

Employer Guide

Transform Your Workforce

with Itec Apprenticeships

Thank you for choosing Itec Skills & Employment

This Employer Handbook has been developed to provide you with the basic information you need upon starting an Apprenticeship programme with Itec Skills and Employment.

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Introduction to **Apprenticeships**

Apprenticeships are a cost-efficient way to create a more flexible workforce, helping to support current and future skills needs. Whether you choose to recruit, re-train or redeploy your workforce providing them with job knowledge and relevant skills is essential to help your business grow.

The Apprenticeship Programme is designed around the needs of you - the employer and can help support your business by empowering your workforce with the skills they need now and in the future.

Funding is available to support all businesses in Wales, regardless of size. Apprentices earn while they learn – so you pay the wages and we meet the training costs.

We focus on providing great quality, the right skills pathways and the right level of support to help achieve economic durability.

Apprenticeship/Level

Foundation Apprenticeship - Level 2

Apprenticeship - Level 3

Higher Apprenticeship - Level 4/5

Equivalent Educational Level

5 GCSEs / NVQ Level 2

2 A-levels / NVQ Level 3

HNC / HND / Foundation Degree

What are the costs?

There are no costs for Apprenticeships, as long as the employee is receiving the Apprenticeship wage or above.

- ▶ The Welsh Government will fund the training costs and Itec will manage, deliver and assess all Apprenticeships.

Eligibility Requirements

- ▶ Businesses in Wales of all sizes are eligible — Levy and Non-Levy paying employers
- ▶ The employer must provide a contract of employment (16+ hours per week minimum)
- ▶ Apprentices must work 51% or more of their time in Wales
- ▶ Apprentices must follow a Welsh Apprenticeship Framework

BENEFITS OF WORK BASED LEARNING



Work Based Learning and Apprenticeships offers a dual benefit to employers, positively impacting both existing and new staff.



For existing employees, work-based learning provides an avenue for upskilling, and professional development.



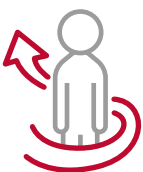
Fosters a culture of continuous learning, leading to increased satisfaction and higher retention rates.



New staff members, through Apprenticeship programmes integrate into the company's culture and operations.



Targeted training ensures that they stay abreast of industry advancements, enhancing their proficiency and adaptability.



Apprenticeships can bring a fresh influx of talent to the organisation, whilst also minimising costs.

Recruit An Apprentice

Recruiting an Apprentice can help you expand your workforce and its skills base.

By employing an Apprentice, you can:

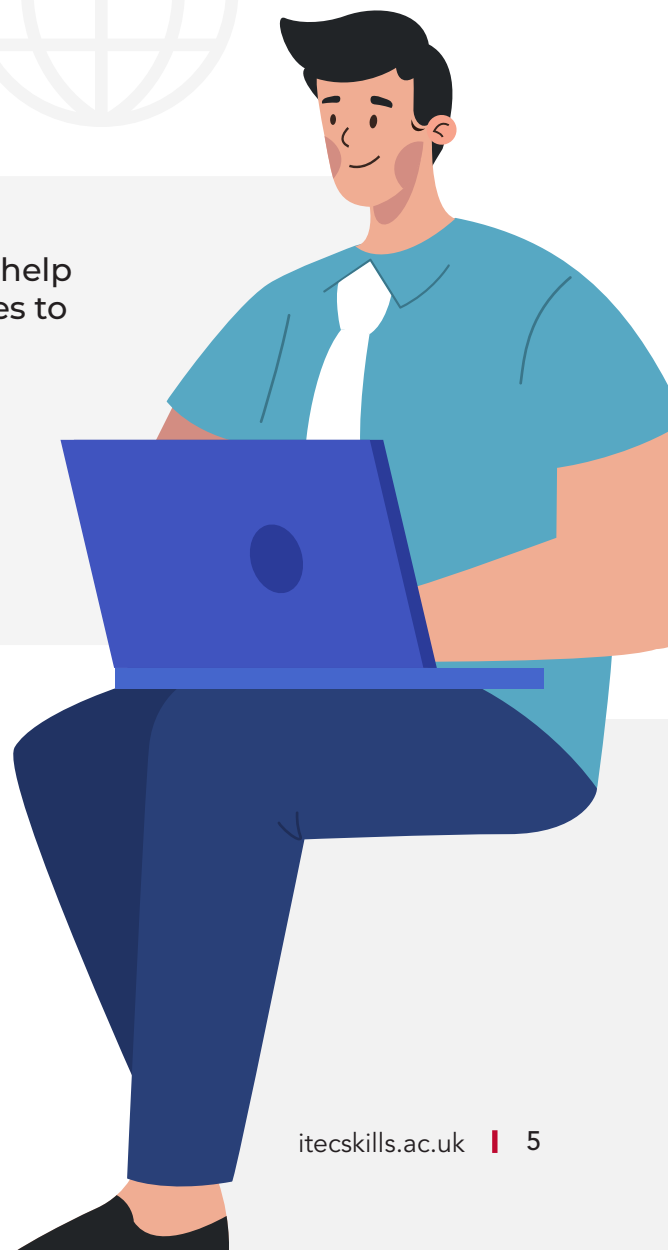
- ▶ Reduce your recruitment costs
- ▶ Build a skilled and motivated workforce tailored to your business
- ▶ Expand your business
- ▶ Fill any skills gaps
- ▶ Future-proof your business
- ▶ Increase productivity



Apprenticeship Vacancy Service is available to help you advertise, manage and track your vacancies to help you recruit an Apprentice.

You can advertise, manage and track your vacancies on:

 findanApprenticeship.service.gov.wales



How long will it take?



12 Months
(GCSE A*-C)



15 Months
(A Level)



18 Months
(Dipolma)



18 Months
(Foundation
Degree)

The length of time it takes to complete a qualification will also depend on a number of other factors, such as:

- ▶ Learner commitment to the Apprenticeship
- ▶ The commitment of the employer to the programme
- ▶ Additional work done between Assessor visits
- ▶ Keeping regular appointments



What's **Involved?**

An Apprenticeship qualification will be delivered using a QCF (Qualification and Credit Framework), made up of three parts (Main Qualification, Technical Certificate and Essential Skills).

The Itec Assessor will meet with the learner regularly, either face to face or digitally. These will be pre-organised with you. Additional work will be required to complete monthly and the amount of commitment will depend on the qualification/level. Based upon your specific requirements, we'll collaborate with you to continually assess performance and track progress throughout the course.

The Three Parts of Your Qualification

Main Qualification

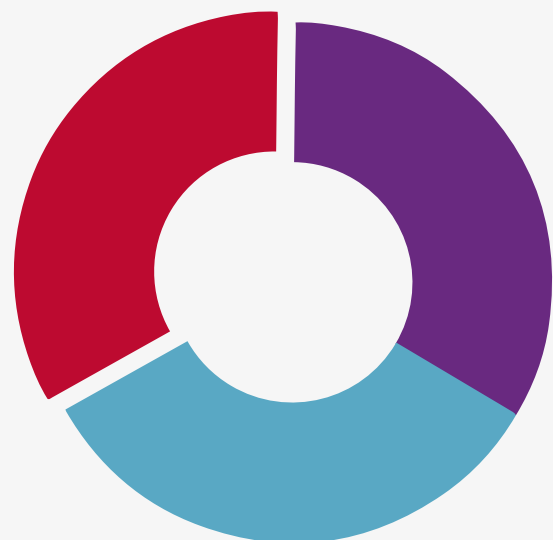
The main qualification includes mandatory as well as optional units that make up the qualification. Your Itec Assessor will support you through these units and set tasks to complete before your next appointment.

Technical Certificate

Depending on the level and type of qualification the technical certificate may be combined into the qualification, in most cases this involves testing the technical theory behind the role.

Essential Skills

Part of the Welsh Government agenda is to upskill Wales' workforce with the following key skills: - Application of Number, Communication and Digital Literacy. This takes place from the start of the programme, you will complete a diagnostic tool called Wales Essential Skills Toolkit (WEST) to determine your current numeracy and literacy level, which allows for the correct level of support to be put in place. Delivery of the Essential Skills includes controlled tasks that are completed with a member of the team being present and will usually take between 4 and 8 hours for each qualification.



- ▶ Main Qualification
- ▶ Technical Certificate
- ▶ Essential Skills

Essential Skills Qualifications

Alongside your qualification, a learner will be required to complete a suite of Essential Skills as part of the Apprenticeship framework.

There are 3 separate qualifications which are part of these and cover Literacy, Numeracy and Digital Literacy skills.

Literacy - Essential Communication Skills

- ▶ Speaking and listening
- ▶ Reading
- ▶ Writing

Numeracy - Essential Application of Number Skills

- ▶ Understand numerical data
- ▶ Carry out calculations
- ▶ Interpret and present results findings

Essential Digital Literacy Skills

- ▶ Digital responsibility
- ▶ Digital productivity
- ▶ Digital information literacy
- ▶ Digital collaboration
- ▶ Digital creativity
- ▶ Digital learning

Wales Essential Skills Toolkit (WEST)

As part of the sign-up process, A learner will be required to undertake a series of initial assessments. It will help us to understand their current levels and put plans in place to support them to achieve the required level of Essential Skills which form part of the framework.

Recognition of Prior Learning

Some of the qualifications a learner may have already achieved for literacy and numeracy may be used as evidence of prior achievement instead of undertaking the essential skills qualifications.

Additional learning support can be provided wherever required to suit any individual learning needs. The assessor will discuss this at the first visit and enable us to tailor the learning.

Welsh Language Development

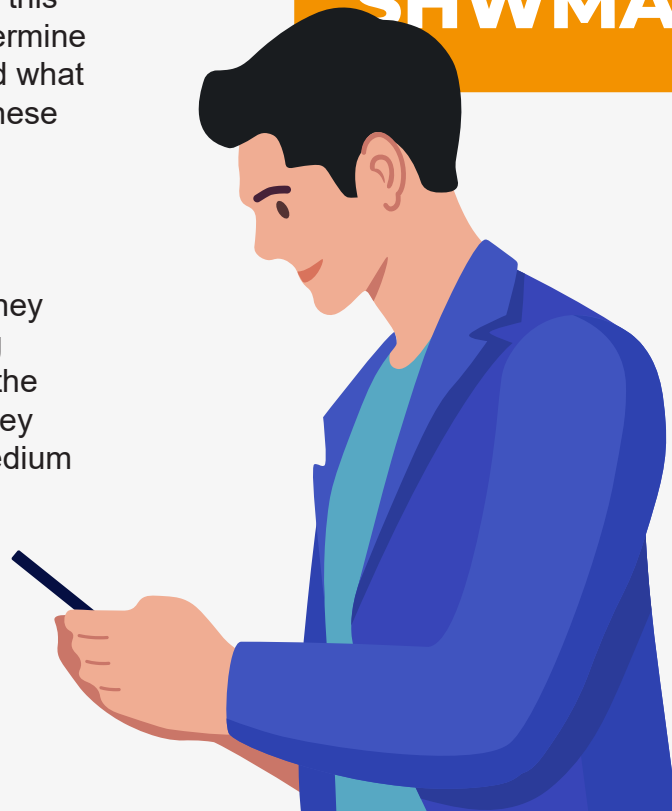
All learners will complete the Prentis-iaith Welsh Language Development course as part of their framework with us. Again, this is an online tool which will help to determine the current Welsh language levels and what they will need to work on to develop these skills.

Already bilingual?

If they are already a Welsh speaker, they will be able to undertake their learning bilingually. Meaning they can choose the elements of the Apprenticeship that they would like to complete through the medium of Welsh.

SUMAE

SHWMAE



Smart Assessor is an electronic portfolio to collect a learner's skills and knowledge. This is assessed by their Assessor against a training standard or qualification and replaces paper portfolios.



Frequently Asked Questions

What is an Apprenticeship?

An Apprenticeship is a work-based training programme aligned to the industry in which you operate.

An Apprenticeship can be used to train your new and existing workforce and ensures they have the skills you require now and in the future.

What does it cost?

All training and assessment is funded by the Welsh Government. As employees, all learner salaries remain the responsibility of the employer.

Who is Eligible?

The programme is available across your workforce but there is a priority to support employees aged 25 and under and anyone at Level 4 and above (all ages).

Speak to an Itec representative for further clarification.

What is the Eligibility Criteria?

The employee must be working a minimum of 16 hours per week, be paid at least minimum wage and not currently in any other education or training.

How long will it take?

Depending on the industry and job role, an Apprenticeship generally takes 12 to 18 months to complete.

How much involvement does it require from me, the employer?

Throughout the qualification Itec will work in partnership with you to ensure it delivers the outcomes you want without distracting from your day-to-day operations.

An Itec representative will visit your site a minimum of once every 60 days to evaluate the learner on the job and provide feedback to you. You will be required to offer some support and possible evidence input into the individual's file.

How much time does it involve from the individual?

The individual learns on the job and is assessed by a member of our team whilst completing a portfolio of evidence.

They do not attend college so there is minimal loss to your business, although they are expected to complete some project work during working hours.

Can you train my existing staff?

Yes, the framework is built for new and existing employees and is fully funded providing they meet the eligibility criteria.

Who are Itec?

Itec was established over 40 years ago to meet emerging skills gaps; today we have grown to become one of Wales' largest providers of skills and employment services.

We have a team of over 200 employees and we have supported over 5,000 learners and work in partnership with circa 1,000 employers per year. The employers we work with cover a variety of sectors including retail, customer service, business admin, financial, health and social care, manufacturing, hospitality and childcare.

How much support does the individual receive?

The individual is regularly supported by a member of our training team. We also aim to support you the employer; by working in partnership we can ensure both you and the learner find the journey valuable.

How will staff training meet my business needs?

At Itec we take the time to understand what you wish to achieve from the training. Any resultant programme will be aligned to your defined business objectives.

Glossary of Terms

Technical Certificate

A technical certificate is a qualification, which provides you with extensive knowledge in your chosen area of study. It is a key component of the Apprenticeship programme and is designed to provide a clear understanding of the world of work.

Apprenticeship Framework

An Apprenticeship framework is a definition of requirements for an Apprenticeship programme. It is used by training providers, colleges, and employers to ensure that all Apprenticeship programmes are delivered consistently and to agreed standards.

Qualification & Credit Framework (QCF)

Vocational qualifications in the UK have been revamped by the introduction of QCF or Qualifications and Credit Framework model, which replaced NVQ's. The QCF, like an NVQ, is a system for recognising skills and qualifications in a vocational setting. It does this by awarding credits for qualifications and units (small steps of learning), with each unit holding a credit value.

Essential Skills Wales (ESW)

Essential Skills qualifications are designed to assess the skills that learners need for successful learning, employment and life. Essential Skills provides a single ladder of progression from Entry Level 1 to Level 3 in Essential Communication Skills, Essential Application of Number Skills, Essential Digital Literacy Skills and from Entry 3 to Level 3 in Essential Employability Skills.

Assessor

An Assessor supports and assesses people working towards qualifications in settings like colleges, training centres and the workplace. Their job is to help make sure that learners meet all the occupational standards needed to achieve their qualification.

Application of Number (AON)

Application of Number is part of Essential Skills that encourages candidates to develop and demonstrate their skills in using number to tackle a task, activity or problem by collecting and interpreting information involving numbers, carrying out calculations, interpreting results and presenting findings.

Communication Skills

The aim of the Communication Skills qualification is to encourage candidates to develop and demonstrate their speaking, listening, reading and writing skills for different purposes. The qualification is essentially concerned with developing and recognising candidates' ability to select and apply communication skills in ways that are appropriate to their particular context.

Digital Literacy

Digital Literacy Skills is aimed at encouraging candidates to develop skills in digital responsibility, digital productivity, digital information literacy, digital collaboration, digital creativity and digital learning.

Controlled Tasks

A controlled task is a subject that is assessed over a period of time, invigilated and then marked by your assessor. The Essential Skills element of the qualification is delivered by controlled tasks.

If you have any questions,
or require any more information

visit itecskills.ac.uk

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