

Be part of
THE SKILLED CLUB
 by achieving an A4e
APPRENTICESHIP

An Apprenticeship is a nationally recognised vocational qualification achieved by combining training and learning within the workplace whilst you earn, gain valuable experience and new job related skills.

There are **no tuition fees** to worry about – as long as you live in England and Wales, are over 16 and not in full time education you are eligible.

If you are already working you can begin an Apprenticeship straight away and if you are not you can **apply to become an employed Apprentice now!**

Why now?

A million extra Apprenticeships have been pledged in the next few years. With increasing costs and constraints of higher education this is a great opportunity to kick start a new career now. Research suggests that employers value the impact of Apprentices with job specific training over Graduates within their organisations. Two thirds of employers intend to increase Apprenticeship staffing levels in the next year alone.

What will I need?

You will need to have the drive and ambition to develop and succeed in a career, the starting level being determined by your previous qualifications and experience. This may include work experience or placements, GCSEs and A levels or Certificates and Diplomas. Apprenticeships typically take one year with a mix of on and off the job training.

Apprenticeship Pathways

There are currently over 85,000 employers offering around 200 types of Apprenticeships in over 130,000 locations nationwide. The Apprenticeship Pathways we deliver at A4e are:

**Retail | Health and Social Care | Children and Young Peoples Workforce | Horticulture
 Business and Administration | Hospitality and Catering | Warehouse and Storage
 Management | Customer Service | Supported Teaching and Learning in Schools**

What support will I get?

From the beginning you will be assigned a dedicated A4e Learning Assessor and an Internal Work Mentor who will both support you through the qualification.

Your Learning Assessor will conduct an initial assessment and induction; agree an individual learning plan and then arrange regular visits and reviews with you until you achieve.

Natalie Haddon

High Street Dental Care, Mosborough



"I was encouraged to do a level 3 in Business and Administration as this was relevant to my job. I completed my NVQ very quickly as I had a lot of support and guidance from my assessor. I would not hesitate to recommend A4e to others and would consider using them in the future. All the staff are very helpful and encouraging".



There are 3 Apprenticeship Levels:

Intermediate Level Apprenticeships – Certificate or Diploma at level 2, Key Skills and a Knowledge Component. These provide the skills Apprentices need for their chosen career and allow entry to an Advanced Apprenticeship.

Advanced Level Apprenticeships – Certificate or Diploma at level 3, Key Skills and a Knowledge Component. To achieve this programme Apprentices must be working in a supervisory role or ideally have five GCSEs (grade C or above) or have completed an Apprenticeship at level 2. Many jobs currently require this level.

Higher Apprenticeships – Higher Apprenticeships work towards work-based learning qualifications such as a Diploma at level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

Apprenticeship Frameworks:

There are several components to each Apprenticeship and this is called the Framework. This means you will get a range of qualifications as you progress through your training. Each framework has three main elements:

- **A Competence Based Component demonstrating skill and performance within the industry.**
- **A Technical Component covers knowledge and understanding of the vocation and is delivered by a taught programme of off the job training.**
- **A Skills Component - key skills / functional skills and personal skills.**

These are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job you do.

Assessment

The Apprenticeship is achieved by the completion of a set number of optional and mandatory units which can be assessed in a number of ways:

- Discussions with your Assessor
- Photographs
- Question and answer sessions
- Examples of everyday work and responsibilities
- Customer and management testimonials
- Observation and case studies
- Regular reviews with your Assessor

Online portfolio and quality assurance

A4e Learning & Skills uses technology to deliver programmes quickly and efficiently. This system allows access for learners 24 hours a day from any computer and provides you with key progression and study information.

This system also allows A4e Managers and Verifiers, who are responsible for the qualification standards, to monitor and ensure Assessors and Tutors are giving the best possible service to learners allowing them to achieve their Apprenticeship in a timely manner.

A4e Learning & Skills works in partnership with thousands of employers delivering a broad spectrum of qualifications and services.

You can find out more about our Apprenticeship Programme on our website at:

www.a4elearningandskills.co.uk or email us: skills@a4e.co.uk

In addition, you can call our Customer Service Team on: **0114 289 4802**

For more information and FAQs about Apprenticeships visit:

www.apprenticeships.org.uk

