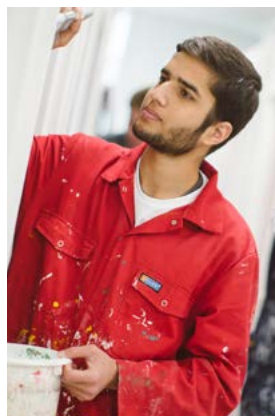


# Apprenticeships



Grow and develop your career

Receive a real qualification

Earn while you learn

Career progression opportunities

# WORKFORCE

Part of South Essex College



# Introduction to Apprenticeships

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An Apprenticeship will give you the opportunity to become a skilled professional by gaining real world experience. In today's job market many people are now looking at the time tested option of doing an Apprenticeship to get a head start in their chosen profession and acquire the skills that employers are looking for.

Research shows that over the course of your career you could earn on average £100,000 more than those who do not choose an Apprenticeship route and many apprenticeships offer a direct route into higher education programmes (degrees), that enable you to gain a degree without any of the student debt you might have via a more traditional path at university.

## Five great reasons to choose an Apprenticeship

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### Earn whilst you learn

This is probably the most obvious reason because you will get paid to learn something new! An Apprentice will combine your studies with on-the-job training and when you finish you will be on a skilled craftsman's wages.

### Invaluable experience

You will be learning from skilled professionals who are masters of their craft. This allows you get the relevant experience you will need to further your career.

### Help and support

Throughout your Apprenticeship our team at College will offer you all the help and support you need from the very start.

### Making contacts

By doing an apprenticeship you will be building contacts that will help you on your career path. Making relationships with work colleagues, managers and clients will strengthen your employability.

### A secure future

By doing an Apprenticeship you will be investing in a secure future. You can acquire the skills and know-how to progress to the top of your chosen field which will lead to higher salaries and more job opportunities.



**Depending on the Apprenticeship you are undertaking, you will either complete an Apprenticeship 'Standard' or 'Framework'.**

## Standards

Apprenticeship Standards have been developed as part of the government's recent Apprenticeship reforms and have been designed by employer groups known as 'Trailblazers'.

The main difference between the Framework and the Standards, is the introduction of the End Point Assessment (EPA). The EPA will require you to complete a number of pre-set activities, which enable you to demonstrate that you have acquired the skills, knowledge and behaviours set out in the standards.

### Skills

These are the practical competencies that you will need to be able to demonstrate

### Knowledge

These are the theoretical elements that you will need to learn and understand

### Behaviours

These are the attributes that professionals and employers in the specific occupation would need to demonstrate.

### EPA (End Point Assessment)

All apprentices must undertake an independent End-point Assessment at the end of the on-programme phase of training.

End-point Assessments are graded and an apprenticeship certificate is only awarded after the assessment is successfully completed.

## Frameworks

### Competency (Main) Aim

A Framework offers a combination of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This is usually a National Vocational Qualification (NVQ) which consists of the practical skills that you will need to learn to be able to do the job well. Most of this element is completed 'on-the-job' or whilst you are at work.

### Knowledge aim

This is sometimes referred to as your Technical Certificate. It is usually another recognised qualification which provides you with the underpinning knowledge of the role and an insight into the chosen industry. This may be delivered through 'off-the-job' learning either away from your day-to-day role or on set College days.

### Employment Rights and Responsibilities (ERR)

It is important that you understand your rights and the rights of your employer. This element of the Apprenticeship enables you to gain an understanding of employment rights and responsibilities both from an employee and an employer's perspective.

### Personal Learning and Thinking Skills (PLTS)

Depending on your chosen framework this part may be embedded within one of your main elements. This is a framework of skills development designed to help you acquire key skills that will prove useful as you progress through your role. It consists of six skill groups: creative thinkers, team workers, independent enquirers, self-managers, effective participants and reflective learners.



## Who is involved?

### Your employer

This is the person in your workplace who will supervise and support you throughout your Apprenticeship. You may be assigned a mentor who will take on the supervisory and support role on behalf of your employer. They will have a knowledge of the role and industry and be able to provide assistance with your training and give you guidance to help you achieve your Apprenticeship.

### Your tutor/assessor

Your tutor/assessor has an overall responsibility for your learning. They will be on hand to support and guide you throughout the duration of your learning programme. They will carry out workplace visits and assessments in order to help you meet the criteria of your Apprenticeship. If you are completing a Framework, your tutor/assessor is responsible for assessing the competency aim within your framework. They will carry out regular progress reviews between yourself and your employer/mentor (at least every 10 weeks) to discuss how you are doing and set and review targets.

### Subject tutor

Depending on the model of your Apprenticeship you may have a different subject specialist tutor who runs the College based sessions you attend. If your Apprenticeship has an off-the-job element which is delivered at a College campus, you will be given a timetable which shows when you should attend with the room number and times. Your attendance at these sessions will be logged and any absences, notified or not, will be reported to your employer. It is important to remember that College days are still work days and you are entitled to be paid for these.

If you are undertaking an Apprenticeship Standard, both tutors and your employer have responsibility to ensure that enough preparation and support is given to you in order to proceed to the EPA.

### Functional skills tutor

If you are working towards functional skills qualifications as part of your Apprenticeship it is more than likely that you will have a separate tutor for this. You will have set sessions with this tutor either separately from College days (as agreed by your employer) or at timetabled sessions during your normal College day. They will help you through the English, maths and/or ICT elements of your programme and prepare you for the final exams.



## Internal Quality Assurance (IQA) Co-ordinator

This person works behind the scenes in the College. Throughout your learning journey you may never come into contact with this person, but they are there to check that your Framework/ Standard is being delivered to a certain standard. They will review your tutor/assessor's decisions in relation to your assessments and may visit your workplace to carry out observations.



# Commitments and expectations

## The employer's commitment to you:

### Contract of employment

It is a legal requirement that all apprentices have a full contract of employment. This should state the duties that you will undertake, outline your agreed working hours, holiday entitlement, salary and the start date of your learning.

Your employer will decide the level of pay you will receive. It is a legal requirement that you should receive the National Minimum Wage (NMW) for apprentices. This includes being paid for spending time at off-the-job learning (for example, at College). If you are in the first year of your Apprenticeship - you must be paid at least the NMW for apprentices. From your 366th day of on programme learning, if you have turned 19 years of age (or are 19 at start) your employer is required to pay you at least the standard minimum wage for your age group (not the apprenticeship wage). You can find out information about NMW rates by following this link

**[gov.uk/national-minimum-wage-rates](https://gov.uk/national-minimum-wage-rates)**

### Holidays

As an employee you are entitled to holiday from the first day of your employment. The details of your holiday entitlement will be set out in your contract and should be at least the minimum statutory entitlement of 28 days annually inclusive of bank holidays.

### Well planned, high quality training

We are committed to ensuring that you receive the highest quality training possible. Your tutor/assessor will provide you with everything you need to be successful in your learning and will regularly review your progress and provide support where needed.

### Professional and industry experienced staff/tutors

Our staff are employed because they are able to offer a high quality learning experience based on their qualifications and industrial expertise.

### Equality of opportunity

South Essex College is committed to the advancement and promotion of equality and diversity for all learners, employees, and all other users of the College. Our ethos is to create and maintain conditions whereby learners and staff are treated solely on their own merits, abilities and potential, regardless of age, disability, race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. If you feel that you are being discriminated against, you must raise this with your tutor/assessor or IQA as your first point of contact.

### Additional learning support

If it is identified that you would benefit from some extra support throughout your programme, in order to help you achieve, we will provide you with an additional support plan that will be agreed with your employer and reviewed during your progress reviews.



## Safe working practices

South Essex College is committed to ensuring your safety whilst on the College premises. Workshop and learning areas are thoroughly checked to ensure they are safe and tutors carry out health and safety checks during every session.

### PREVENT

The College is committed to ensuring that you are safe whilst on your Apprenticeship. The Prevent Duty in the Counter-Terrorism and Security Act is an initiative to prevent people from being drawn into radicalisation, including terrorism.

The College takes its responsibilities under the Prevent Duty very seriously and the Prevent agenda is covered through our PDBW activities mentioned previously. As part of your induction you will be required to complete an online training programme to help you understand how you can keep safe and know what to do if you are concerned that a friend or colleague may be being radicalised.

## Our expectations of you:

### Safe working practices

We expect you at all times to be mindful of your own safety both in College and in the workplace. It is your responsibility to ensure you do not work in a way that puts yourself or others at risk of harm.

Once you have officially enrolled, you will be issued with a student ID card and a lanyard. This must be worn at all times whilst you are on College premises.

## Attendance and punctuality

Good attendance and punctuality is directly linked to success. We expect you to arrive for all planned learning sessions on time. Any late arrivals or non-attendance will be logged and your employer will be notified.

A key attendance target of 100% for off-the-job learning will be set at induction and will be reviewed at your initial progress review and throughout the programme.

## Respect and equality of opportunity

A strong and effective strategic narrative, underpinned by core values is crucial to the long-term success of South Essex College:

- Partnership
- Respect
- Outstanding
- United
- Determined

We expect you to respect these values and demonstrate them throughout your learning journey. Respect is woven into these values and it is our expectation that you will treat peers and staff with the respect that you would expect for yourself. We would also expect you to extend this into your workplace.

## High standards

We have high expectations of you. In order to perform to a standard that will lead you into a highly successful career, we expect you to carry out tasks and complete work to the best of your ability. Your tutor/assessors will provide you with as much support and encouragement as you need to reach your potential.

## Dress code

Each Apprenticeship may require a different dress code. Your tutor/assessor will advise you if there is anything specific that have to wear whilst in College such as safety boots, PPE for workshop sessions. Your employer may request a specific dress code that you must follow when at work.

## How many hours will I work?

Your employer is required to comply with the working time directive, this means that apprentices aged 16-18 should not be contracted to work more than 40 hours per week and apprentices aged 19 and over should not be contracted to work more than 48 hours per week. If you work less than 30 hours per week the duration of your programme will be extended proportionately to comply with government rules.

## How long will it take?

The duration can be found on alongside relevant information for each apprenticeship, featured in this booklet.

## Apprenticeship course information key

Apprenticeship course title	The qualification awarded as part of your chosen Apprenticeship	<div>ST ND</div> <div>FR WK</div> <div>type of Apprenticeship</div>	<div>L3</div> <div>Apprenticeship level</div> <div>Duration of Apprenticeship</div>
A brief introduction about the Apprenticeship including what you will learn and how it will be delivered		<b>ENTRY REQUIREMENTS</b> Minimum criteria required for Apprenticeship	






- Standard




- Framework



# Standard Apprenticeships

Course	Qualification	Type	Level	Length
 <b>Hospitality Team Member</b>	Level 2 Diploma for Hospitality Team Members (RQF)	ST ND	L2	14 months
<p>This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.</p> <p>Pathways include:</p> <ul style="list-style-type: none"> <li>• Alcoholic drinks</li> <li>• Barista</li> <li>• Concierge and guest</li> <li>• Conference and events</li> <li>• Food and drink</li> <li>• Food production</li> <li>• Housekeeping</li> <li>• Reception or Reservations</li> </ul>		<b>ENTRY REQUIREMENTS</b> Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.		
 <b>Customer Service Practitioner</b>	City and Guilds Level 2 Diploma in Customer Service Practitioner	ST ND	L2	13 months
<p>This programme is predominantly work-based and is designed to enable the apprentice to learn a range of customer service principles and practices. It includes the development of key customer services qualities such as presentation and communication in order to provide high quality customer service in almost any role.</p>		<b>ENTRY REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Set by the employer</li> <li>• learners will be expected to achieve Entry Level 3 English and maths initial assessment</li> </ul>		
 <b>Welding</b>	ABC Level 2 Certificate in Welding and Fabrication	ST ND	L2	18 months
<p>This course is delivered as a day release programme. Apprentices will attend College one day per week to undertake both theoretical and practical training. Apprentices will develop the essential skills, knowledge and behaviours to become fully competent as a General Welder (Arc Processes).</p> <p>Aspects of the role may include:</p> <ul style="list-style-type: none"> <li>• Welding principles and techniques</li> <li>• Using Welding tools</li> <li>• General welding</li> <li>• Health and safety practices</li> </ul>		<b>ENTRY REQUIREMENTS</b> Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.		

Course	Qualification	Type	Level	Length
 <b>Supply Chain Operator (Removals Operative Pathway)</b>	Level 2 Certificate for Supply Chain Operators	ST ND	L2	15 months

This course is predominantly work-based and will provide the apprentice with the necessary skills and competencies to function in the role of a Supply Chain Operator.

The programme aims to develop an individual's confidence in their abilities by developing work related knowledge, skills and understanding.

Aspects of the role may include:

- Supply chain awareness
- Team work
- Customer service, health and safety
- Removals Operative – IT Systems

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via an initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

 <b>Supply Chain Large Goods Vehicle Driver</b>	Cat C Driving License Acquisition and initial CPC	ST ND	L2	15 months
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This course is predominantly work-based and will provide the apprentice with the necessary skills and competencies to function in the role of a Supply Chain Large Goods Vehicle Driver.

Aspects of the role may include:

- Preparation of a vehicle
- Planning of delivery
- Safe and efficient driving
- Safe use of equipment
- Returned goods
- Protection of the driver, vehicle and load
- Structure of the industry

#### ENTRY REQUIREMENTS

- A\*-E/9-3 GCSE or equivalent English and maths


 <b>Supply Chain Warehouse Operative</b>	Level 2 Certificate for Warehouse Operative	ST ND	L2	15 months
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This course is predominantly work-based and will provide the apprentice with the necessary skills and competencies to function in the role of a warehouse operative using MHE equipment, waste management, handling stock, communication and customer service and awareness of the sector and own role.

The programme aims to develop an individual's confidence in their abilities by developing work related knowledge, skills and understanding.

#### ENTRY REQUIREMENTS

- A\*-E 9/3 grade GCSE

Course	Qualification	Type	Level	Length
 <b>Supply Chain Operator (Traffic Office Pathway)</b>	Level 2 Certificate for Supply Chain Operators (Traffic Office Pathway)	ST ND	L2	15 months


This course is predominantly work-based and will provide the apprentice with the necessary skills and competencies to function in the role of a supply chain traffic office clerk.

Aspects of the role may include:

- Supply Chain Awareness,
- Team Work,
- Customer service,
- Health and Safety,
- Traffic office planning,
- Traffic office returned goods,
- Safe use of equipment and machinery

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

 <b>Hair Professional</b>	City and Guilds Level 2 Diploma for Hair Professionals	ST ND	L2	24 months
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This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.

Aspects of the role may include:

- Hair industry practices and principles
- Hair cutting and styling techniques for all hair types
- Using specialist hair grooming materials and tools
- Specialist hairdressing skills

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

 <b>Barbering</b>	City and Guilds Level 2 Diploma for Hair Professionals - Barbering	ST ND	L2	24 months
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This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.

Aspects of the role may include:

- Hair industry practices and principles
- Hair cutting and styling techniques for all hair types
- Using specialist hair grooming materials and tools
- Specialist barbering skills

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.



Course	Qualification	Type	Level	Length
 <b>Laboratory Technician</b>	BTEC Level 3 Diploma in Applied Science	ST ND	L3	18-24 months


This apprenticeship will be delivered as a day release programme with one day in college per week. In addition there will be mentor support within the workplace and assessment of practical skills, behaviours assessed within the workplace.

The apprenticeship will cover:

- Following quality procedures
- Regulatory requirements
- Technical skills to fulfil their role
- Producing, analysing and interpreting data and applying statistical techniques

#### ENTRY REQUIREMENTS

- Apprentice must be employed within an environment conducive to demonstrating laboratory standard operating procedures.
- A\*-C 9/4 Grade GCSE or Level 2 functional skills in English & maths

 <b>Motor Vehicle Service Technician</b>	Motor Vehicle Service and Maintenance Technician (Light Vehicle)	ST ND	L3	36 months
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This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.

Aspects of the role may include:

- The basics of vehicle and emerging technologies
- Types and characteristics of light vehicles
- Diagnostic principles

#### ENTRY REQUIREMENTS

- One GCSE at grades A\*-D/9-3 or Level 1 Functional Skills in English and maths
- Apprentices must demonstrate via initial assessment that they are working at Level 1 in both English and maths unless they hold an Education Health and Care Plan

 <b>Hospitality Supervisor</b>	Certification from the Institute of Apprenticeships	ST ND	L3	14 months
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This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.

Aspects of the role may include:

- Specialist bar
- Concierge
- Events
- Food and beverage
- Front office
- Hospitality outlet
- Housekeeping supervising skills

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

Course	Qualification	Type	Level	Length
 <b>Assistant Accountant</b>	AAT Advanced Diploma in Accounting	ST ND	L3	18 months


This course will be delivered as regular day release workshops, and will enable the apprentice to work as an assistant accountant in practice or within the finance function/department of an organisation. Developing the confidence, knowledge, skills and understanding needed to progress as an assistant accountant.

#### ENTRY REQUIREMENTS

One GCSE at grades A\*-C/ 9-4 or Level 2 Functional Skills in English and maths.

Aspects may include:

- Data entry at month end management accounts
- Year-end financial statements
- Regulatory financial requirements such as VAT returns or tax computations

 <b>Team Leader/Supervisor</b>	CMI Level 3 Diploma in First Line Management	ST ND	L3	15 - 18 months
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This course is delivered through a combination of workshop sessions and blended learning (online, supported study).


Aspects of the role may include:

- Team management principles
- Leadership techniques
- Performance management
- Human resources
- Operational and project management
- Financial management

#### ENTRY REQUIREMENTS

- Set by the employer but apprentices will need to achieve Level 1 English and maths at the initial assessment

The programme is flexible enough to be tailored to suit the organisation and job role being undertaken.

 <b>Installation Electrician/ Maintenance Electrician</b>	City and Guilds Level 3 Electro-technical Installation or Management Pathway	ST ND	L3	48 months
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This course is delivered as a day release programme, Learners will attend College one day per week to undertake both theoretical and practical training.

#### ENTRY REQUIREMENTS

Aspects of the role may include:

- Principles, practice and legislation applying to electrical systems
- Installation of wiring systems and electro technical equipment in buildings
- How to diagnose and correct electrical faults
- Planning and maintenance of electrical systems

- A\*-C/9-4 GCSE OR
- Level 2 Functional Skills in English and maths

Course	Qualification	Type	Level	Length
 <b>Business Administrator</b>	City and Guilds Level 3 Diploma in Business Administration	ST ND	L3	18 months


This course is delivered predominantly work-based with learners expected to build a portfolio of evidence to meet the apprenticeship standards.

The objective of this is to support their role in the workplace to develop learners' knowledge and understanding across a range of administrative practices and tasks.

Learners will need to be supported to undertake off the job learning whilst on employer's premises.

#### ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Level 1 in both English and maths unless an Education Health and Care Plan is held.

 <b>Cyber Security</b>	Pearson BTEC Level 4 Diploma in Information Security Professional Competence Operation/ Departmental Manager	ST ND	L4	30 months
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This apprenticeship is delivered as a day release programme with attendance in college one day per week.

The apprenticeship will cover:

- Cyber security principles & techniques
- National and international cyber security law, standards & regulations
- Analysing and evaluation threats and hazards
- Building 7 using a security case
- Logical and creative thinking, and analytical and problem solving skills

#### ENTRY REQUIREMENTS

- A-C/9-4 GCSE in English & maths or Level 2 functional Skills in English and maths
- Employers may request additional entry criteria

 <b>Operation/ Departmental Manager</b>	CMI Level 5 Diploma in Management	ST ND	L5	24 months
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This course is delivered through a combination of workshop sessions and blended learning (online, supported study) and will enable the apprentice to work as an effective as an operations/departmental manager.


Aspects of the role may include:

- Operational and business management principles
- Project management
- Performance management
- Leadership and management techniques
- Relationship management and communications

#### ENTRY REQUIREMENTS

- One GCSE at grade A\*-C or 9-4 or Level 2 Functional Skills in English and maths
- Apprentices will be expected to be employed in a management role

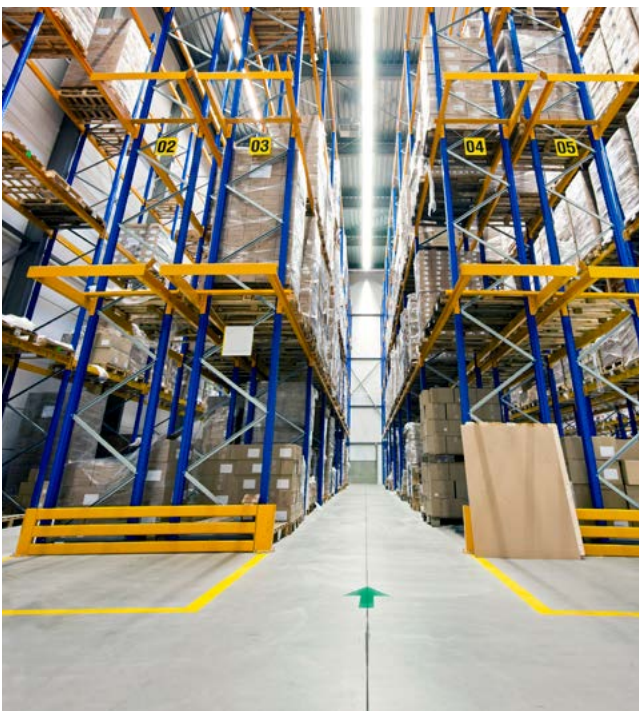


Course	Qualification	Type	Level	Length
 <b>Engineering (Mechatronics pathway)</b>	Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence)			48 months


Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding safety, quality, delivery and cost within high value manufacturing environments. Typically the work would cover a broad range of activities include installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

#### ENTRY REQUIREMENTS

- A-C/9-4 GCSE in English & maths or Level 2 functional Skills in English and maths
- Employers may request additional entry criteria



# Framework Apprenticeships

Course	Qualification	Type	Level	Length
 <b>Maintenance Operations</b>	City and Guilds Level 2 Diploma in maintenance operations	FR WK	L2	24 months

This course is delivered as a day release programme, Learners will attend College one day per week for both theoretical and practical training.

This apprenticeship will enable the learner to competently carry out a range of basic construction skills and is ideal for a maintenance job role.

Skills and knowledge include:

- Plastering
- Painting and decorating
- Carpentry
- Tiling
- Trowel occupations
- Repair and refurbishment

## ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

 <b>Business Administration</b>	Level 2 Diploma in Business Administration	FR WK	L2	15 months
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This course is delivered predominantly work-based with learners expected to undertake off the job learning whilst on employer's premises.

The Level 2 Business Administration apprenticeship is designed to enable the apprentice to develop a wide range of administration skills that are relevant to the apprentice role and organisation.

## ENTRY REQUIREMENTS




Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

 <b>International Trade and Logistics Operations</b>	Level 2 Certificate in International Trade and Logistics Operations	FR WK	L2	13 months
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This course is predominantly work-based and will provide an opportunity for you to develop an understanding of how logistics operatives work in a transport and logistics environment, supporting colleagues and developing a greater understanding of company policies and procedures.

## ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

Course	Qualification	Type	Level	Length
 <b>Logistics Support Operations</b>	Level 2 Certificate in Logistics Support Operations	FR WK	L2	13 months
<p>This course is predominantly work-based and will provide an opportunity for the apprentice to develop an understanding of how to work as a logistics operative in a transport and logistics environment. Also supporting colleagues and developing a greater understanding of company policies and procedures.</p>		<b>ENTRY REQUIREMENTS</b> <p>Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.</p>		
 <b>Supply Chain Operations</b>	Level 2 Certificate in Supply Chain Operations	FR WK	L2	13 months
<p>The course is delivered predominantly work-based and will provide an opportunity for you to develop an understanding of how to work in a supply chain Operation, support colleagues and develop a greater understanding of company policies and procedures.</p>		<b>ENTRY REQUIREMENTS</b> <p>Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.</p>		
 <b>Carpentry (Site)</b>	City and Guilds Level 2 NVQ Diploma in Wood Occupations	FR WK	L2	24 months
<p>This course is delivered as a day release programme, Learners will attend College one day per week to under both theoretical and practical training. The apprentice will learn a wide range of skills, knowledge and behaviours which will enable them to function effectively and efficiently in a career as Site Carpenter.</p>		<b>ENTRY REQUIREMENTS</b> <p>Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.</p>		




Course	Qualification	Type	Level	Length
 <b>Supporting Teaching and Learning in Schools</b>	CACHE Level 2 Diploma in Supporting Teaching and Learning in Schools (Combined Competency/Knowledge Aim)	FR WK	L2	13 months

This course is delivered via a mixture of fortnightly College based workshops and work-based learning activity.

This apprenticeship develops a wide range of skills and knowledge which are essential to work as a practitioner in a school environment supporting learners in year groups from Reception to Year 5.

#### ENTRY REQUIREMENTS

- Set by the employer but potential learners should be able to demonstrate via initial assessment that they are working at Level 1 in both English and maths as a minimum unless an Education Health and Care Plan is held
- Learners will be required to hold a valid DBS on entry


 <b>Supporting Teaching and Learning in Schools</b>	CACHE Level 3 Diploma in Supporting Teaching and Learning in Schools (Combined Competency/Knowledge Aim)	FR WK	L3	18 months
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This course is delivered via a mixture of monthly College based workshops, work-based learning activity and independent Learning. As the progression route from the level 2 Programme.

This apprenticeship extends the range of skills and knowledge to enable the learner to work confidently and effectively supporting children in year groups from Reception to Year 5.

#### ENTRY REQUIREMENTS

- Set by the employer but potential learners should be able to demonstrate that they are working at Level 1 in both English and maths as a minimum unless an Education Health and Care Plan is held
- Learners will be required to hold a valid DBS on entry

 <b>Carpentry (Site)</b>	City and Guilds Level 3 NVQ Diploma in Wood Occupations	FR WK	L3	24 months
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This course is delivered as a day release programme, Learners will attend College one day per week to under both theoretical and practical training.

The apprentice will learn a wide range of skills, knowledge and behaviours which will enable them to function effectively and efficiently in a career as Site Carpenter.

#### ENTRY REQUIREMENTS

- A-D/9-3 GCSE or Level 1 Functional Skills in English and maths

## Ofsted - we are a good provider (August 2017)

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“Leaders build their effective relationships with employers and other stakeholders to provide a responsive, relevant curriculum that prepares learners well for their next steps.”

“A high proportion of apprentices complete their apprenticeships and achieve their qualifications.”

“Apprentices and learners on vocational courses develop skills that prepare them well for progression to the next steps of learning or employment.”



## Awarding bodies

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south essex college  
WORKFORCE