

# YOUR GUIDE TO APPRENTICESHIPS AT RUNWAY TRAINING

Advice and guidance for employers





## **THANK YOU FOR CHOOSING RUNWAY TRAINING**

So, you've decided to recruit an apprentice? You've come to the right place! We are proud of our established apprenticeship provision at Runway Training, which provides apprenticeship programmes in the health and social care sector, business and education sectors, with apprentices based across the South-East of England.

We work closely with our employers to ensure that every single apprentice is placed onto the right programme of study at the right time. Our team aim to deliver a smooth process from the first initial advice and guidance call, through to completion of the apprenticeship programme, ensuring that all of our apprentices grow, develop and succeed into valuable employees, with skills and attributes developed to suit changing and diverse industries.



## ABOUT US



Established in 2008



Award winning provider



100% pass rate on standards



80% of learners have achieved distinction

# OUR AIMS

- To provide a high quality service that meets learners' and employers' needs
- To provide effective advice and guidance to both learners and employers
- To provide the most the most flexible solutions that match the needs of the employer
- To provide qualifications that enhance the learners' skills and benefit the employer



# APPRENTICESHIP PROGRAMMES AVAILABLE AT RUNWAY TRAINING



## BUSINESS SECTOR PROVISION

Business Administration  
Customer Services  
Practitioner  
Team Leading  
Accounting (AAT)



## HEALTH AND SOCIAL CARE PROVISION

Adult Care  
Lead Adult Care Worker  
Children, Young People &  
Families Manager



## EDUCATION PROVISION

Early Years Educator  
Teaching Assistant  
Award in Education &  
Training  
Diploma in Education &  
Training  
\*NEW\* Learning & Skills  
Teacher

# HOW AN APPRENTICESHIP WORKS

Apprenticeships have recently undergone an exciting new reform, with apprentices now working towards a set of 'standards', which have been written for employers, by employers.

Completing an apprenticeship gives the opportunity to earn a salary whilst completing a recognised qualification.

Apprentices learn both on-the-job i.e. in the workplace, from you, their employer and off-the-job i.e. learning new skills and developing new knowledge to support their development of their role and which will enable them to achieve competency in their job role.



# WHO CAN BECOME AN APPRENTICE?

- Anyone over the age of 16 (there is no upper age limit)
- Anyone who is currently not studying for another funded qualification
- Anyone who does not currently hold qualifications in the apprenticeship subject area they are looking to pursue
- Anyone who has been resident in the EEA for 3 years or more

Existing members of a workforce can be enrolled onto an apprenticeship to encourage further developing and upskilling. More information can be found on our website: <https://runwaytraining.co.uk>



# OFF THE JOB TRAINING

Apprentices are required to log 20% of their total contracted hours (across the duration of their apprenticeship) to complete off-the-job training.

Apprentices are no-longer required to be given 'day-release', but should allocate 20% of their weekly working hours to OTJ training.

Example: An apprentice on a 12 month apprenticeship, working 30 hours per week, will work a total of 1,392 hours. 278 hours (20%) should be allocated for paid, off-the-job training.





# OFF THE JOB TRAINING

Some employers, prefer their apprentices to take this on the same day each week, others prefer to allocate this to a few hours per day. Either way, apprentices should set aside between 3-4 hours per week to study (during paid working hours) and should routinely log their off-the-job training on a weekly basis to ensure they reach the target number as shown in the example.





## EXAMPLES OF OFF THE JOB TRAINING

- Face to face tutor led delivery
- Individual study time
- Participating in online forums relevant to role
- Completing a reflective diary
- Shadowing a colleague
- Employer learning and development programmes
- Research tasks
- Attendance at industry events
- Attending webinars



## FUNDING & COSTS

Apprenticeships are funded through the Education and Skills Funding Agency. The amount an employer contributes depends on the size of the organisation and the circumstances of the apprentice they're hiring. Take a look at the following link to find out more: <https://www.gov.uk/employing-an-apprentice/get-funding>



## **CHOOSING THE RIGHT APPRENTICESHIP STANDARD**

It is important that we work together to ensure that your apprentice is recruited onto the right apprenticeship standard, not only to ensure that they succeed, but also so that they become a valuable asset to your business or organisation.

If you are unsure about whether you are choosing the right apprenticeship standard, we can help. Simply send us the relevant job description and our team of specialists can use the information you give us to guide and advise you accordingly.

# HOW DO I SELECT THE RIGHT PERSON?

Ultimately it is down to you as the employer to ensure that you're recruiting the best person for your organisation and job role. Only you will know who is the right fit.

We can however suggest that you take the following into consideration:

- Choosing a new recruit with existing qualifications or experience can affect eligibility for funding. The greatest benefit for an apprentice is learning new skills, on and off-the-job.
- If you are planning to put forward an existing employee onto an apprenticeship, you should take prior learning and experience into account. We can then suggest the best possible course and level for your member of staff.
- You should be certain that you are able to offer any new apprentice, their full 20% off-the-job training time. This is a contractual obligation that can affect funding, eligibility and success if this time is not routinely allocated and is a compulsory part of an apprenticeship programme.



# INITIAL ASSESSMENTS

Every new learner will undertake maths and English initial assessments online. These are nothing to worry about and are not a test. They are assessments designed to allow us to obtain information about a learner's starting point.

They will also allow us to provide the correct advice and guidance so we can ensure that your apprentices are enrolled onto the most suitable programme



All apprentices who do not hold maths or English qualifications at level 2 or above (equivalent to Grade 4 or above at GCSE), must study for these alongside their main apprenticeship programme, achieving a pass in their exams prior to entering gateway.

Whilst this is fully-funded, the apprentice must use their own time to study and cannot log study time for maths or English as part of their off-the-job training requirements.



# AS AN EMPLOYER YOU CAN EXPECT

- Apprenticeship teachers who will support your needs as an employer and the needs of the apprentice in the workplace
- Bespoke and flexible training programmes that are designed and delivered to meet your needs
- your apprentice to receive training every 4 weeks as a minimum
- Visits to last between 1.5 – 3 hours arranged at a suitable time in order to cause minimal disruption to your business operation
- To be an integral part of the training ensuring the apprentice and the programme is meeting your needs and expectations.
- Your learners to be in the correct programme and level of learning to ensure that their training meets the requirements of your organisation, positively influencing a return on your investment
- Runway Training to contact you if there are any concerns about the progress of your apprentice
- Runway Training to carry out a Health and Safety check on your premises and support you in the management of any identified risks.
- Runway Training to monitor compliance with Health and Safety, Equality and Diversity and Safeguarding requirements throughout the whole training programme





# WE OFFER A VARIETY OF APPRENTICESHIP PROGRAMMES AT RUNWAY TRAINING INCLUDING:

## Business Suite

Apprenticeship	Duration
Business Administrator (Level 3)	18 months
Customer Service Practitioner (Level 2)	12 months
Customer Service Specialist (Level 3)	15 months
Team Leader/Supervisor (Level 3)	12 months
Recruitment Resourcer (Level 2) (includes Level 2 Certificate in Recruitment Resourcing)	12 months
Recruitment Consultant (Level 3) (includes Level 3 Certificate in Principles of Recruitment or Recruitment Practice)	12 months
Accounts or Finance Assistant (Level 2) (includes AAT Foundation Certificate in Accounting) <i>*all apprentices must be members of AAT</i>	12 months
Assistant Accountant (Level 3) (includes Level 3 Advanced Diploma in Accounting)	18 months
Operations Departmental Manager (Level 5)	30 months

# WE OFFER A VARIETY OF APPRENTICESHIP PROGRAMMES AT RUNWAY TRAINING INCLUDING:

## Care Suite

Apprenticeship	Duration
Adult Care Worker (Level 2) (includes Level 2 Diploma in Care)	12 months
Lead Adult Care Worker (Level 3) (includes Level 3 Diploma in Adult Care)	18 months
Lead Practitioner in Adult Care (Level 4) (includes Level 4 Diploma in Adult Care)	18 months
Leader in Adult Care (Level 5) (includes Level 5 Diploma in Leadership and Management for Adult Care)	18 months
Children, Young People and Families Practitioner (Level 4) (includes Level 3 Diploma for Residential Childcare)	24 months
Children, Young People and Families Manager (Level 5) (includes Level 5 Diploma in Leadership and Management for Residential Childcare OR Level 5 Diploma in Leadership for Health and Social Care)	24 months

# WE OFFER A VARIETY OF APPRENTICESHIP PROGRAMMES AT RUNWAY TRAINING INCLUDING:

## Education Suite

Apprenticeship	Duration
Early Years Practitioner (Level 2) (includes Level 2 Early Years Practitioner qualification)	12 months
Early Years Educator (Level 3) (includes Level 3 Early Years Educator qualification & First Aid Course)	18 months
Teaching Assistant (Level 3)	18 months
Learning & Skills Teacher (Level 5)	24 months

# NEXT STEPS

If you're an employer and you're looking to recruit an apprentice, we offer an advertising and eligibility screening service to support you find your next recruit. Please contact our apprenticeships manager or business development manager on 01732 402402 so we can support you with your requirements.

