

Apprenticeships Employer Guide

EST 1892

LSBU



LONDON SOUTH BANK
TECHNICAL COLLEGE
Part of LSBU GROUP



Who we work with

We work with many employers including:

ALLFORD
HALL
MONAGHAN
MORRIS

ARUP

ATKINS
Member of the SNC-Lavalin Group



ballymore.



BDP.

Bryden Wood

BURO HAPPOLD
ENGINEERING



HOARE LEA (H.)

L&Q

mace



McLAREN

M
MOTT
MACDONALD



SIEMENS
Ingenuity for life



THALES



UK
Parliament



waterman

WILLMOTT DIXON
INTERIORS

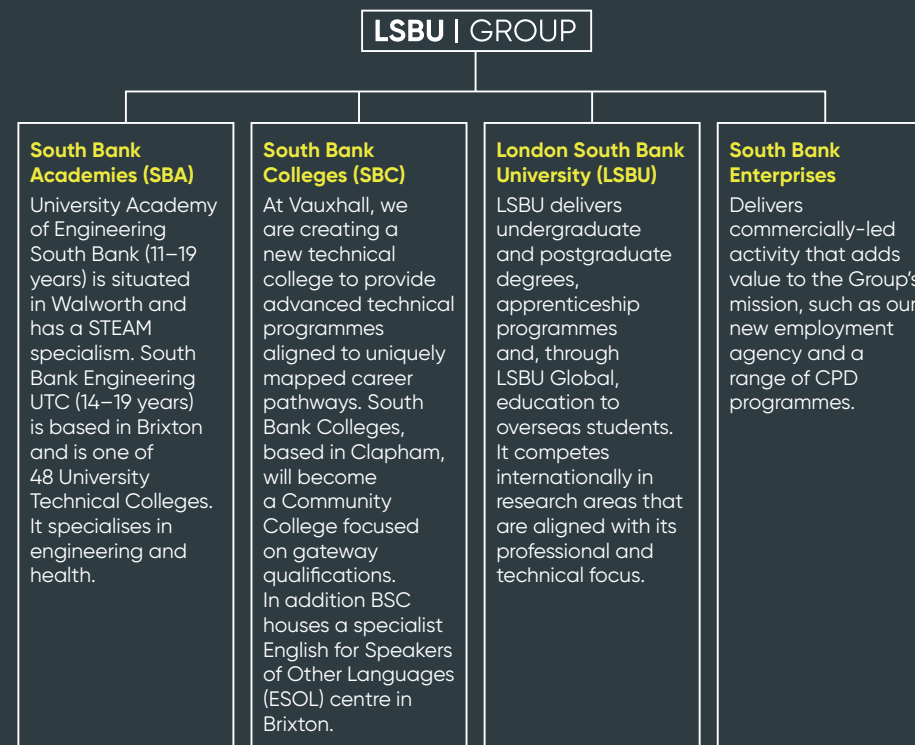
For full list of businesses please visit:

www.lsbu.ac.uk/business/apprenticeships/businesses-we-work-with

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.

Our dedicated Apprenticeship Team

Our apprenticeship team is made up of experts on hand to support and work with you through the whole process. You will have a dedicated account manager who will be your main point of contact with the university. They can help you navigate apprenticeship funding and the Apprenticeship Service, carry out a skills audit to identify the best apprenticeships for your business and explain the process. During the apprenticeship your account manager will keep you informed with regular updates about your apprentice(s) and will co-ordinate regular reviews.

Get in touch with us today at apprenticeships@lsbu.ac.uk and see how we can help you to develop your workforce.

"Working with LSBU has been a big part of our scheme's success. Their team understands how our scheme fits into our wider strategy, which makes for a better recruitment process. Their commitment to ensuring a cultural fit with the businesses they partner with is key to making the experience of the apprentices themselves the best it can be."

Simon Birchall, Director, Equals Consulting

Welcome to LSBU

LSBU have been working with employers since 1892 to meet their training and educational needs. By 2021 there will be over 2000 apprenticeships from 500 employers are enrolled on higher or degree apprenticeships at LSBU. London South Bank University are second in a league table of leading higher education apprenticeship providers in England, according to apprenticeship provider data collected by the Department for Education.

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.

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 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.

EST. 1892 **LSBU**

Why London South Bank University?

London South Bank University has focused on providing professional opportunities for well over a century. We know how to train employees to help businesses develop. We focus on developing professional skills and providing effective training for the current workplace.

We work alongside 1000 industry partners across all sectors in line with our mission, "to promote the industrial skill, general knowledge, health and wellbeing of young men and women."

We're committed to providing a high-quality service by:

1. Delivering high-quality training and assessments, appropriate to the individual qualification requirements in a timely and efficient manner
2. Monitoring through the review process the apprentices' performance in training and ensuring that the employer is involved in this process
3. Raising any concerns or issues the apprentice has
4. Delivering off-the-job training and undertaking the assessments required for the apprentice to complete the apprenticeship
5. Advising employers on how to set up the Digital Apprenticeship Service account through our dedicated Apprenticeships Team
6. Arranging End Point Assessments with an independent End Point Assessment organisation

Our commitment

We're committed to providing a high quality service and the specifics of this are part of the contract we sign with you and the apprentice. It includes our commitment to:

- Deliver high quality training and assessment, appropriate to the individual qualification requirements in a timely and efficient manner
- Monitor through the review process the apprentices performance in training and ensure that the employer is involved in this process
- Raise concerns or issues the apprentice has in relation to the apprenticeship standard
- Deliver off-the job training and undertake the assessments required for the apprentice to complete the apprenticeship
- Advise employers on how to set up the Digital Apprenticeship Service account through our dedicated Apprenticeships Team
- Arrange End Point Assessments with an independent End Point Assessment organisation

Inspiring Apprenticeship programmes for your future workforce



We are a college that sits at the very heart of our community in south London. Our staff team is fully dedicated to supporting our students to be successful and to achieve their goals. As a Careers College we have excellent facilities for young people and adults looking to get the qualifications they need to build strong and successful careers.

The South Bank Colleges Apprenticeship Service

We provide a wrap-around service and make the service as accessible, clear, realistic and transparent as possible. In order to achieve this, we will actively encourage your input, which will be necessary at various points during the Apprenticeship.

Our options:

- Option 1 is for those employers who already have a candidate they wish to up\skill as an apprentice.
- Option 2 is where we utilise a combined approach to sourcing an apprentice to suit your business needs.

Why us?

- We have passionate, supportive and dedicated staff who have the apprentices interest at the core
- Accessible, with good transport links
- Good facilities
- Multiple start dates in the year
- Fantastic additional support for the apprentices and CPD opportunities for employers



Applied Sciences

Arts and Creative Industries

Built Environment, Construction and Architecture

Business

Engineering

Health and Social Care

Law and Social Sciences

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

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.

What are the benefits?

Boost productivity

Upskill workforce in a cost-effective manner

Attract, retain and motivate staff

Close the skills gap within your organisation

Benefit from a range of delivery methods

Bring fresh ideas into your organisation

Tailor apprentices' learning to business requirements

Utilise apprenticeship funding

Drive your business forward and make your business plans happen

What employers say about apprenticeships

The Apprenticeship evaluation 2017 Employers Survey was designed to provide an understanding of how apprenticeship policy is being implemented and determine the impact on employers. Some of the findings are below.

84%

of employers were satisfied with their apprenticeship programme.*

86%

of employers said the development of skills relevant to the organisation was one of the most important benefits of apprenticeships.*

84%

of employers planned to continue offering apprenticeships in their organisation.*

83%

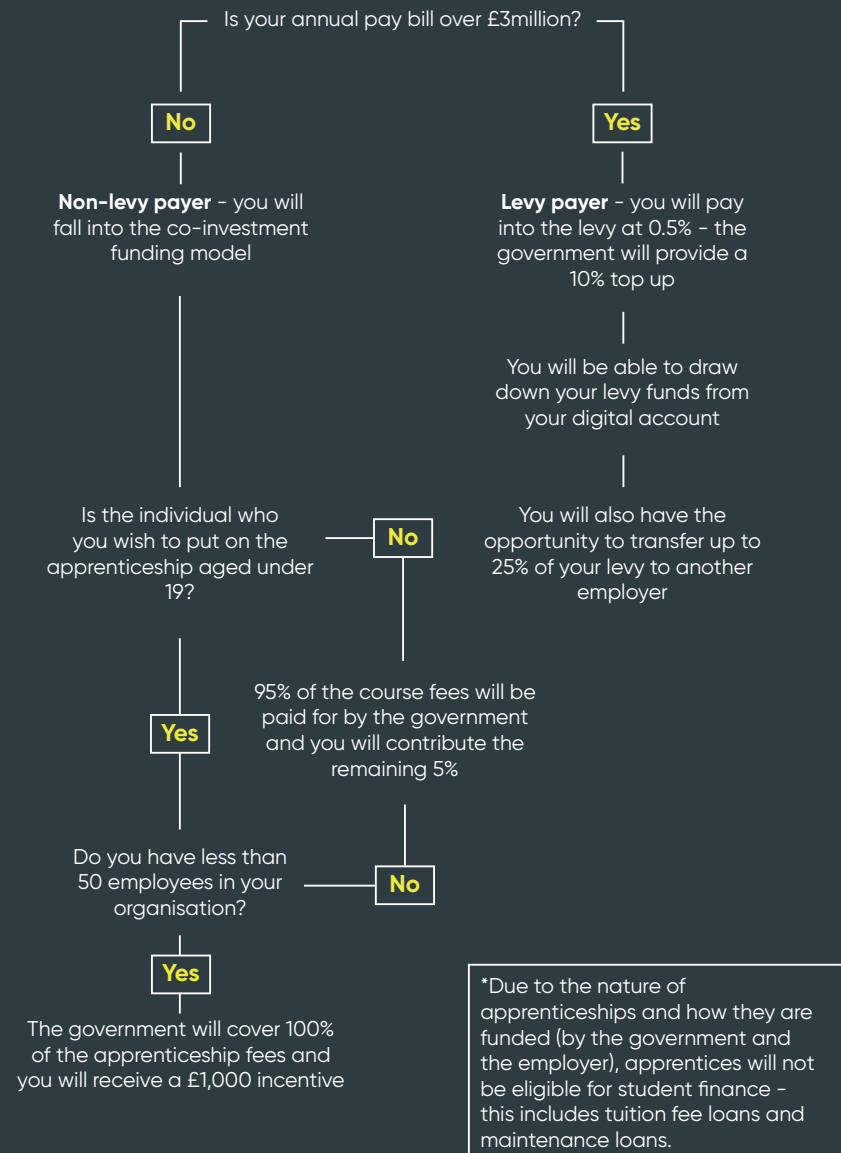
of employers would recommend apprenticeships to other organisations.*

75%

said that further benefits included; improved productivity, better quality of product or service, and higher staff morale.*

*Apprenticeship Evaluation 2017 Employers Survey

Funding explained



Small employer funding information:

www.lsbu.ac.uk/business/apprenticeships/levy-and-funding

The Apprenticeship Levy

The apprenticeship levy was introduced in April 2017 and requires all employers operating in the UK, with a pay bill of over £3 million each year to invest in apprenticeships. The funding policy supports the changes to the way apprenticeships in England are paid for, underpinned by the apprenticeship levy of 0.5% of the annual pay bill for companies paying over £3 million per year.

Once payments have been declared to HMRC (through the PAYE system), employers will have access to a digital apprenticeship account from which they will be able to access funding to pay for apprenticeship training. The Government will top up funding by 10%, meaning that for every £1 that enters the account, employers will have £1.10 to spend on training.

Digital apprenticeship service

Through the Digital Apprenticeship Service (DAS), employers are able to choose their training providers and select organisations to assess their apprenticeships.

You can only use the funds in your digital account for apprenticeship training and assessment for apprentices that work at least 50% of the time in England, and only up to the funding band maximum for that apprenticeship. If the costs of training and assessment go over the funding band maximum, you will need to pay the difference with other funds from your own budget.

You can't use funds in your account to pay for other costs associated with your apprentices (such as wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).

Funds show in your apprenticeship service account on the 23rd day of each month. The amount of funding entering your account each month is calculated as follows:

- The levy you declare to HMRC through the PAYE process
- Multiplied by the proportion of your bill paid to your workforce who live in England

- Plus a 10% government top-up on this amount
- When you add a PAYE scheme to your account, any backdated levy funds will be added to your account.
- Currently funds will be backdated to April 2017 when the apprenticeship levy started, after which funds will be backdated for a maximum of 24 months.
- Funds you don't use will expire 24 months after they enter your account. Payments from your account to your training provider always use the oldest funds first.

You can find out more information on how to set up your digital account and manage this service here: www.gov.uk/guidance/manage-apprenticeship-funds

Share funds with another employer

If you are in a group of companies paying the levy together, your group can already set up a single shared apprenticeship account and pool your funds.

Levy-paying employers are able to transfer funds to other employers, through the apprenticeship service. Transfers can be made to any employer, including smaller employers in their supply chain, and apprenticeship training agencies.

Levy-paying employers who wish to transfer funds will have to agree the individual apprenticeships that will be funded by a transfer with the employer receiving the funds. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. Transferred funds cannot be used to pay for training and assessment for apprenticeship frameworks.

The co-investment model

The Government will co-invest 95%* of the costs of apprenticeship training for those businesses who will not be paying the levy. These businesses will be expected to contribute 5%* of the cost of the full apprenticeship. This model also applies to those levy paying businesses who wish to invest more in apprenticeship training than what is available in their digital accounts.

Find out more: www.gov.uk/guidance/pay-apprenticeship-levy

What are the Apprenticeship levels?

Apprenticeships are available at intermediate, advanced, higher and degree levels. Some of these will include qualifications at the below level completion:

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

Here at LSBU, we deliver the educational parts of higher and degree apprenticeships. Higher and degree apprenticeships include qualifications at HNC, Degree and Masters level covering level 4 upwards.

Apprenticeship entry requirements

For employees who already work within your company and those who are new to the role, there are a number of entry criteria set by both the government and by the university which individuals need to meet in order to undertake an apprenticeship programme.

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 full-time role and work a minimum of 30 hours per week
- 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.

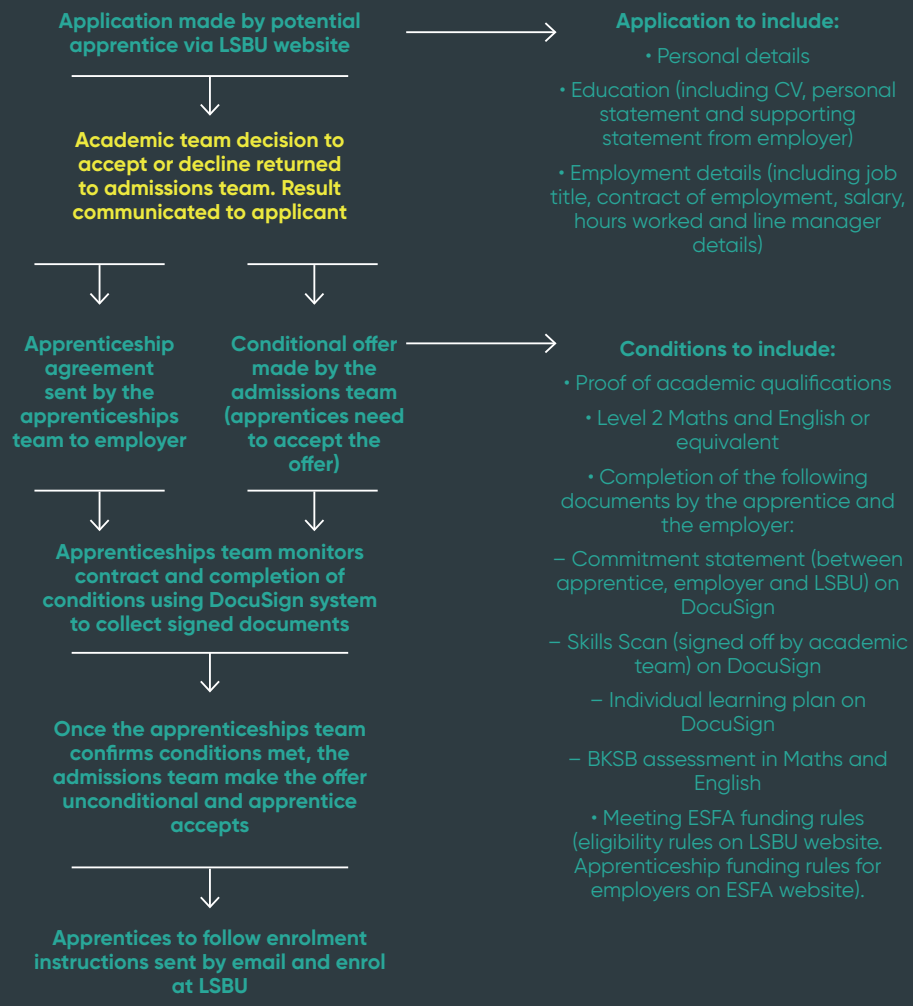
Funding bands

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

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:



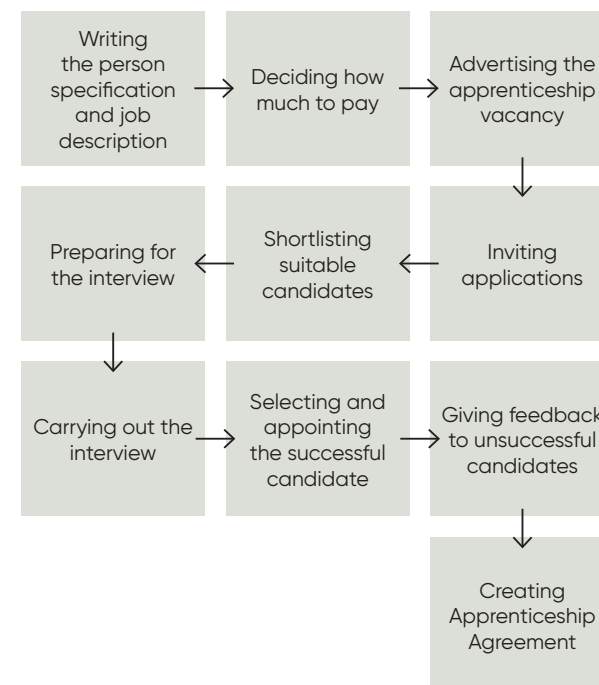
Recruiting a new apprentice

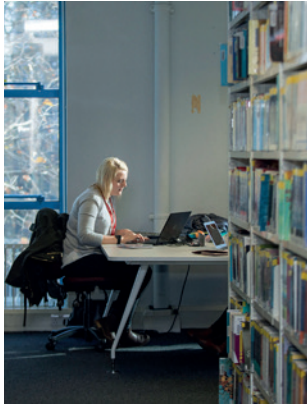
Finding the right apprentice for your company can feel like a daunting task if you are not used to the recruitment process. The diagram below has been designed to help you with the apprenticeship recruitment process, particularly if you are a small or medium sized employer.

We appreciate that many employers will already have existing HR processes that cover all or part of the apprenticeship recruitment process, however we hope that you will find this diagram helpful.

Everyone involved in the recruitment and selection of staff has a responsibility to ensure that candidates are treated fairly, that decisions are made objectively and that constructive feedback is offered where possible.

Full details including the apprenticeship vacancy form can be found on www.lsbu.ac.uk/business/apprenticeships/apprenticeship-recruitment-stages





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.



Student life for apprentices at South Bank Colleges

Facilities

There are a variety of exceptional facilities at South Bank Colleges that are open to the public and our students. The SW4 restaurant, salon and spa are all open to the public at our very own campus at Clapham Common. Students perform all the treatments and services under the guidance of fully trained and experienced professionals in their respective fields of hospitality and hair and beauty; you'll definitely be in capable hands. The Ofsted Outstanding Nursery, for children aged 2-4, is also open and has places available on a seasonal basis.

Our Theatre opens its doors to performances throughout the year and welcomes the public to see our students in action.

Learner Services Team

We are a college that promotes an ethos of ambition, achievement and respect for others. Whatever your ambitions or aspirations are for the future we offer a wide variety of services to help support students to meet their potential and progress to employment, an apprenticeship or University.

Learner Development Coaches

Learner Development Coaches (LDCs) lead on delivering a range of motivational programmes within weekly tutorials. The key objective of the weekly tutorial is to raise aspirations, confidence, retention and achievements for progression to employment, an apprenticeship or employment. LDCs also provide information on a range of welfare, personal and financial issues which may be worrying you.

The Student Union

The South Bank Colleges's Student Union (LCSU) is all about students representing students and promoting democracy across the college. Areas include welfare, rights and opportunities, including equality and diversity, as well as lifestyle. It gives students a platform to voice their opinions.

It provides support to enhance college life through various events and activities to provide an all-round excellent experience of education and social life.

LCSU members observe the following policies in accordance with the college policies and procedures:

- Equal Opportunities
- Safeguarding
- Health & Safety



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

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

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.

Maria's story

Since taking on our first three apprentices in 2012, BDP have recruited and upskilled 46 apprentices to work across various professions in Birmingham, London, Manchester and Sheffield. We continue to be very active in many Trailblazer Groups supporting the development of Standards in Acoustics, Architecture, Building Services, Civil Engineering and Landscape Architecture.

Some of our current apprentices have moved onto higher level apprenticeships within the same profession, whilst gaining specialised experience at the same time. Anyone joining us is told we are offering a career, not just an apprenticeship.

I'm very proud of all of our apprentices and what they achieve. Their success is one of the highlights of my career.

Maria Glynn, HR Projects Manager

Associate and Lead on Apprenticeships within BDP



Apprenticeship Standards at LSBU

For the most up to date list of apprenticeship standards we offer, please see www.lsbu.ac.uk/study/apprenticeships/apprenticeship-standards

Get in touch

We want to be able to help you to make the most out of your apprenticeship levy, build your workforce of the future and answer any questions you may have about apprenticeships. For advice, guidance and next steps, don't hesitate to get in touch with our dedicated apprenticeship team.

Call us on: 020 7815 5767

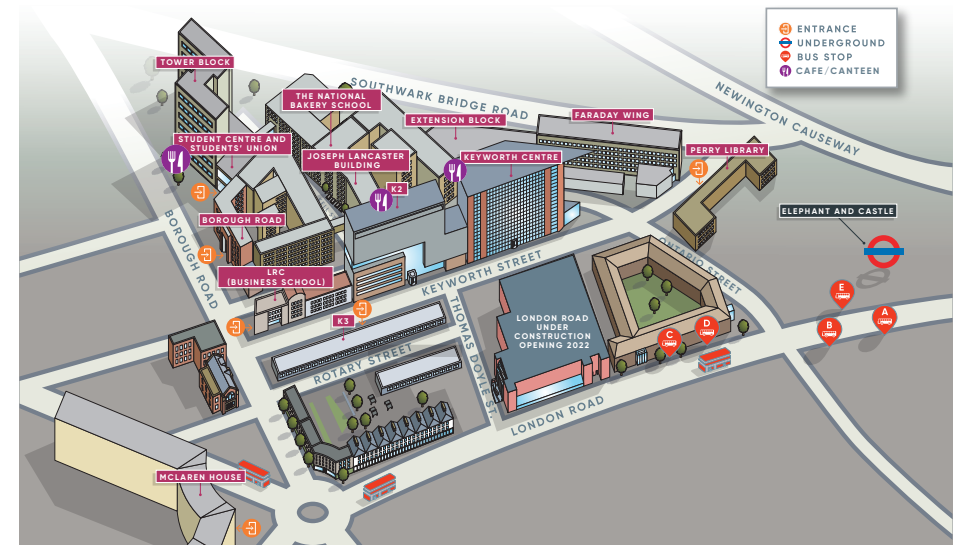
Email: apprenticeships@lsbu.ac.uk

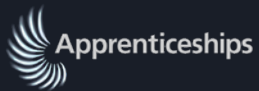
Web: www.lsbu.ac.uk/study/apprenticeships/contact-us

Online enquiry form: 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.





The Road To A Quality Apprenticeship

The Candidate



Are they correct for your organisation?

Do they understand the commitments of an apprenticeship?

If recruiting are you using RAA to reach the widest pool of candidates?



Have you planned support for the apprentice?

Does their line manager understand their learning aims?

Do you have arrangements for your apprentice to spend at least 20% of their time as off-the-job training?



Does your commitment statement and written contract list your apprentice's learning outcomes and roles and responsibilities?

Does your commitment statement set out the amount of off-the-job-training the apprentice will receive?



Allocate a buddy.

Have you monitored the progress of apprentices throughout to make sure they are on track?

Does your apprentice have access to career guidance, mentoring and learner support to ensure successful outcomes and reduce dropouts?



How are you going to celebrate your successful apprentices?

Have you entered the National Apprenticeship Awards?

Have you considered joining the Apprenticeship Ambassador Network?

Have you encouraged the rest of the business to continue to support and champion apprenticeships?

Contract of employment



Is this a genuine job?

Is your apprentice being paid a fair wage?

Does the standard align to your candidate's job description and training plan?

Training Provider



Are they on the RoATP? Do you know their latest Ofsted grade if applicable?

Are they flexible?

Have you negotiated the price of the standard with them? Have they carried out an initial assessment of prior learning?

EPAO



Have you used the RoEPAO to locate at least one EPAO?

Do you have evidence that the EPAO is credible and has experience in assessing occupational competencies?

EPA



Have your apprentices had practice EPAs during their apprenticeship?

Are your apprentices ready to go through gateway to take EPA and complete their apprenticeship?

Progression



Have you considered the next steps for your apprentices following the successful completion of their apprenticeship; whether in form of a promotion, an increased salary or the ability to specialise further?

The Job

Commitment Statement

Mentoring & Training

Celebration

LONDON SOUTH BANK
SB TECHNICAL COLLEGE
C

Become an apprentice,
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