

# Apprentice Guide

EST 1892

**LSBU**



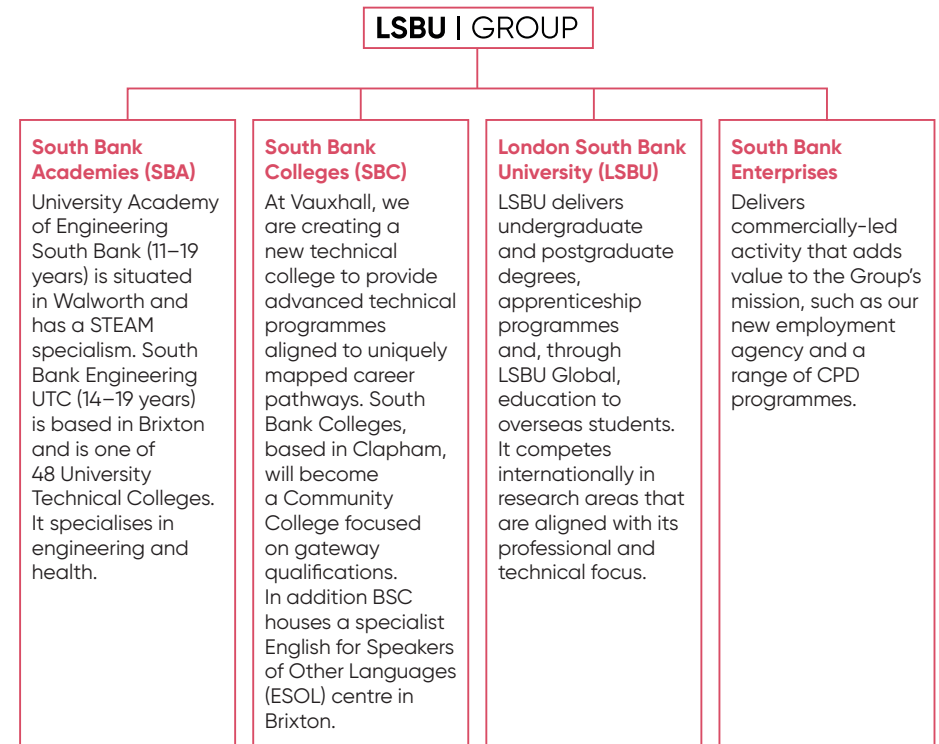
LONDON SOUTH BANK  
TECHNICAL COLLEGE  
Part of LSBU GROUP



# LSBU Group

## Introducing the LSBU Group

The LSBU Group comprises South Bank Academies, South Bank Colleges, South Bank Enterprises and London South Bank University. The Group works to one vision and seeks to deliver a holistic solution to the educational needs of communities and business both locally and globally.



## LSBU Group manifesto



LSBU Group believes knowledge has the power to impact the lives of all people, across all sections of society. To make our world more free, fair and open, help our economy grow, and leave no one behind.

**Unbound by tradition**, we are a leader in technical education. Learning, delivered at all levels and without prejudice, excellent and accessible in equal measure, empowers people of any age and background to achieve success on their terms.

**Career-focused pathways** across our institutions open up opportunities for an infinitely diverse cohort, and removes the barriers that have historically stood between so many students and their futures. We are redefining what high quality education means.

**Rooted in the real world**, we are a partner to industry. Research, knowledge exchange and innovation empowers organisations to work smarter, delivering real value, inspiring optimism and allowing them to see their own potential.

**We work with business leaders** to shape our curricula and qualifications, ensuring our learners leave ready for the rigours of work – a brilliant and diverse workforce, fit for the future. We are helping our economy to grow.

**Committed to our communities**, we serve society with integrity, wherever we are in the world. Access to life-changing opportunities, resources and support empowers individuals to live happier, healthier more fulfilling lives.

**We work with governmental and grass-roots organisations** to deliver a profound economic and social impact. For more than 125 years we've worked to "promote the industrial skill, general knowledge, health and well-being of young men and women". We will never lose sight of this mission.

## Our Vision

To transform lives, communities, businesses and society through applied education and insight.

## Apprenticeships with LSBU Group: Apprentice overview

LSBU Group have been working with employers since 1892 to meet their training and educational needs. We were one of the first universities to provide higher and degree apprenticeships and now have one of the widest ranges to offer of any London university. London South Bank University are second in the league table of leading higher education apprenticeship providers in England, according to apprenticeship provider data collected by the Department for Education.

As LSBU Group embarks on its strategy for next year we look forward to working with employers, local communities and stakeholders to have 10,000 apprentices enrolled by 2025.

LSBU Group has expanded its apprenticeship programme. South Bank Colleges, part of the LSBU Group of local educational institutions, offer apprenticeships in engineering and healthcare. These apprenticeships will focus on delivering Level 2 and 3 qualifications to young applicants. As the sponsor of the University, LSBU's role will ensure these apprenticeships are high quality and meet the needs of both employers and apprentices.

LSBU currently offers a variety of apprenticeships with employers, across a range of sectors including building services, engineering, chartered planning, nursing, rail engineering, technical acoustics and digital marketing.

## What is an Apprenticeship?

An apprenticeship is a job that includes relevant training. It's a work focused, government approved learning program that provides employees with the technical knowledge, skills and behaviours to be successful in their career and an asset to their employer.

Apprenticeships are open to all ages and can apply to new hires, as well as existing employees who would benefit from and have the desire to acquire new knowledge and skills.

## Why do people choose to do an apprenticeship with us?

Throughout your apprenticeship, you will be employed in a full-time job and will have a contract of employment. You will typically attend formal training (at university) one day per week and work (at the employer) four days per week.

The company you're working for will be required to agree that you spend time completing off-the-job learning – typically, this will be your one day per week with us, your training provider.

Once you have completed the programme, you will complete an End Point Assessment (EPA). This is a required part of all apprenticeship standards.

### Other benefits include:

- Tuition that is paid for by your employer
- No tuition fee debt
- Relevant experience to support your learning
- Able to build your professional network
- Gain recognized qualifications as part of most apprenticeship standards – at higher, degree and masters level.



## What are the aspects of an apprenticeship?

An apprenticeship is a type of training linked to a profession or trade with on-the-job training and a programme of study. Apprenticeships are designed by employers to meet skills gaps and are a fantastic way to gain real life experience whilst training and earning a wage.

### There are 3 parts to all apprenticeships, which are all completed while you're in a relevant job role:

1. A programme of study e.g. Degree, HNC or BTEC
2. A full-time paid job linked to your study e.g. Surveyor, Engineer, Nurse
3. An Assessment at the end of your programme of study (End Point Assessment)

## Apprenticeship levels

Apprenticeships are available at intermediate, advanced, higher and degree levels, each leading to a different level of qualification. Here at LSBU we deliver the educational part of higher and degree apprenticeships.

Name	Level	Equivalent education level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4	First year of a degree programme
Higher	5	Foundation degree and above
Higher/Degree	6	Bachelor's degree level
Higher/Degree	7	Master's degree and PhD level

# What is an Apprenticeship?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

All our schools and faculties offer apprenticeships which were designed by employers and for employers.

## What are the aspects of an apprenticeship?

There are 3 main parts to all apprenticeships, which all completed while the apprentice is in a relevant job role:

1. A programme of study e.g. Degree, HNC or BTEC: the apprentice is required to spend some of their time in off-the job training directly relevant to the apprenticeship standard (e.g. day release, training days or workshops)
2. A full time paid job linked to the study e.g. surveyors, Engineer, Nurse: this on the job training helps an apprentice develop the skills for the workplace.
3. An assessment at the end of the programme of study (End Point Assessment)

## What programmes are available?

In order to undertake an apprenticeship programme, an apprenticeship standard must be in place. As a university, we are continually working to develop new apprenticeship programmes to meet employer needs; however, we cannot deliver an apprenticeship programme until the government has approved the apprenticeship standard. A list of apprenticeship standards (approved and in development) can be found here: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

We offer a range of apprenticeship programmes from level 2 through to postgraduate /master's (level 7). As a Group, we also have a number of internal approval processes and requirements that need to be met in order for us to develop apprenticeship programmes. This is to ensure our apprenticeships are of the highest quality and meet the requirements of the apprenticeship standard and of industry.

Each apprenticeship programme will have different entry requirements and a funding band allocated to it. Please be mindful of this when looking into apprenticeships.

# Apprenticeship requirements

## What are employers looking for?

Apprentices need to balance their time between work and study, so being motivated and hardworking is key. As apprentices spend a significant amount of time learning on the job, they also need to be professional people who are able to train and undertake work responsibilities.

## How to apply?

Find an apprenticeship that you are interested in: those we offer are listed on the national apprenticeship service website at [gov.uk/apply-apprenticeship](http://gov.uk/apply-apprenticeship).

The process of applying varies depending on whether you have an employer to sponsor and support you.

## Academic and eligibility requirements

There are certain criteria that an apprentice must meet in order to be eligible for an apprenticeship (e.g. minimum age, previous study and employment), these can be found at: [lsbu.ac.uk/business/apprenticeships/steps-to-offering-an-apprenticeship](http://lsbu.ac.uk/business/apprenticeships/steps-to-offering-an-apprenticeship).

To study at LSBU, an apprentice will need to meet the academic entry requirements of the apprenticeship standard- these vary by programme and can be found at: [lsbu.ac.uk/study/apprenticeships/apprenticeship-standards](http://lsbu.ac.uk/study/apprenticeships/apprenticeship-standards) and [www.southbankcolleges.ac.uk/courses/apprenticeships](http://www.southbankcolleges.ac.uk/courses/apprenticeships)

## If you are not employed?

You will need to find a job role related to the apprenticeship you wish to apply for with an employer who is happy to support you with your apprenticeship. If you would like to find an employer to support your apprenticeship with LSBU, you can search which employers are currently advertising apprenticeships via the National Apprenticeship Service website searching for 'London South Bank University' as keywords.

If there are no search results, this means there are currently no vacancies. We update our vacancies regularly, so please check back.

Many employers advertise their apprenticeship vacancies on their websites or via other portals, alternatively, you could search for 'find an apprenticeship online'

## If you are employed and your employer has confirmed they will support you in your apprenticeship:

You are welcome to submit an application where you will need to supply details of your employment/employer.

[lsbu.ac.uk/study/apprenticeships/how-to-apply](http://lsbu.ac.uk/study/apprenticeships/how-to-apply) and [www.southbankcolleges.ac.uk/courses/apprenticeships](http://www.southbankcolleges.ac.uk/courses/apprenticeships)

## Our Dedicated Apprenticeship Team

Our Apprenticeship Team is made up of experts on hand to support and work with you throughout the entire process. A dedicated account manager will be your main contact at LSBU. They will support you in understanding the apprenticeship process. During the apprenticeship, they will keep you informed with regular updates and will co-ordinate reviews.

# Apprenticeship entry requirements

## Apprenticeship Eligibility Criteria

### To be eligible, apprentices must:

- Have the right to work in England
- Spend at least 50% of their working hours in England
- Work for you, a connected company or connected charity as defined by HMRC
- Be employed in a relevant role to the apprenticeship programme they are applying for
- Have Maths and English GCSE grade C or above or equivalent and be able to supply certificates upon application
- Meet the standard academic entry requirements of the programme (this may include GCSE's A Levels, BTECs, undergraduate degree etc.)

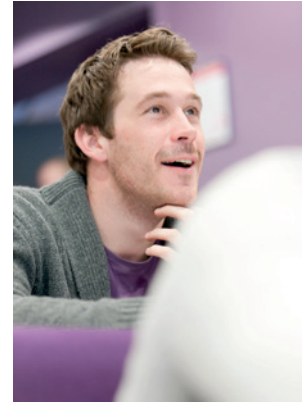
## Apprenticeship programme delivery

The key to the success of our apprenticeship programmes is their flexible delivery models. We recognise the need for apprentices to be in the office as much as possible and so have developed delivery models to reflect this. Our programmes offer a mix of day-release, block delivery and online learning and the delivery mode will depend on the programme.

## Apprenticeship assessments

There will be a range of assessment methods depending on the programme. These may include examinations, essays and presentations etc. There will also be an End Point Assessment (EPA) which is a holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout the apprenticeship.

An apprentice can only take the EPA once they have met the minimum duration of an apprenticeship, satisfied the gateway requirements (e.g. confirmation of GCSE English and Maths and the degree certificate) set out in the assessment plan and you (in consultation with the university) are content they have attained sufficient skills, knowledge and behaviours.



## Off the job

Apprenticeships must last a minimum of 12 months and involve off-the-job training. This off-the-job training requirement is measured over the course of an apprenticeship (as opposed to over an academic year). The off-the-job training is an essential part of an apprenticeship and therefore must take place during employed time.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. The off-the-job training must be directly relevant to the apprenticeship standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation.

### What this includes:

- The teaching of theory (lectures, simulation exercises, online learning etc.)
- Practical training (shadowing, mentoring, industry visits, attendance at conferences)
- Learning support and time spent writing assignments

### What this does not include:

- Progress reviews
- Training which takes place outside of apprentice's paid working hours
- Training to acquire skills, knowledge and behaviours that are not required in the apprenticeship standard

All off-the-job training must take place during paid hours. Apprentices may choose to spend additional time on training outside their paid hours, but this must not be required to complete the apprenticeship.

We will provide a means of tracking the off-the-job by way of an online portfolio.

## Funding bands

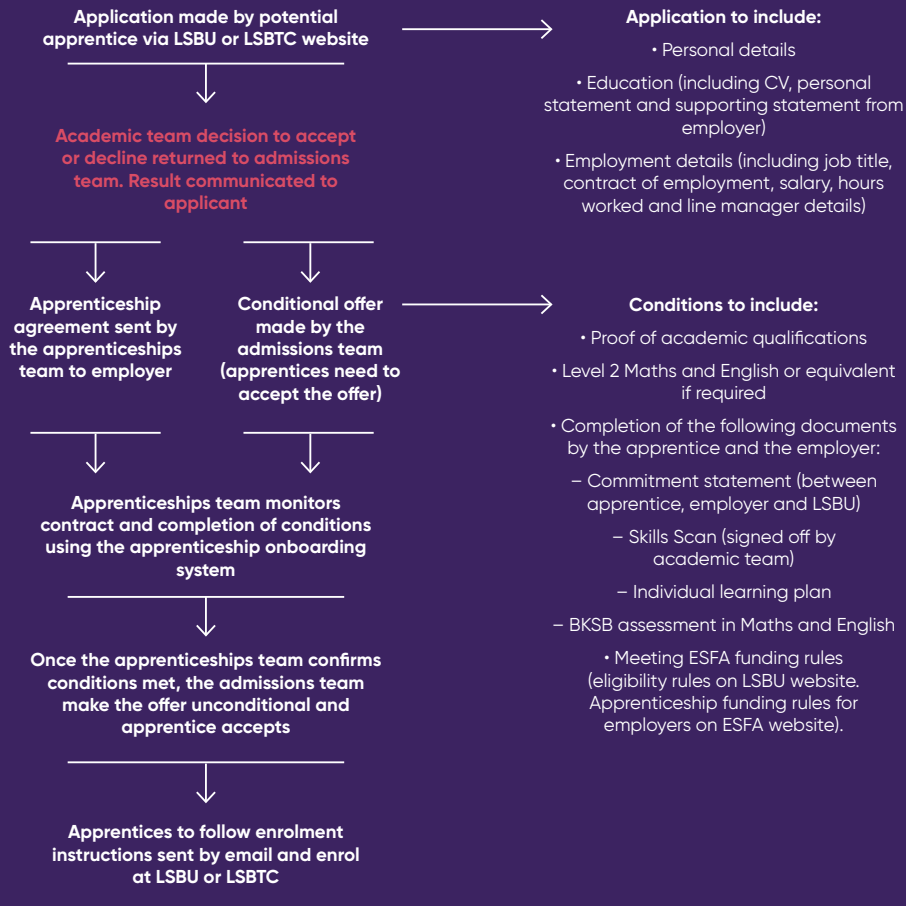
All apprenticeship standards have a funding band attached to them. There are 30 funding bands with the upper limit of the bands ranging from £1,500 to £27,000. The upper limit of the band represents the maximum amount of funds an employer who pays into the levy can use towards the apprenticeship. It also represents the maximum amount the government will co-invest for non-levy payers.

You can find more information on the funding bands here: [www.gov.uk/government/publications/apprenticeship-funding-bands](https://www.gov.uk/government/publications/apprenticeship-funding-bands)



# Apprenticeship application process

We understand the steps to offering an apprenticeship can be hard to understand, so we have provided a step-by-step guide. If you are interested in offering an apprenticeship, complete the following steps:



# Why Choose LSBU?

## A city centre campus

Our Southwark campus at Elephant & Castle has been our home since 1892. The area is served by excellent mainline rail, bus and tube connections.

We are home to the only anechoic chamber in London for environmental and building acoustic studies, and our architecture studio enjoys views of many of London's landmark buildings. The Digital Architecture and Robotics Lab (DARLAB) allows research in the field of robotics advanced manufacturing and simulation.

Our Building Information Modelling (BIM) Centre uses the latest software, 3D printers and scanners to explore integrated delivery, simulation and BIM. Our engineering workshops feature specialist large-scale equipment, including the latest Computer Numerical Control (CNC) machining technology and industry-standard lathes. These are regularly used by our experienced design and engineering students to produce intricate models for their practical work.

The Health and Social Care facilities include a range of innovative clinical or simulated environments that help you to practice and develop the necessary skills for their chosen careers. From sophisticated skills laboratories, with life-like hospital wards, simulated patients and a radiography-testing suite with the latest 3D imaging.

Elephant Studios is a modern hub where a community of creative talent can learn and collaborate using the latest industry standard equipment.

The Business School moved into its new home in 2019, complete with modern flexible teaching rooms, event and networking space, state-of-the-art technology and a wellbeing zone.

We have practical areas specially designed to create scenarios you'll find in the workplace. Some highlights include purpose-built classrooms for ICT, maths, research, PE and dance students on our Education courses.



## Student Life Centre

The Student Life Centre (SLC) is space for socialising, key student services and employability support.

Get together with friends and grab lunch in Grads Café, which serves hot food all day, or have a drink in The Venue Bar. The SLC is also home to our Students' Union and the 85+ student-run clubs and societies on campus.

South Bank Students' Union (SBSU) is the center of student life on campus and home to a number of key services and activities designed to help you get the most out of your student experience.

Represent LSBU students' interests, provide advice and support and offer great opportunities to make friends, learn skills and make a difference. Our service includes support and guidance in areas such as Wellbeing and Academia.

Our Students' Union exists to enhance your student experience and represent students' academic interests, both on and off-campus, whilst you study with us. Supported by a team of staff, four full-time student representatives "sabbatical officers" work to represent student views, run campaigns, and speak up on your behalf, including holding roles on the University Board of Governors. Many students also volunteer part-time to act on behalf of students in many areas.



# Student life for apprentices at LSBU

## Facilities

Industry-standard and innovative facilities give courses the feel of the working world including highly specialised labs, a student centre and a library.

## Location

Our main campus is in the heart of London. During their time here, apprentices will be able to experience cultures from every corner of the globe with ease. As LSBU students, apprentices can find anything from food, music and art of every kind right on their doorstep for them to enjoy.

## Student services

Our services support students' educational, personal and employment needs. Our aim is to enable all students to achieve their potential while studying, by providing an approachable and reliable service that students can trust. Any questions or concerns apprentices may have the student services are here for them.

## Academy of Sport

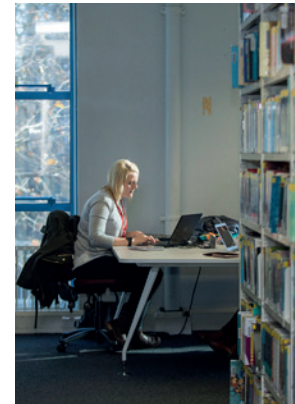
We bring together educational opportunities and quality sports services through our facilities, taught courses and research.

## Students' Union

Our Students' Union is key to a great student experience. Our Students' Union exists to enhance the student experience and represent students' academic interests, both on and off campus, whilst they study with us.

## The Passmore Centre

A dedicated hub for apprentices at LSBU. Apprentices benefit from events, lectures and support provided by LSBU throughout the year.





# Benefits for Apprentices at LSBU

**TfL Apprentice Oyster Card:** Get 30% off adult-rate Travelcards and Bus & Tram Pass season tickets.

**NUS:** TOTUM continues to offer fantastic student discounts and offers on a wide range of top brands and local independents, and adds new features and content that powers you up to get ahead and go further

**BUCS British Universities & Colleges Sport (BUCS):** LSBU recently signed up to BUCS universal Gym which mean that if students sign up at the LSBU Gym, they can also access any other UK university gym. (As long as that university is a BUCS member.)



I would recommend any diligent, resourceful, and patient undergraduate to pursue the Quantity Surveying Apprenticeship with LSBU.

Employment experience, a degree, professional qualifications, and professional reputation are just a few of the benefits of apprenticeships. Not to mention no student debt, paid employment throughout the course, and a near-guaranteed job after university.

*Conor Nash, MEP surveyor*



# Student life for Apprentices at South Bank Colleges (SBCs)



## What makes SBC special

South Bank Colleges (SBC) is part of the LSBU (London South Bank University) group, we work hard to create integrated apprentice programmes to support your smooth progression from advanced and intermediate apprenticeships to higher and degree level apprenticeship opportunities.

Our structure with secondary, further, and higher education provision, enables us to deliver progression from Level 2 to 7 in sectors including creative, construction and health – offering employers a comprehensive offer that responds to their skills needs.

## Contemporary, accessible facilities

South Bank Colleges (SBC) deliver high quality vocational, professional, and technical courses across two colleges – well-established and respected Lambeth College in Clapham and Brixton and now a brand-new London South Bank Technical College (LSBTC) based in buzzing Nine Elms near Vauxhall, opening in September 2022.

Over both sites, you will enjoy a lively, friendly student experience in a high specification learning environment. You will have full access to libraries, canteen, gym, and restaurant facilities.

Lambeth College delivers apprenticeship programmes focusing on hospitality and catering while London South Bank Technical College (LSBTC) offers a full range of STEAM opportunities from dental nursing, civil engineering to property maintenance, construction and built environment and business administration.

## Specialist support package

The Student Support team at SBC understands that the needs of apprentices are often very different from other students.

Recognising this, you can enjoy access to specialist apprenticeship and career focused events such as National Apprenticeship Week. Over this event, we invite employers to join planned activities across both campuses – giving you an important opportunity to meet face to face and engage with leading industry recruiters.

It offers you a chance to network with others in the apprenticeship community, share your experiences and offer one another mutual peer support. The week also gives you more insight and understanding about the benefits of apprenticeships. This is a crucial part of your development as it enables you to confidently communicate how practical learning in a real-life working environment gives you an advantage over other applicants who experienced more formal academic approaches to study.

Online support includes a dedicated area on the SBC website. It shares latest, tailored advice and information relevant to both employers and apprentices. Whether you are an employer or apprentice, we provide everything you need to make an informed decision.

## Progress review meetings

The apprenticeship team at SBC are here to support you at every step of your journey. Regular one to one meetings are scheduled every month to see how you are progressing – either on-site or virtually.

The team have a flexible approach with a focus on creating an individual support package from the start that best fits your needs. We know that every apprentice's journey will be different.



### Kimberley's story

Kimberley Dobbs joined South Bank Colleges in September 2021 to study a Level 3 UAL Diploma in Creative Media Production and Technology. Kimberley chose this course as it is designed to fast-track students with little prior knowledge in skills. It covered camera-operation; sound recording; editing using Adobe Premiere Pro; shooting pieces-to-camera and developing a critical and contextual awareness of unique perspective and approaches within the media sector.

After Kimberley successfully completed her programme, she applied for a Level 4 Post-Production Technician apprenticeship with the BBC (LSBU is the training provider). The recruitment process was national and open to all applicants but the short factual report Kimberley submitted was judged to be the most professional from all entries received.

As curriculums are aligned across the LSBU Group, Kimberley can matriculate to the University in the autumn knowing that her new course will build directly on the skills she developed at the College.



### Employer introductions

South Bank Colleges (SBC) offers a unique match-making service between employers and apprentices. You can choose an industry that interests you and SBC will connect you with named employers to explore opportunities further. It gives you a chance to ask more questions and find out whether your perceptions are accurate, whether it is a good fit for you. This minimises risk and is likely to give you a much more positive experience after committing to the programme.

You can find out more here:

[www.southbankcolleges.ac.uk/courses/apprenticeships](https://www.southbankcolleges.ac.uk/courses/apprenticeships)

### Student discounts and offers

Every apprentice is eligible for a NUS card. The card offers a range of benefits such as discounts worth up to 20% off at popular high street stores and restaurants.

You can find out more here:

[www.100pceffective.com/nus-extra-student-discount-card](https://www.100pceffective.com/nus-extra-student-discount-card)

As an apprentice, you also qualify for the NUS Apprentice extra card. It is the only discount card for apprentices and be used at hundreds of high street and online brands. You can find out more here: [www.apprenticeextra.co.uk](https://www.apprenticeextra.co.uk).



## Contact

### Get in touch with LSBTC

Call us on 020 7501 5010

Email: [apprenticeships@southbankcolleges.ac.uk](mailto:apprenticeships@southbankcolleges.ac.uk)

Web: [www.southbankcolleges.ac.uk/courses/apprenticeships](http://www.southbankcolleges.ac.uk/courses/apprenticeships)

Online enquiry form: [www.lsbu.ac.uk/business/apprenticeships/contact-us](http://www.lsbu.ac.uk/business/apprenticeships/contact-us)

### Get in touch

Call us on 020 7815 5767

Email: [apprenticeships@lsbu.ac.uk](mailto:apprenticeships@lsbu.ac.uk)

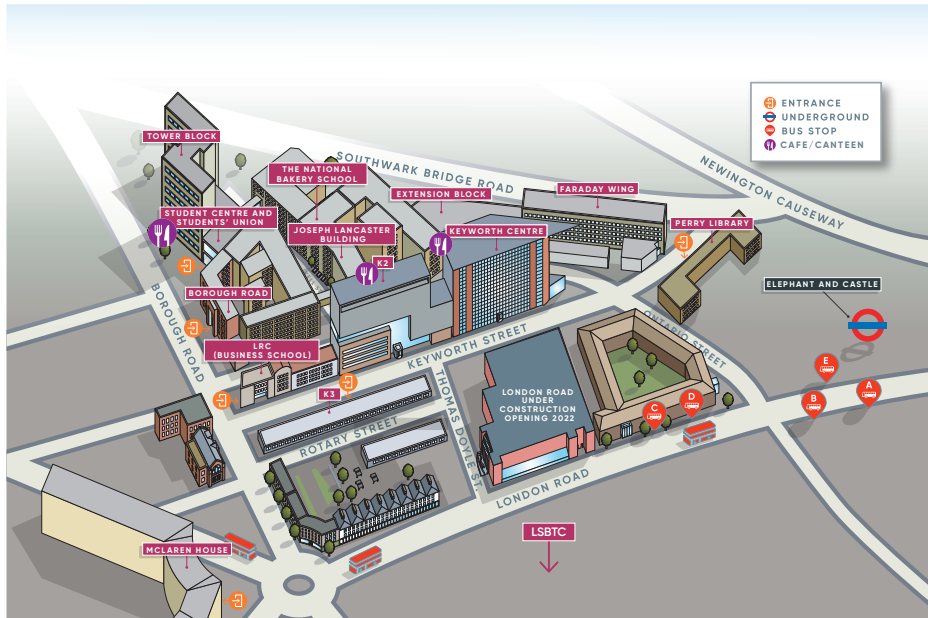
Web: [www.lsbu.ac.uk/study/apprenticeships/contact-us](http://www.lsbu.ac.uk/study/apprenticeships/contact-us)

Online enquiry form: [www.lsbu.ac.uk/business/apprenticeships/contact-us](http://www.lsbu.ac.uk/business/apprenticeships/contact-us)

### Our location

Few city Centre campus in London are as convenient as ours in Elephant and castle only a ten-minute walk from London Waterloo and London Bridge mainline stations, and twenty minutes travel from Liverpool Street and Kings Cross.

[www.lsbu.ac.uk/contact-us/maps-and-travel#id\\_first](http://www.lsbu.ac.uk/contact-us/maps-and-travel#id_first)



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Become an  
apprentice,  
earn while  
you learn  
with us



"I've seen how successful apprenticeships have been for others. Now it's my turn!"

- Hugo, Surveying Technician

### Stay ahead in a changing job market...

We will support you every step of the way to find an exciting apprenticeship role to inspire and give you that extra advantage. Even better, you earn while you train.

We work with over 1000 employers, giving you a wide choice so you can experience and enjoy real-life practical learning from a range of leading industries such as;

- Built Environment
- Business Administration
- Civil Engineering
- Construction
- Dental Nursing
- Hospitality and Catering
- Early Years

Find out more here:

t: 020 7501 5010

e: [apprenticeships@southbankcolleges.ac.uk](mailto:apprenticeships@southbankcolleges.ac.uk)

**APPLY NOW** ➔

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