

HUNTINGDONSHIRE REGIONAL COLLEGE

APPRENTICESHIP SCHEME

1. Purpose of the Apprenticeship Scheme

Huntingdonshire Regional College is committed to promoting apprenticeships. We aim to follow and promote good practice, become an advocate for other employers, and through our own workforce, give opportunities to train and develop workplace skills.

2. What is an Apprenticeship?

An apprenticeship offers those aged 16 and over paid employment combined with the opportunity to train and develop skills for jobs.

All apprenticeships at Huntingdonshire Regional College contain some or all of the following criteria:

- A relevant work based learning qualification such as an NVQ (or alternative competency based qualification)
- Key Skills (Literacy, Numeracy and IT)
- A relevant knowledge based qualification (sometimes known as a Technical Certificate)
- Employer Rights and Responsibilities

3. Recruitment and Selection

The recruitment and selection of all apprentices will be carried out by the line manager in conjunction with the Human Resources Office.

Selection will be carried out using generic competencies and skills requirements. No persons will be deterred from applying for an Apprenticeship because of a lack of formal educational qualifications. Other factors that will influence the selection process are:

- Performance during a formal interview process
- References
- Relevant work experience

Whatever qualifications and attributes are used to determine an applicants' suitability, the College regards it of the utmost importance that all apprentices recruited have both the ability and the commitment to achieve **all** of the outcomes of the apprenticeship.

4. Equality & Diversity

The College's Apprenticeship Programme is open to all those aged 16 and over and works in line with the College's Equality and Diversity policies. However the College Apprenticeship Scheme can only be afforded if supported by government funding which may necessitate the College imposing an age restriction.

5. Contracts

The following three contracts are essential to the successful outcome of the Apprenticeship and will be issued to the Apprentice prior to commencement:

- Contract of Employment for an Apprentice
- Apprenticeship Training Agreement – this agreement outlines the basis of the apprenticeship, refers to the Contract of Employment and includes Health and Safety responsibilities
- Apprenticeship Training Plan – this plan outlines the selected outcomes and the expected duration of the apprenticeship. This Plan will be determined within the first four weeks of commencement

6. Employment Status of Apprentices

All apprentices will be employed by Huntingdonshire Regional College for a fixed term period allocated under the Contract of Employment. The contract will terminate at the conclusion of the apprenticeship. The College will assist in helping each apprentice secure a permanent job before the end of their training. This may be internal or external to the College but there is no guarantee of a continuation of employment beyond the period of the apprenticeship.

7. Responsibilities of the College

Huntingdonshire Regional College, as the employer, will be responsible for:

- Paying Apprentices in accordance with College policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for Apprentices to demonstrate competence
- Meeting the Trainers, Assessors, Verifiers and Apprentices to review progress
- Witness Apprentice performance and verifying evidence
- Releasing Apprentices for off-the-job training in line with the training plan
- Supporting and encouraging Apprentices
- Safeguarding measures for under 18 year old Apprentices
- Taking responsibility for the Health and Safety of Apprentices

8. Responsibilities of the Apprentice

Apprentices have the same responsibilities to the College as any other employee. In addition they have a range of commitments to their training programme.

Apprentices responsibilities include:

- Observing the College's terms and conditions of employment and all policies
- Agreeing a training/development plan with all parties involved
- Undertaking training in line with the agreed training plan
- Attending meetings with Trainers, Assessors and Verifiers as required
- Attending off-the-job training where required and in-house Staff Development days
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout the apprenticeship
- Behaving in a professional manner throughout in line with the ACE Strategy
- Respecting equality of opportunity for all during all aspects of the apprenticeship