

## **Taking on an Apprentice – a guide for employers**

### What is an Apprenticeship?

An Apprenticeship is one way to train towards a childcare qualification.

An apprentice will learn on the job, acquiring hands on experience and a nationally recognised NVQ childcare qualification. Whilst also receiving a wage at the same time.

Apprenticeships are available to young people aged 16 – 24 who are leaving or who have left full-time education.

### What does an Apprentice mean for me – the employer?

In order to take on an Apprentice you must be able to offer them a minimum of approximately 30 hours employment per week (this may vary slightly depending on needs and circumstances). The apprentice will need to be taken on as a member of staff. The training is fully funded, but you will need to pay them a minimum of £90 per week, and give them the same benefits as the rest of your staff, e.g. sick pay and holiday entitlement. Some employers pay their apprentices more than this as they are already working for you.

Your apprentice will need to be CRB checked, you will need to offer the apprentice as much training and support as possible. Remember, many young apprentices will be completely new to childcare, and will need to be taught how to do things.

You will need to be able to release them on the day specified for their training.

### What training does the Apprentice do?

They have the option of completing a level 2 or 3 Apprenticeship. Whilst in the workplace they will be training towards an NVQ, which will involve an assessor coming in to work with them and observe them in practice. The assessor will wish to work closely with you, so that you both get the full picture on how the apprentice is doing, and ways in which they need support. The Apprentice will also work towards Key Skills, such as Communication, Number, Information Technology and Problem Solving, as well as gaining a Technical Certificate to prove that they fully understand the theory behind their job role.

They will also be required to carry out the First aid training and the option of Basic Food Hygiene.

### How do I go about taking on an Apprentice?

You will need to decide that a member of your staff needs training or a potential member of staff will be taken on as an apprenticeship, once this is identified, you will need to contact us to arrange a meeting to begin the Apprenticeship programme

Please fill in the details or telephone the number relevant to your area from the “About us” page for further details.