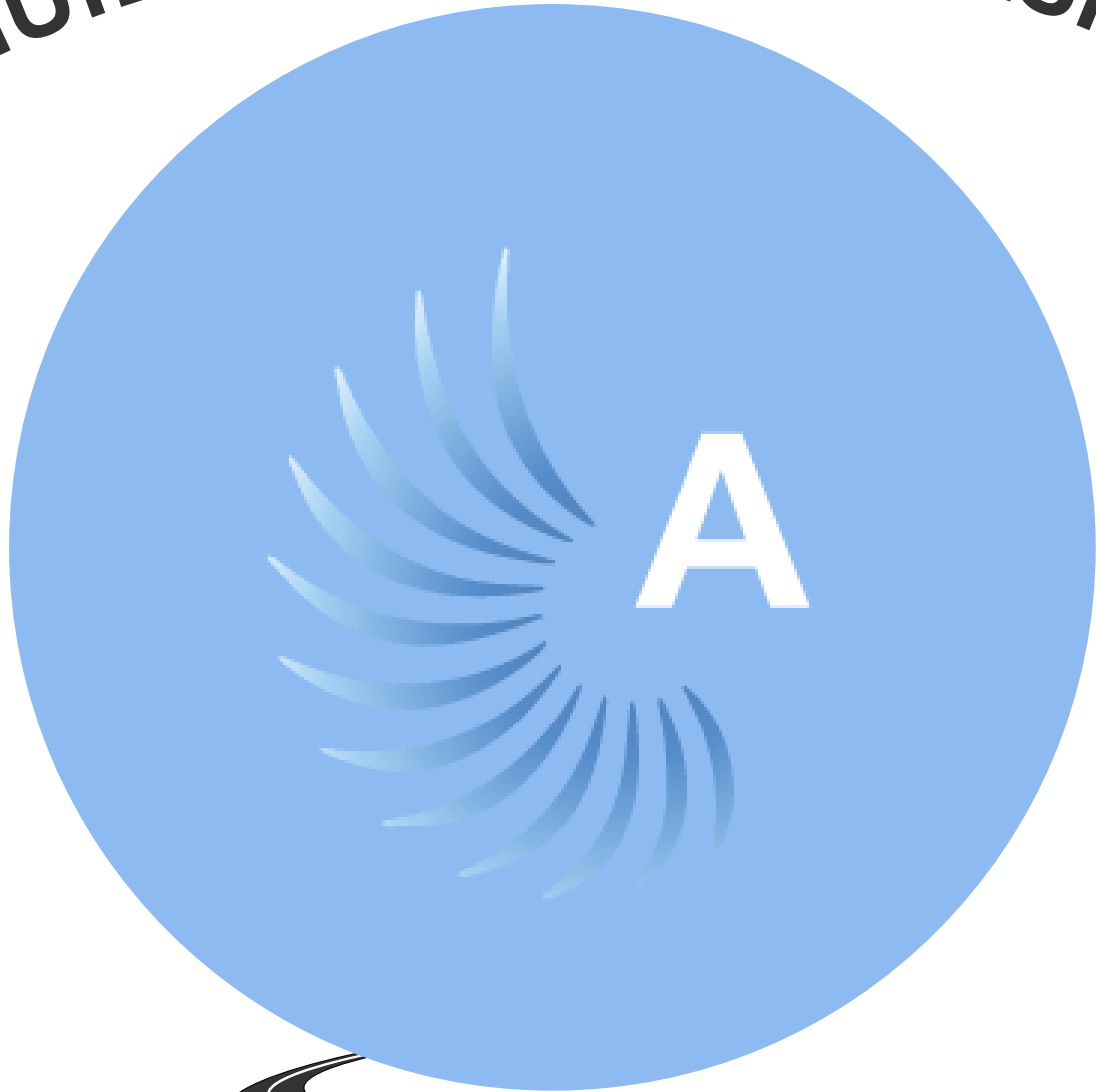


APPRENTICESHIPS SUFFOLK

A GUIDE TO APPRENTICESHIPS



HM Prison &
Probation Service



Suffolk
County Council



Apprenticeships
Suffolk

What is an Apprenticeship?

Apprenticeships combine practical work-based training with the opportunity to gain qualifications. As an apprentice, you are paid to do a full-time job, whilst gaining industry specific knowledge and skills, which work towards a nationally recognised qualification.

So, what is an Apprenticeship?

- Paid employment with holiday leave.
- Work alongside experienced staff gaining job-specific skills.
- An opportunity to change careers or a fresh start.

An apprenticeship also includes time for training and study relevant to your job role, which amounts to a minimum of 6 hours per week, during your normal working hours. This is known as 'off the job' training.

An apprentice's salary rises each April 1st, so it's best to discuss this with your work coach or education team as you will gain more accurate information from them. You can find the most up to date info here:
<https://www.gov.uk/become-apprentice/pay-and-conditions>

Apprenticeships start from a Level 2, which is equivalent to GCSE level and they advance all the way up to a Level 7 which is equivalent to a master's degree. The level you start at will depend on your previous qualifications, knowledge and experience in that sector. Read our 'apprenticeship standards' on pages 6 and 7 for examples of the different standards you can complete.

Introduction to Apprenticeships Suffolk

A

Apprenticeships Suffolk is a support service offering impartial information, advice and guidance on the apprenticeship pathway.

We offer support to individuals who:

- Want to know more about the apprenticeship pathway.
- Are interested in achieving an industry relevant qualification.
- Are interested in exploring a potential new career via an apprenticeship.

Apprenticeships Suffolk offer support to employers and aspiring apprentices at all stages; from finding an apprenticeship, enrolment support, starting their apprenticeship and support throughout the whole journey



Inclusive Apprenticeships



Apprenticeships Suffolk are working with local employers to raise awareness of inclusive apprenticeships and to create Hollesley Bay opportunities for the Prison Leaver community. Look out for our inclusive apprenticeships pin badge which highlights the inclusive opportunities!



Apprenticeships Suffolk are trying to create a movement of change, encouraging employers to think differently about the Prison Leaver community and take action to improve how they recruit, retain and develop Prison Leavers.

Entry requirements can be lowered to an Entry Level 3 Functional Skill qualifications in Maths and English (unless exempt).

Task: Answer the following questions:

What is an apprenticeship?

How many hours of off the job training do you have to complete?

What sectors could you complete an apprenticeship in?

What is the national minimum wage for apprentices?

Who would I ask about additional salary top ups?

Task: Tick the boxes below for the most valuable factor in a job

Factor	Important	Don't mind	Not important
How much you are paid			
Working hours			
Commute time to and from place of work			
Working environment (e.g office based or outside work)			
Working within a team			
Career progression			
Professional Status (e.g Dr, vet, nurse, paramedic, accountant)			
Work/life balance			
Location			
Helping others			
Work benefits (e.g company cars, discount cards, bonuses)			
Working on a computer			
Working with the public			
Self-employment			
Contract (e.g Full-time, part-time, zero hour, fixed term)			
Working for a big company/organisation			
Working for a small business			

Task: Answer the following questions:

Select a role from the options on the next page which appeals to you most and explain why.

Use the space below to write about your work experience, the tasks involved in this work experience role and what are your transferrable skills?

Apprenticeship Standard examples:

See below for the standards which match each role:

Apprenticeship standard: Level 3 Business Administrator

Industry: Business and Administration

Tasks within the role:

- Dealing with orders, payments, offering advice, guidance and support.
- Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate.
- Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively.

Apprenticeship standard: Level 2 Express Delivery Operative

Industry: Transport and Logistics

Tasks within the role:

- Deliver goods to customer premises; load and unload goods in a safe way that ensures the safety and condition of the goods and correctly relates to the delivery schedule.
- Plan and track progress against a schedule, using equipment where required e.g. scheduling software, satellite navigation.
- Carry out appropriate daily equipment or vehicle checks and rectify or report faults.

Apprenticeship standard: Level 2 Carpentry and joinery

Industry: Building and construction

Tasks within the role:

- Prepare site/workshops, power and hand tools appropriate to the project.
- Locate, handle, store, load, transport and position materials and components safely, minimising damage so they are ready for application.
- Maintain a clear and tidy workspace and ensure that waste materials are disposed of in accordance with current legislation

Apprenticeship standard: Level 2 Commis Chef

Industry: Hospitality and catering

Tasks within the role:

- Preparing food and carrying out basic cooking tasks in every section of a kitchen under the supervision of a senior chef.
- Prepare food items in line with legislation relevant to this occupation. Follow organisational brand standards and recipe specifications including portion control and waste management.
- Clean and maintain a safe and hygienic kitchen environment including preparation, cooking and storage areas

Apprenticeship standard: Level 2 Autocare Technician

Industry: Engineering & Manufacturing Technologies

Tasks within the role:

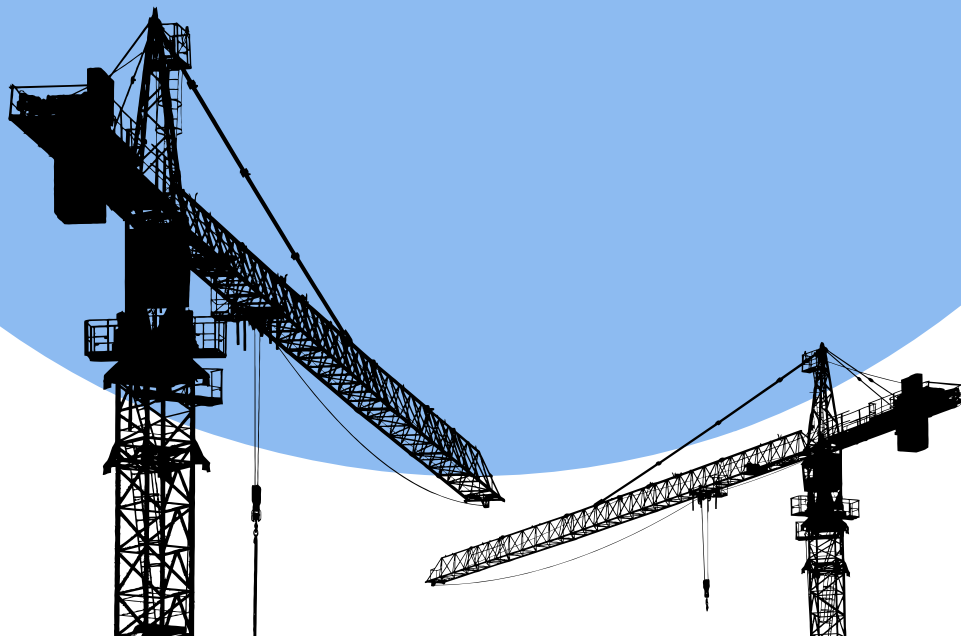
- Carry out vehicle safety inspections and routine maintenance in line with manufactures specifications or approved schedules, company procedures and complete approved documentation.
- Use a range of specialist tools & equipment, mechanical & electrical measuring tools and diagnostic equipment to support fault identification and repair.
- Access vehicle technical data to inform inspections and make judgements on wear and serviceability.

Apprenticeship standard: Level 2 horticulture or landscape construction operative

Industry: Agriculture, Horticulture & Animal Care

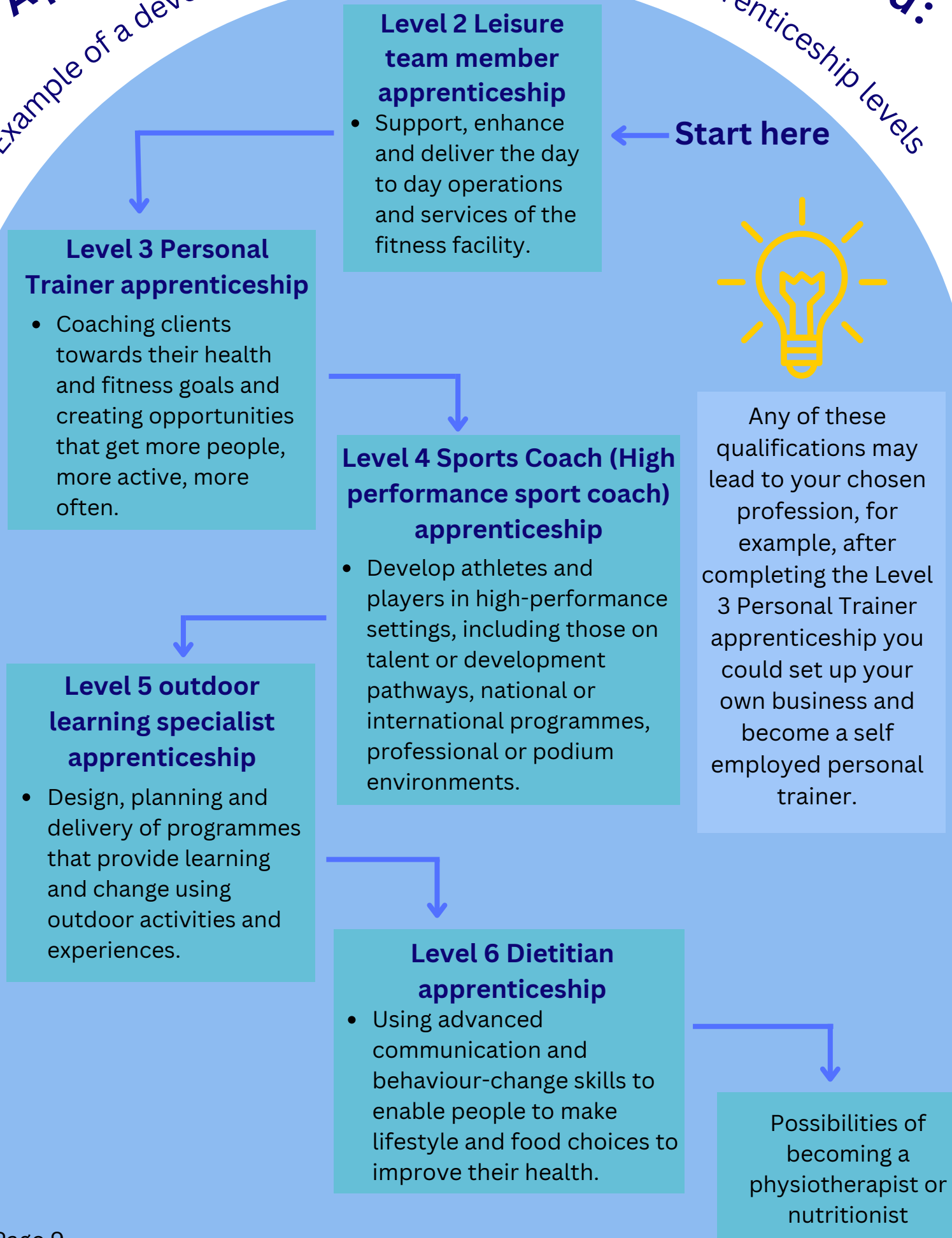
Tasks within the role:

- Operate or use tools equipment and machinery.
- Control vegetation including site clearance, weed management, pruning and basic turf management.
- Install soft landscape materials for example shrubs, trees, turf and seeds.



Apprenticeship Standards continued:

Example of a development model through different apprenticeship levels



Off the job training:

Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime. It is up to the employer to ensure that 6 hours a week is set aside for off the job training.



An apprenticeship is a work-based programme. Therefore, it is reasonable that the training must be delivered during the apprentice's normal working hours, away from their job role. It would be unfair to expect an apprentice to undertake the apprenticeship in their own time, in addition to their (potentially full-time) job role.



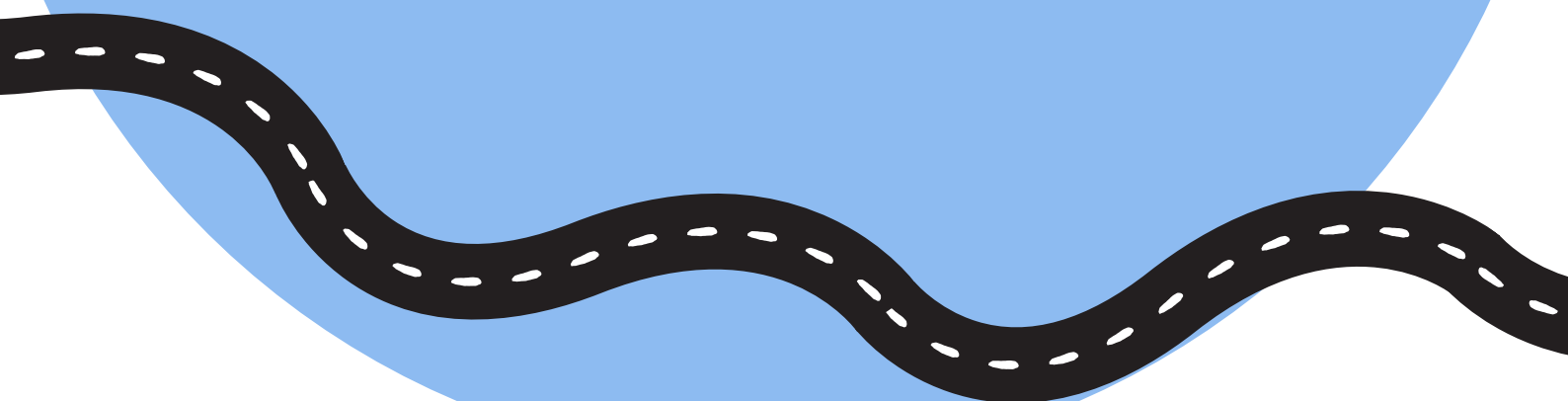
Off-the-job training must deliver new skills that are directly relevant to the apprenticeship standard. It can include the following:

- The teaching of theory (e.g. lectures, role playing, simulation exercises, online learning and manufacturer training)
- Practical training, shadowing, mentoring, industry visits and participation in competitions, where the activity has been agreed and documented as part of the agreed training plan
- Learning support and time spent writing assignments

There are four key tests. To be considered as off-the-job training, the activity must:

- Teach new knowledge, skills and behaviours;
- Be directly relevant to the apprenticeship standard;
- Take place in the apprentice's normal working hours; and
- Exclude English and maths up to Level 2.

Off the job training can also involve; attendance at workshops, training days and webinars relevant to the apprenticeship, self-study that includes reading or watching videos, training in new working practices or new equipment, role-playing or simulation exercises industry visits/conferences relevant to apprenticeships assessments, assignments and completing projects, practical training or training in the workplace relevant to the apprenticeship.



Task: Answer the following questions:

What is off the job training?

Where do you do your off the job training?

When do you do your off the job training?

Who is responsible for setting time aside for this?

How many hours per week do you have for off the job training?

Next steps:

Talk to the education team. They can discuss with you in more detail the range of apprenticeships on offer, information about what different roles will involve, expected salary, and what opportunities are available once you have completed the programme.

Job descriptions will be available for each apprenticeship programme, which usually outlines:

- The duties and responsibilities of the apprentice
- The training which will be undertaken
- The qualifications involved
- Brief information about the company
- Knowledge, skills and any prior qualifications needed

Each apprenticeship has a level. Depending on the level, some apprenticeships may:

- Require previous qualifications such as an English or Maths GCSE
- Give extra training in the English or Maths skills needed so you're at the right level.

You will be supported to achieve the level of English and Maths you need to complete your apprenticeship. If you are looking to apply for a role, the education team will provide you with guidance about how to 'sell' yourself to an employer. You can use this information to write your application.

Task:
Write about the following:

Your transferrable skills:

Current qualifications and training:

Your strengths and weaknesses:

What you want to improve on:

Your hopes for your future career:

So what now? ...Write an action plan:

Your Useful Contacts:

NAME	PHONE NUMBER	EMAIL ADDRESS
WS TRAINING	01284 788005	APPRENTICESHIPS@WSTRAINING.CO.UK
CHERYLL GILL	01473 263282	CHERYLL.GILL@SUFFOLK.GOV.UK
AMAZING APPRENTICESHIPS		HELLO@AMAZINGAPPRENTICESHIPS.COM

USEFUL WEBSITES:

- **Institute for Apprenticeships and Technical Education (IFATE) -**
www.instituteforapprenticeships.org
- **Apprenticeships Suffolk Website-**
www.apprenticeshipssuffolk.org
- **The National Apprenticeship Service, Find an Apprenticeship -**
www.gov.uk/apply-apprenticeship

Wellbeing Contacts:

A list of useful contacts and charities to support you on your next steps..

DWP Contacts:

Julie Oliver julie.oliver@dwp.gov.uk

James Dunne james.dunne2@dwp.gov.uk

St Giles Trust - 020 7708 8000

St Giles Trust runs a range of services designed to help ex-offenders; employment, support, community based training, and housing/emergency accommodation.

Nacro -0300 123 1999

Is a Resettlement Plus Helpline which offers information and advice to Prison Leavers, serving prisoners, their families and friends and to organisations working with them.

Breakthrough - 07598 232646 or hello@wearebreakthrough.org

Breakthrough offers prison leavers fully paid apprenticeships for roles in tech or business, offering support and guidance throughout the process.

Breakthrough are currently based in London.

YMCA- 0207 186 9500

YMCA work in partnership with prisons and probation services to support young offenders with citizenship and training opportunities pre-release.

Offploy - website@offploy.org

Offploy is on a mission to support people with criminal convictions into meaningful, mentored, and sustainable employment.

Step Together - 0117 955 9042

Step Together provide tailored one-to-one support to help individuals into volunteering placements that match their needs and interests, and help them develop the personal and practical skills required to build a more positive future.

Unlock - 01634 247 350

Unlock is an independent charity for people with convictions who are dealing with the effects of having a criminal record. They give advice and support across areas such as: how to disclose to employers, criminal record checks, getting insurance and travelling abroad through their confidential peer-run helpline.

Trailblazers - 07807 267 280

Trailblazers is a national charity that reduces re-offending among young people through providing volunteer mentors. They reduce re-offending in young people by helping them change their attitude, thinking and behaviour through intensive mentoring, advice, advocacy and targeted specialist support.

Out of the Shadows - 07727194065

Working to educate, challenge, and change the way the exploitation of children, young people, and vulnerable adults is discussed, viewed, and understood.

Marvin Herbert (HMP) - www.mrmarvinherbert.com

HMP'S aim is to reduce re-offending by motivating and inspiring the youth and adults alike to be the best they can be.

Adfam- www.adfam.org.uk

Adfam is a national charity tackling the negative effects of drugs and alcohol on family members and friends by empowering and building the confidence, capacity and capability of frontline practitioners to provide effective services.

AFFECT - www.affect.org.uk - 030 0365 3651

Action For Families Enduring Criminal Trauma are a group of people who currently have, or have had, a family member in prison. They aim to help others like them by offering confidential and non-judgemental support, regardless of length of sentence or type of offence.

Al-Anon Family Groups UK & Eire- www.al-anonuk.org.uk - 0207 403 0888

Al-Anon Family Groups provide support to anyone whose life is, or has been, affected by someone else's drinking.

Alcoholics Anonymous - www.alcoholics-anonymous.org.uk - 0800 9177 650

A.A. is a program concerned solely with the personal recovery and continued sobriety of individual alcoholics who turn to the Fellowship for help.

Alpha - www.alpha.org - 0845 644 7544

Alpha is an 11-week course that creates a space, online or in person, where people are excited to bring their friends for a conversation about faith, life and God.

Alternatives to Violence Project - www.avpbritain.org.uk - 020 7324 4755

A registered national charity, AVP Britain is committed to working towards a resilient and non-violent society through our Facing Up to Conflict programmes. Trained volunteer facilitators offer workshops in the community, in prisons and in other settings.

Amnesty International - www.amnesty.org.uk - 0207 033 1500

AI carry out a wide range of educational activities about human rights, promoting the values contained in the Universal Declaration of Human Rights and other international agreed human rights standards.

Apex Trust - www.apextrust.com - 01744 612898

Seeks to help people with criminal records to obtain appropriate jobs or self employment by providing them with the skills they need. Working with employers to break down the barriers to employment.

Birth Companions - www.birthcompanions.org.uk - info@birthcompanions.org.uk

A small charity providing practical and emotional support to women who face giving birth whilst in detention.

Caring for Ex-Offenders - www.caringforexoffenders.org - 020 7052 0332

Aim is to reduce reoffending by reintegrating ex-offenders (of any faith or none) into society through the local church. Through training and advice, CFEO equips churches and enables them to support ex-offenders to live changed lives.

Changing Tunes - www.changingtunes.org.uk - 0844 414 6083

a registered charity that uses music teaching, rehearsing, recording, performance, improvisation and composition to aid the rehabilitation of prisoners and ex-prisoners.

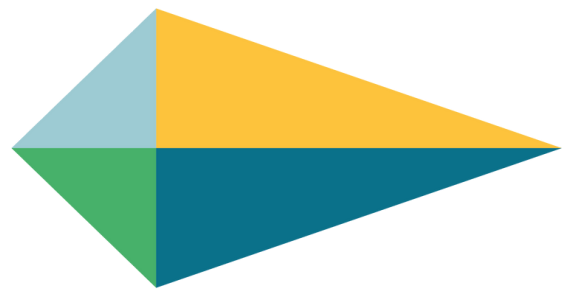
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