

# Apprentices are your future

## Introduction

**Apprentices want to learn and make a difference to your organisation. They are the very best kind of employee - those who want to be there and want to succeed.**

**Funding is available for the full cost of Apprenticeship training for most employees aged 16-18. Some funding is also available for employees aged over 19.**

### Connexions Central Vacancy Unit

Connexions Central Vacancy Unit provides a recruitment service to help employers find a suitable Apprentice. They can also put employers in touch with the providers of Apprenticeship programmes in the local area.

When you contact us, we will discuss your requirements and agree with you the most appropriate way forward for your organisation. We can help you find a suitable learning provider, and if you do not already have a candidate in mind we provide a free recruitment service including advertising your Apprenticeship opportunity both on our website and through our personal adviser network in Connexions Centres, schools and colleges across the county.

### Why Apprenticeships? Expert support

Your employee will be supported by a training provider who will meet with you and your Apprentice to agree a Learning Plan relevant to your organisation.

The Apprenticeship will sometimes involve day release out of the workplace, where your employee will learn from experienced trainers in your occupational area as well as meeting other people to share good practice and ideas.

### Nationally recognised qualifications

Your Apprentice will benefit from a nationally recognised qualification that could potentially enable them to progress to a Foundation Degree or Higher National Certificate/Diploma.

The Apprenticeship will encompass a National Vocational Qualification, Technical Certificate and Key Skills.

Apprenticeships come at two levels:

- Apprenticeship - Level 2
- Advanced Apprenticeship - Level 3

Please refer to the Qualification Table on the next page.



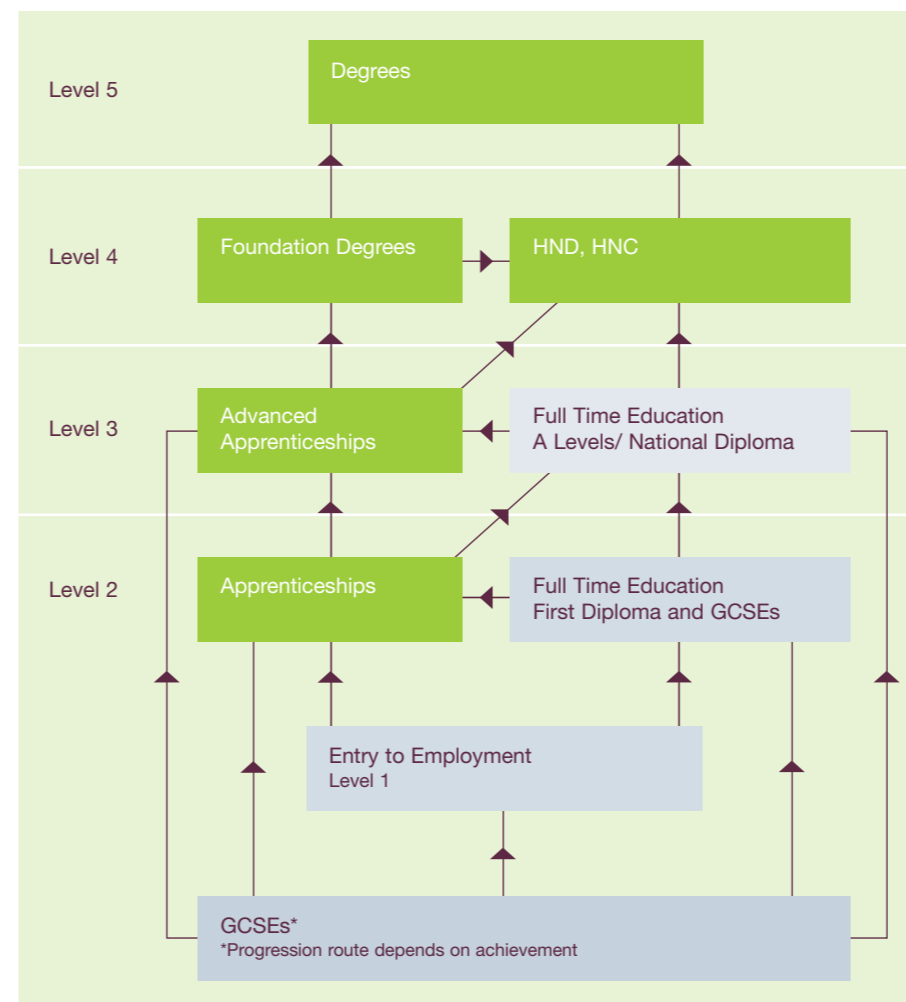
## Qualification Table

As well as helping you to progress in your chosen career, Apprenticeships can help you to enter higher education.

The different levels of NVQs relate to other qualifications, as shown below.

- Level 1 = 5 GCSEs at grades D – G
- Level 2 = 5 GCSEs at grades A\* – C
- Level 3 = 2 A levels or 1 vocational A level
- Levels 4/5 = HNC, HND and degree level

The diagram shows you how you could progress through to a full time or part time higher education course, having completed Level 3 as an Apprentice.



## FAQs

### Are Apprenticeships available in all areas of my organisation?

Apprenticeships are available in almost every area of employment, from Administration and Social Care to Welding and Motor Vehicle Maintenance.

### What are the benefits to my organisation?

- Brings new skills and expertise
- Assists with recruitment and retention
- Boosts employee morale and motivation
- Increases efficiency and minimises errors
- Demonstrates the quality of the workforce to existing and potential customers
- Helps with succession planning

### What are the benefits for our employees?

- Enhances skills and expertise
- Helps improve career development and promotion prospects
- Gives a sense of achievement
- Qualifications gained on the job

### What support will I get with training?

Training Providers are experts in their field and have a wealth of experience in supporting Apprentices and their employers. An Individual Learning Plan will be agreed with you and your employee and appropriate support provided.

### Will I get any funding towards the cost of training?

Funding is available for the full cost of Apprenticeship training for most employees aged 16-18. Some funding is also available for employees aged over 19.



For more information about Apprenticeships please call **01522 875 490** or visit our website **www.c4employers.co.uk**

## Case Studies

“The City of Lincoln Council has been offering apprentice placements throughout the Authority, for over 13 years.

The Council works closely with Lincoln College to jointly recruit to the programme.

**Retention and achievement statistics have been spectacularly successful, with both being recorded at around 80%.**

Many of the former apprentices have progressed their careers within the Council, with some now working in the professional services of housing, planning and accountancy.

The programme is indicative of some of the wider and more altruistic aspirations of the Council. Namely, by supporting apprentices, the Council is doing its part to encourage young people to continue in learning; tackle social exclusion; raise the skill level in Lincolnshire and helping to improve the image of the Public Service.”

Head of Human Resources,  
City of Lincoln Council

### The South Holland District Council have increased their intake of apprentices.

New recruit, Melanie Newell (a Carpentry and Joinery Apprentice) is loving working for the Council. Melanie says:

“My job involves a variety of different things, like repairing empty houses so another family can move in, to response repairs. I am working with the community and meeting a variety of different people which is giving me more confidence.”

**Lincolnshire County Council, is supporting the apprenticeship programme, as part of their commitment to the Skills Pledge.**

“The promotion of apprenticeship opportunities is thematic with other key developments within the Council. For example the Council have also achieved the GO Award.”

Corporate Learning and Development Manager, Lincolnshire County Council

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## Apprenticeships Available in Lincolnshire & Rutland

Accountancy	Electronic Servicing	Horse Care	Maintenance Operations - Construction
Activity Leadership	Engineering	Horticulture - Landscape	Management
Administration	Engineering - Mechanical Manufacture	Horticulture - Nursery	Manufacturing
Agriculture	Engineering Manufacturing	Horticulture - Production	Mechanical Engineering
Bar Service	Engineering Production	Horticulture - Turf	Motor Vehicle - Heavy Maintenance
Beauty	Engineering Technical Support	Hospitality - Multiskilled	Motor Vehicle - Light Mechanics
Bricklaying	Exercise to Music	Hospitality Customer Service	Motor Vehicle Body and Repair
Call Centre	Fabrication and Welding	Hospitality Reception	Motor Vehicle Maintenance
Carpentry and Joinery	Food and Drink Service	Hospitality Service	Motorcycle Technician
Childcare /Early Years	Food Manufacturing	Hospitality Supervision	Painting and Decorating
Childcare - Play Work	Food Preparation and Cooking	Hospitality/Catering	Performing Engineering Operations
Cookery (Professional)	Food Processing and Cooking	Housekeeping/Portering/Cleaning	Plumbing
Customer Service	Food Service	Information Technology	Retail Financial Services (Insurance)
Dental Nurse/Oral Health Care	Front Office	Install and Support IT	Retailing
Distribution, Warehouse and Storage	Gym	Installation and Commissioning	Specialist Tyre Fitter
Drink Service	Hairdressing	Maintenance Engineering	Teaching Assistant
Elderly Care	Health & Social Care	Maintenance Engineering - Multi-Skilled	Team Leading
Electrical Engineering	Heating and Ventilation		Travel & Tourism
Electrical Installation			

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Central Vacancy Unit  
Connexions  
Aquis House  
Clasketgate  
Lincoln LN2 1JZ  
Tel: 01522 875 490  
Email: cvu@lincolnshire.gov.uk  
Web: www.c4employers.co.uk

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# Apprentices are your future In the Public Service

- Increase efficiency
- Local training providers
- Aid recruitment and retention
- Nationally recognised qualifications
- Boost employee morale and motivation