



Apprenticeships



Reading  
College



# Apprenticeships

## Frequently Asked Questions

[reading-college.ac.uk/apprenticeships](http://reading-college.ac.uk/apprenticeships)

# Introduction

## **What is an Apprenticeship programme?**

An Apprenticeship is an excellent way to gain qualifications and workplace experience. As employees, apprentices can earn as they learn and develop their practical skills.

Apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Off the job, usually on a day-release basis, apprentices receive training to work towards nationally recognised qualifications.

## **What are the benefits to the employee of following an Apprenticeship programme?**

Getting qualified while on the job can also mean employees:

- have the possibility of moving into new and better jobs
- have the incentive of potential higher earnings
- experience new and different challenges
- learn at their own pace and get support when needed
- improve job security
- gain skills and knowledge which can be used across a range of jobs and industries.

## **What are the benefits to the employer of committing to an Apprenticeship programme?**

Employers gain:

- a skilled workforce to improve the company's productivity and make the business more competitive
- a more cost-effective training option
- considerable value put back into the workplace.

# Reading College

## **Why Reading College?**

Reading College provides:

- industry standard facilities allowing apprentices to learn in well-equipped surroundings using the latest technology
- a convenient location, close to the town centre and public transport links
- a vibrant learning environment.

## **Why an Apprenticeship at Reading College?**

Apprentices will benefit from:

- a one to one interview to explore all the options available to them
- highly qualified and committed assessors, who will provide support and guidance throughout the programme
- visits to their workplace by the college assessor to ensure that they are on the right track and they are supported by their employer
- regular communication between the college and employer
- Reading College's well-established partnerships with many employers in Berkshire
- an Employer Services team which helps to manage and support their training
- courses that have been developed with industry in mind
- extra Maths, English and ICT qualifications as part of the qualification

## **How much do employers pay for Apprenticeships?**

**16-18 APPRENTICESHIPS** – Fully-funded

**19+ APPRENTICESHIPS** – Employer contributes towards training

Prices are negotiable if a minimum of five candidates from the same setting join the college.



# The Programme

## What Apprenticeship programmes does Reading College offer?

- Accountancy
- Beauty Therapy
- Business Administration
- Catering and Hospitality
- Childcare
- Teaching Assistants
- Construction
- Customer Service
- Engineering
- Hair and Barbering
- Health and Social Care
- Heating and Ventilation
- IT
- Motor Vehicle
- Warehouse and Distribution



## What is the Apprenticeship framework?

The framework comprises of various elements:

- a knowledge-based element
- a competence-based element
- transferable Skills - Key Skills/Functional Skills
- A module on Employment Rights and Responsibilities
- Personal Learning and Thinking Skills.

## How long will the programme take?

The length of an Apprenticeship varies depending on the prior skills levels of the apprentice, the qualification being obtained and the industry sector. Generally, Apprenticeships take between one and four years to complete.

## How many days will apprentices spend at the college?

Apprentices will normally be in the college for one or two days a week according to their Apprenticeship programme, but some programmes are delivered fully in the workplace.

## What types of Apprenticeships are there?

- Level 2 Apprenticeships
- Level 3 Advanced Apprenticeships
- Level 4 Higher Apprenticeships

# Assessment

## **Do employees need to do literacy and numeracy assessments before they start the programme?**

Yes. The college needs to know the level of literacy and numeracy employees are working at before they start the programme.

## **Where and when will they be assessed?**

The assessment will take place in the college. Dates and times will be arranged to suit the employee and their employers.

## **What if they do not meet the required standard?**

This will be discussed with the individual employee and their employer to agree a way forward.

## **How will apprentices be assessed?**

The assessment is done online; however, a paper-based assessment is also available if needed.

## **How often will apprentices be assessed?**

It depends on the apprentice's knowledge, experience and ability.

# The Employer

## **Can any employee be an apprentice?**

Apprenticeships are open to any employee aged 16 years or over.

## **What do employers need to do?**

Employers need to give the apprentice an induction into the company and their role (if they are a new employee), and provide on-the-job training. Each apprentice should have a mentor at work who will be responsible for helping them throughout their training.

## **When can Apprenticeships start?**

This depends on the programme.

## **Does the employer need to complete any paperwork?**

Yes, but the college will be leading this process. Employers will be required to sign off a standard Service Level Agreement with Reading College to support and endorse the Apprenticeship programme.

## **How much do employers need to pay apprentices?**

The minimum salary is £2.60 per hour; however, many apprentices earn significantly more. Some earn an average of £170 net pay per week.

For more information please call our Employer Services hotline **0845 467 6068** or Text **APPRENTICE** to **81400**  
[employer-enquiries@reading-college.ac.uk](mailto:employer-enquiries@reading-college.ac.uk)

