed as a trainee Motor Vehicle Service and Maintenance Technician, where you will learn a range of skills to support you in the industry. Gain hands-on experience of servicing, testing and identifying faults, engine management and vehicle electrics.
Accident Repair Technician	Level 3	2 years	You will be employed as a trainee Accident Repair Technician where you will learn a range of skills to support you in industry. Gain hands on experience of body alignment, primer and top coat application, removal & refitting of body panels.
Vehicle Damage Paint Technician	Level 3	3 years	You will be employed within an automotive environment where you will learn a range of skills to support you in industry. Gain hands on experience of job preparation prior to commencing repair e.g. substrate surface preparation, paint volume calculation; using refinishing materials following paint manufacturers' specifications to reinstate the vehicle finish back to high quality
Vehicle Damage Panel Technician	Level 3	3 years	You will be employed within an automotive environment where you will learn a range of skills to support you in industry. Gain hands on experience of job preparation prior to commencing repair e.g. undertake appropriate job preparation prior to commencing repair, including safety precautions, panel preparation and body measurements; identify and operate the correct repair tools, equipment and devices used in the process, panel pulling systems, jig and alignment tools, spot welders, brazing tools





# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>OFFICE SKILLS</b>			
<b>Accounts Assistant</b>	Level 2	1 year	You will be employed within the business maintaining an efficient and accurate finance function with a business.
<b>Assistant Accountant</b>	Level 3	1 and a half / 2 years	You will be employed as an accounting assistant, where you will learn a range of skills to help you succeed in the industry. Working in the financial department of an organisation, you will gain hands-on experience in financial administration and bookkeeping whilst adhering to legal standards.
<b>Business Administration</b>	Level 3	1 and a half years	You will be employed as a trainee business administrator, where you will learn a range of skills to help you succeed in the industry. Working within varied organisations, you will gain hands-on experience in communication, information systems, note taking in meetings, administering files as well as a whole range of other tasks.
<b>Team Leading</b>	Level 3	1 year	You will be employed within the business in a Team Leader / Supervisory position, or transitioning into the role. The course will consolidate your skills and experience, develop skills in decision making, operational management, awareness and management of Self, communication skills, building relationships and leading and managing people.
<b>Customer Service Practitioner</b>	Level 2	1 year	Working within a range of varied organisations, you will be employed with a customer service role where you will gain & develop your skills in communication, product knowledge, team working, systems and resources
<b>Customer Service Specialist</b>	Level 3	1 and a 1/4 years	Working within a range of varied organisations, you will be employed with a customer service role where you will further develop your skills in areas including business and customer knowledge & understanding; developing self-ownership/responsibility; business focused service delivery.



## 20% off the job training

**The Education Skills Funding Agency (ESFA) has defined off-the-job training as ‘learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship.’**

Training can be delivered at the apprentice’s normal place of work but not as part of their normal working duties, one of the core principles for quality apprenticeships is that all apprentices spend time developing their skills through off-the-job training.

An apprenticeship is a work-based programme where training is required to help the apprentice become fully occupationally competent in the workplace. Off the job training can include:

- Lectures, role playing, online learning, simulation exercises or manufacturer training
- Practical training such as shadowing, mentoring, industry visits or competitions
- Time spent writing assignments



## Benefits to your business

### Employer benefits include:

- Apprenticeships are a tried and tested way to recruit new staff or retrain and upskill existing staff
- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- Funding – Potentially up to 100% funding and incentives could be available to support apprenticeships
- Apprenticeships can help you tackle skills shortages
- Apprenticeships offer excellent staff development routes for your existing workforce by progressing them to a higher level role
- Learning can be done in your workplace - minimising disruption and maximising impact
- Flexibility - The apprenticeship can be tailored to specific job roles



## Funding your Apprenticeship

**National minimum wage rates for apprentices start from £4.81 per hour. Many employers choose to pay more and/or increase the hourly rate as skills develop.**

The Education and Skills Funding Agency fully funds the college for 16-18 year olds.

A employer coinvestment fee (usually 5%) is required for apprentices aged 16-18 if you are a large company. The fee also applies to businesses with apprentices aged 19+.

A grant of £1,000 is provided to employers who hire apprentices aged 16- 18 and those under 25 with an Education, Health and Care Plan (EHCP).



## Setting up your apprenticeship service account

### You'll need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

### you will be asked to:

- create an account
- add a PAYE scheme on behalf of your organisation
- accept the employer agreement with the ESFA

**For more information visit**

[www.gov.uk/guidance/manage-apprenticeship-funds](https://www.gov.uk/guidance/manage-apprenticeship-funds)



## FAQs / Useful links

### **How many hours do I need to provide my apprentice with?**

An apprentice must be contracted to a minimum of 30 hours a week, inclusive of their college day.

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### **Do I have to pay for college days for my learners?**

Yes college is a paid working day.

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### **Can you help me find an apprentice?/ Do you help with advertising?**

Yes, we can help with recruitment.

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### **What is the Digital Apprenticeship Account?**

The Digital Apprenticeship Service is the government portal for employers to find, fund, and manage apprenticeship programmes. You need to register to this account when you are thinking of taking on an apprentice on.

### **Are there other alternatives to an apprenticeship?**

If you are unable to offer an apprenticeship, you may wish to consider offering work experience to one of our full-time students

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### **Useful links:**

[www.gov.uk/employing-an-apprentice](http://www.gov.uk/employing-an-apprentice)

[www.apprenticeships.gov.uk/employers](http://www.apprenticeships.gov.uk/employers)

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**For more FAQs and useful links visit: [www.tameside.ac.uk](http://www.tameside.ac.uk)**

We welcome people from all sections of the community.  
In all aspects of college life we value diversity.





## Apprenticeship employer of the year



### Hyde Group Holdings

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“We think that building great relationships is key to the success of our apprenticeship programmes. The facilities at Tameside College are fantastic and represent what is out there in the modern workplace.”



## **Advanced Technologies Centre**

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September 2016  
Engineering and Manufacturing



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## **Tameside One Skills Centre**

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March 2018  
Bakery, Food and Hospitality, Hair and  
Beauty, Business and Accounting,  
Computing and Travel and Tourism





## Construction Skills Centre

December 2021

Plumbing, Carpentry and Joinery,  
Brickwork, Painting and Decorating and  
Electrical



## Beaufort Road

Beaufort Road  
Redevelopment of Campus



## Work and Industry Placements

**Tameside College partners with employers throughout the region to provide placements to help students learn skills in real life situations.**

Only with your commitment and support can Tameside College better prepare our students to make the transition into work. Ensuring students are work ready contributes to the development of a motivated, ambitious, and capable workforce who are ready to support the development of our local economy.

We are dedicated to providing students with the best education experience available. In addition to supporting and challenging our students to develop their skills and knowledge in the classroom, we want them to have the opportunity to work with an external employer to put their academic learning into practice, develop their technical skills and become more employable.

Students will complete work experience linked to their qualification. This could range from a 30-hour work placement to a 45-day industry placement depending on their course. Our students could also complete a live brief as their placement activity if there is a specific project you would like completing. Our aim is to work with you to help set up and plan structured placements which generate the maximum benefit for both employers and students.



# T-LEVELS

**THE NEXT LEVEL QUALIFICATION**

## **T LEVELS:**

T Levels follow GCSEs and are equivalent to 3 A levels. These 2-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work, further training or study.

T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement (approximately 45 days).

**From September 2022 Tameside College will offer a T Level in:**

- Health and Science

**From September 2023 we will offer:**

- Digital, Production, Design and Development T Level
- Design, Surveying and Planning for Construction T Level
- Education & Childcare T Level
- Science T Level
- Design and Development for Engineering and Manufacturing T Level
- Maintenance, Installation and Repair for Engineering and Manufacturing T Level

## **KEY FEATURES OF T LEVELS:**

**Equivalent to 3 A levels**

**45 day industry placement**

**80% classroom; 20% work**



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