

Apprenticeships

in Hampshire

& Isle of Wight



Welcome to the ALPHI Apprenticeships newsletter. We hope you will be inspired by the success of these young people and the benefits employers have gained through Apprenticeships.

Why do employers value apprenticeships?

Apprentices train to nationally recognised standards while they deliver the skills needed in business.

The training can be tailored to business needs to improve employee performance and motivation, while helping to ensure high productivity and the competitiveness of organisations.

The Learning and Skills Council recently surveyed businesses throughout the UK on benefits of hiring an apprentice (Populus January 2009). Of those surveyed:

- 81% said that employing Apprentices generated higher overall productivity for their company.
- 66% said that an Apprenticeship programme made them more competitive in their industry.
- 92% said that their Apprenticeship programme better motivated staff and increased job satisfaction.
- 74% said that apprentices tended to be more loyal, remaining at their company longer than non-apprentices.

Introduction continued...



How are Apprenticeships funded?

The Learning and Skills Council (LSC) funds the training costs for Apprenticeships, through a training provider. The amount of funding provided by the LSC depends on the age of the apprentice and the framework they are enrolled on.

Costs to the employer when employing an apprentice

- Employers need to pay the apprentice's wages and any other related contributions, such as National Insurance.
- They need to provide staff time to support the apprentice in the workplace, and to liaise with the training provider.
- The apprentice will need time off to attend courses or training within normal working hours.
- Employers are required to ensure full-time employed apprentices receive at least £95 per week on starting work-based learning. It is strongly recommended apprentices receive incremental rises based on competence, achievement and productivity to the organisation.

Features and benefits of Apprenticeships to employers and apprentices

The most frequently cited benefits by employers are that Apprenticeships:

- help to retain employees;
- improve the performance of existing staff;
- enable staff to obtain a recognised qualification;
- combat the impact of an ageing workforce;
- help instill company values and good practice amongst employees;
- reduce training costs and help in sourcing good quality training providers

(Source: Mercia Research and Strategy April 2006)

What is the Association of Learning Providers (ALPHI)?

The Association of Learning Providers Hampshire and the Isle of Wight is a group of learning providers (colleges and private companies) who have come together to form a network. In Hampshire and the Isle of Wight learning providers have developed ALPHI as a voluntary membership association. The network members deliver learning across a wide range of sectors. This group has a very strong membership and has developed an excellent relationship with the local Learning

and Skills Council and with the new National Apprenticeship Service (NAS), to the extent that the LSC and NAS now recognises this group as the key route for communication with the workbased learning network.

In addition, the group has a strong relationship with the National Association of Learning Providers through ALP Southeast.

The role of ALPHI is to support learning providers in all areas of its operation in order to create a self-developing, self-managing network.

How can ALPHI Support Employers?

The network members work across a wide range of sectors, offering Apprenticeships and other learning programmes which can support businesses.

By working through the network you can be assured that you will be working with professional learning providers who offer quality learning programmes.

All the members of the ALPHI network are experts in their field and will identify the best programmes to support your business needs.

Jo Sellars
Alphi coordinator

Matt Cross



We spoke to Matt, a former Apprentice, who works at PTF Engineering in Chandler's Ford, about his experiences of an apprenticeship.

Why did you choose an apprenticeship?

At school, apprenticeships weren't really mentioned as an option so I did A levels at Barton Peveril College. I enjoyed the experience, but was left wondering what to do next. I was offered a place at Portsmouth University to study engineering, but felt I was in danger of spending another 3 years listening to lectures and not developing the level of skills or opportunities for employment I really wanted. So I investigated apprenticeships on the internet and found the ECITB (Engineering Construction Industry) website,

which then pointed me towards SETA (Southampton Engineering Training Association) as a provider for the apprenticeship.

Describe a typical day for you now. What sort of responsibilities do you have and what projects are you involved in?

I completed my apprenticeship a little while ago and I am actually no longer working on my tools. The knowledge and experience I gained allowed me to develop quickly and I now work on project management and estimation. We look at job drawings and customer specifications to calculate what materials will be required, how long a job will take, what it will cost and how to organise it. Having had practical experience on customer's sites installing projects as an Apprentice really helps me now I am in the office planning them!

Why do you think your employer invests in recruiting and training apprentices?

PTF Engineering has an ageing workforce, about half of whom are due to retire in the next ten years! I think apprenticeships are the best way to get young blood coming through into the

organisation in order to fill this gap. Getting the right tradesmen, trained in a way that is tailored for their company, with the skills they need is really important.

Hiring tradesmen can be extremely expensive, and it is more beneficial to develop them yourself with the right skills for a future in the organisation.

Would you recommend an apprenticeship to others? Why?

Yes! An apprenticeship really sets you up for your life. My apprenticeship gave me the skills I needed and the potential to earn well. In some ways it would have been more beneficial for me to have gone straight to the apprenticeship after school, rather than to college, as it really prepared me for work.

Call 023 8077 1908 or visit www.seta-training.co.uk

seta
TRAINING FOR INDUSTRY

Apprentice takes active step into

business world with Catch22

A Catch22 learner has exploded the myth that apprenticeships are only for 'blue collar' or non-academic career paths.

Zoë Tee has swapped an art degree course at university for a marketing apprenticeship at the independent financial advice company Active Wealth Ltd.

The 18-year-old left Fareham College in summer 2009 with a BTEC diploma in art and design and had an undergraduate place lined up at Bournemouth University.

Instead she has chosen to start a career in financial services through an apprenticeship in business and administration.

Zoë, from Hedge End, said: "I had lots of time to think after I left college and I decided that I didn't want to do art but keep it as a hobby. Art is a very hard industry to get into.

On top of that, the idea of going to university and paying fees and accommodation costs was just giving me more and more stress.

"I first found out about Catch22 on the internet. I went for a meeting with them and talked about what I wanted to do and we looked at what I was matched to. I was looking for apprenticeships that were local to me and thought I would look at business. It is a massive area and I thought that if I could get

into it now it would really help me go forward and learn."

Catch22 put Zoë in touch with Shirrell Heath-based Active Wealth, which provides independent financial planning services to personal and business clients and was looking for help with marketing.

Zoë, a former pupil of Wildern School, then completed a four-week trial as the first stage of a full apprenticeship combining at-work NVQ training, day-release study for technical certificates at the John Pounds Centre in Portsmouth, and regular visits from a business trainer to support both her and Active Wealth. Zoë's work at Active Wealth includes database management and other promotional, marketing and administrative functions.

"This has given me a real head start," said Zoë. "I am already working in a place where I am getting the experience of what is involved in giving financial planning and investment advice to people. It is really interesting. I have done stuff that I wouldn't have thought about before. I like challenging myself and I'm quite a fast learner."

Ken Bannister, Director of Active Wealth, already knew the value that apprenticeships offer employers. In his earlier career he was an apprentice electronics engineer.

Ken said: "If you are serious about employing someone it is a very good route to go down. The great thing with an apprenticeship is that it gives you a chance to mould a young



Zoë Tee and Ken Bannister at Active Wealth

person into a skilled employee, and also allows you to work with them for a year before deciding whether to make a full commitment."

"For the apprentice it is a chance to train, develop skills and gain qualifications on the job. Zoë is learning about how small businesses run including the importance of accuracy in financial advice and how to think on her feet."

"It is quite a different environment from working in a large corporate. The financial services sector is very varied – no two clients need or require the same advice so we can make her role enjoyable and diverse."

Jacqui Lawrence, Head of Catch22 South East Training, said "Zoë's example showed the attraction of the apprenticeship route even where university is an option."

She said: "Even for someone leaving college with strong qualifications, the current economic climate can be daunting.

Apprenticeships offer the chance to earn while you learn, gaining experience and qualifications at the same time. They allow young people to follow dynamic career paths including those not normally associated with work based learning."

Call 02392 222770 or visit www.catch-22.org.uk/setraining.



We asked year 11s...

We asked some current Year 11s what they are looking forward to – or worried about – about leaving school. Then we asked our current Apprentices to respond from their own experiences of leaving school.

This is the result....

Year 11: I'm looking forward to being able to choose where I go!

Apprentice: Yes, it's good, but don't choose something just because your friends have, do something that you want to do.

Year 11: I'm looking forward to leaving school as you'll be able to live your own life; you have your own independence and you earn your own money.

Apprentice: Yes, but there's more to life than money, learn something worthwhile.

Year 11: I'm looking forward to going straight into the industry I want to work in!

Apprentice: Keep at it; see the apprenticeship through to the end.

Year 11: I'm worried about leaving school because I don't want to lose contact with my mates.

Apprentice: If they are your friends, you'll never lose contact with them and plus there's always room for more mates. Facebook is great!

Year 11: I'm worried about having no money.

Apprentice: Always spend to your means! With an Apprenticeship, you'll be earning at least £95 per week to start with but I am already earning more than that.

Year 11: I'm worried about not getting a job.

Apprentice: Get as much help with your application and interview practice as you can; be enthusiastic in the interview; and keep applying! www.apprenticeships.org.uk newspapers and job centres are great ways to find jobs in your area. And maybe have a back-up plan, like a college place, just in case.

Year 11: I'm worried about not getting the grades I need to get the Apprenticeship I want.

Apprentice: Keep trying, get as much help as you can. You can always go back to college full or part time if you need to improve your grades

to find your perfect job; it will just take longer!

Year 11: I'm worried about how to get to college if I can't afford a bus pass.

Apprentice: Walk or run, I did. 6 miles! If you're an Apprentice, your wages should cover it. If you're a full time student, you could always talk to the college to see if there is financial help available.

Year 11: If I don't like the Apprenticeship, I wouldn't know what else to look for.

Apprentice: Stay in the apprenticeship until you find something you really want to do. Don't quit and have nothing to fall back on – being a "bum" is no fun!! Everyone has the odd 'rough patch' in a job but most of us think it's worth sticking with it!

Year 11: At college, how many times can I change my mind to find the right course?

Apprentice: You have a few chances to change and refine as long as you don't leave it too late in the course. And if your course is part of an Apprenticeship, you should chat to your employer about whether it's the right option for your training.

Apprenticeships offered in Hampshire & Isle of Wight by ALPHI members

For more information on how to become or how to recruit an Apprentice, please contact one of these providers direct. Alternatively, you can visit the national website at www.apprenticeships.org.uk or call 08000 150 600

	Above Bar College Ltd www.abovebarcollege.co.uk	Basingstoke College of Technology www.bcot.ac.uk	Basingstoke ITEC www.basingstokeitec.co.uk	Catch 22 www.catch-22.org.uk/setraining	Eastleigh College www.eastleigh.ac.uk	Enham Trust www.enham.org.uk
Accounting		■			■	
Active Leisure and Learning				■	■	
Animal Care						
Barbering		■				
Beauty Therapy						
Business and Administration		■		■	■	
Childrens Care, Learning & Development		■		■		
Construction		■			■	
Contact Centres						
Customer Service		■				
Dental Nursing					■	
Electrical & Electronic Servicing						
Electrotechnical		■			■	
Engineering		■			■	
Engineering Construction						
Game & Wildlife Management						
Gas Industry					■	
Hairdressing	■	■			■	
Health and Social Care		■				
Heating, Ventilation, Air Con' & Refrigeration		■			■	
Hospitality and Catering		■			■	
ICT Professional			■			
IT & Telecomms Professionals						
IT Users			■			
Learning and Development		■				
Marine Industry						
Plumbing		■			■	
Providing Financial Services						
Public Services						
Retail		■				
Motor: Vehicle Body and Paint Operations		■				
Motor: Vehicle Maintenance and Repair		■			■	
Sporting Excellence						
Supporting Teaching & Learning in Schools		■				
Team Leading and Management		■				
Veterinary Nursing						
Warehousing and Storage		■				
E2E/Foundation Learning		■	■	■	■	■

An interview with a Motor Vehicle Apprentice



An interview with a Motor Vehicle Apprentice with EJ Jarvis Ltd:

What have you done since school?

I went to Sparsholt College and studied NVQ Level 1 in Motor Vehicle Mechanics. I enjoyed the course and wanted to take it further but decided that I didn't really enjoy Sparsholt College.

I heard about Apprenticeships in the Motor Vehicle trade and decided that this was the route I wanted to follow.

I started sending my CV off to garages and I got invited to an interview with E & J Jarvis. I was really pleased when I was offered the job. I had my induction with City Training, a training provider based at the Saints Football Stadium. I have now started my Apprenticeship NVQ Level 2 and attend City College to undertake my course.

What made you choose this career?

I wanted to have a career where I was active all the time. I have always had an interest in cars and used to tinker with them at home when I was growing up. I didn't particularly like school, so I knew the traditional A-levels route was not for me.

What does your job involve?

I start at 8.15am and look at the job board to see what tasks I have under my name for the day. I usually do a service or a suspension job which usually takes me about 2 hours. I will then do another service but sometimes one of the foremen will need my help to complete a bigger job. This is really good for learning different aspects of mechanics.

In the afternoon I may help someone with a MOT or I will complete a service on my own. We finish the day, usually at 5.15pm unless

there is an urgent job to do. We are expected to work every other Saturday morning.

What do you like about your job?

I find the environment quite laid back and people are happy and enjoy their work. I am proud that the garage I work for has a really good reputation and that I get to work on a wide variety of different cars.

Where would you like to be in 3 - 5 years time?

I am aiming to be a fully qualified mechanic and work my way up to being a foreman at E & J Jarvis. I would like to become qualified to do MOTs and also electronics.

What would you say to encourage other people into doing an Apprenticeship?

I think that it is really good if you are interested in on-the-job experience. Attending College one day a week is good as it breaks up the week and you get to meet other people doing the same type of work as you are.

What would you say to encourage other people into your occupational area?

I think mechanics is a career for people who like being around cars. It can be really challenging and hard work but the results are worth it!

And we talked to the Boss, Ian Jarvis:

How did you hear about the Apprenticeship scheme?

We have been taking on apprentices for many years and find it a good way of recruiting keen, young people for the Motor Trade. City Training is located very near to our premises and after speaking to one of their Training Consultants we decided to use them in taking on more apprentices.

Why did you decide to take on an Apprentice?

We work in a traditional way and like to bring young people in and get them trained on the

job, which makes the apprenticeship scheme work so well for us. We enjoy training young people to our standards like to ensure that they follow our procedures and policies in an efficient manner.

How did you find releasing the Apprentice on their day/block release?

The day release can be a little difficult, especially if we are really busy, however, we understand and support the fact that the apprentice has to undergo additional training so that they can achieve their qualifications.

Would you take on another Apprentice in the future?

We are very keen to recruit more apprentices in the future. It helps our business progress and ensures all of our mechanics are trained to a high level and can therefore do their jobs in an efficient manner.

What benefits have you gained through having an Apprentice?

There are a number of benefits to our organisation of taking on apprentices. We gain a great sense of satisfaction in seeing our apprentices progress and become part of our organisation.

For more details please contact 02380 229222 or email info@resultsforyourbusiness.com



E2E, Foundation

Learning,

14-19

Curriculum

The E2E (Entry to Employment) programme is primarily aimed at young people aged 16-18 years who are not yet ready, or able to enter an apprenticeship, sustained employment or further vocational learning opportunities. E2E is designed to engage learners to develop their motivation and confidence, personal effectiveness, basic and functional skills, and to provide them with a range of opportunities to gain relevant knowledge, skills and attitudes in

vocational areas. The key aim is that they will progress into an apprenticeship, further learning and/or employment. E2E will shortly become part of Foundation Learning provision.

Many ALPHI members are also involved with their local schools or consortia and offer Young Apprenticeship, Diploma or similar 14-16 opportunities. Please contact ALPHI or your local provider for more details.

Fareport Training

Organisation

Apprenticeships

An Apprenticeship can help improve your knowledge within your role, builds confidence and can give you transferable skills such as: team-working, problem solving and communicating effectively. At Fareport Training Organisation Limited we specialise in supporting individuals to achieve, whatever their previous academic experience.

What Apprenticeships do Fareport offer?

- Customer Service
- Business Administration
- Retail
- iTQ
- Childcare Learning & Development
- Health & Social Care / Children & Young People
- Team Leading & Management
- Hairdressing

Hannah had good GCSE's when she left school and decided to progress onto college. However Hannah then decided that further education through college or university wasn't

the route she wanted to take and with support from her family decided to rethink her options. Hannah came to Fareport and joined our E2E programme in the summer of 2009. Within a few weeks she was offered a work placement as an Administration Assistant to help build her confidence, which she took and excelled in. She found the opportunity allowed her to see her potential and her confidence really grew as she was able to take on more tasks and obtain more skills. Whilst on placement working with Fareport, Hannah gained her AON Key Skill Level 2, Business Admin NVQ and a Work Experience Qualification to prepare her for her Apprenticeship in Business Administration. As a result of using the National Apprenticeship Service website, supported by her E2E trainers, Hannah found a Business Administration Apprenticeship opportunity with First Wessex Portsmouth and with the help of Fareport applied and succeeded in gaining the apprenticeship. Hannah and PHA hope that she will progress onto her Advanced Apprenticeship after she achieves.

We asked Hannah how her apprenticeship was going?

"I certainly feel the benefits of my time on E2E and work experience. Even after just one day in my new role everything seemed very confusing and scary, but I remember it felt like that on my first day of work experience, and soon

it all started to slot into place. I was extremely grateful for the experience gained on my work placement, which has been so valuable to me, not only boosting my confidence but for the transferable skills that I have since taken to PHA.

We asked PHA how they felt Apprenticeships supported them?

We are really supportive of NVQ's and have worked with Fareport Training Organisation Limited on Apprenticeship for several years. Apprenticeships have a real impact on our business and helping us to maintain the high standards we aspire to. We hope Hannah will have a good career with us and we know that the Apprenticeship will help her develop her skills in line with our company needs.

How do you think Apprenticeship have helped you?

An Apprenticeship can help improve your knowledge within your role, builds confidence and can give you transferable skills such as: team-working, problem solving and communicating effectively.

For more information contact Theresa Maple on 013292 825805 or email theresa.maple@fareport.co.uk or visit our website www.fareport.co.uk



The PETA Apprentice

Tom Stevens



Getting the job done

How to start a career with Tom Stevens, Assistant Maintenance Operative

How did you get the job you're doing now?

"When I joined PETA's Entry to Employment programme, I started out wanting a career in construction and thought about training to be a brick layer, but I really lacked confidence and nerves sometimes held me back. But with help from PETA Limited I stayed focused and determined to keep up and worked hard on improving on my Maths and English skills and learnt new ways to be more confident. By gaining these new skills, the staff at PETA then helped me secure a work placement with

Homebase in Winchester for six weeks, working full time and getting experience in different areas of the store. I did really well and started to apply for jobs using the experience I gained to build a CV. I'm now employed full time at Embley Park School in Romsey as an Assistant Maintenance Operative. The School has over 200 staff and 800 students so the workload keeps me busy and I'm learning new skills all the time. I never thought I would work in a place like this and I'm really enjoying the variety of work. I was also nominated for the PETA Young Person of the Year Award in recognition of all the effort and determination I've shown."

Embley School Estates Manager Neil Carr said, "Tom has settled and fits in well, all the staff are very supportive and like Tom very much, there's a lot of variety to the job with scope to progress on to Grounds Person which involves lots of multi-tasking."

PETA Limited help hundreds of young people just like Tom every year to gain the skills and qualifications needed to get their career started.

If you're interested in trying out any of our programmes, thinking about Apprenticeship's or just need help with improving your skills to get started contact: [Emma Baldacchino](mailto:Emma.Baldacchino@peta.co.uk) on 023 9253 8700 or email enquire@peta.co.uk



PETA has 40 years experience of delivering Apprenticeships and is well renowned as one of the South's leading providers of vocational skills and development training.

What Apprenticeships do PETA offer?

We offer Apprenticeships in:

- Engineering including:
- Machining (including CNC)
- Mechanical and Electrical Maintenance
- Fabrication and Welding
- Technical Services
- Business Administration
- Information Technology (Practitioner & User)
- Customer Service

What role does PETA play in the Apprenticeship?

Within the Apprenticeship programme PETA undertakes the role of learning provider. This means that we will appoint a dedicated Training Adviser to support and guide you. They will work with you to:

- Help you decide which Apprenticeship is right for your business
- Identify how Apprenticeships will work in your organisation
- Recruit an Apprentice or support your existing staff onto Apprenticeships
- Manage the training process and evaluation
- Ensure national quality standards are met and deliver integrated, coherent training.

Totton

College

Apprenticeships



Totton College deliver Apprenticeships in:

- Business Administration
- Accountancy
- Child Care
- Health & Social Care
- Hairdressing
- Vehicle Maintenance (from Sept 2010)

Last Summer Totton College started working with Mayday Personnel Services in Totton, who specialise in recruitment, to help them find a Business Administration Apprentice. Mikhail Peertum was successful and started his Apprenticeship with Totton College in September 2009.

We asked Mikhail about his thoughts on the Apprenticeship programme.

"I am enjoying learning new skills and working within a team, as well as enjoying going to

college one day a week. I am finding it really useful and find learning how the Recruitment industry works and how a general office runs is the most interesting. The Apprenticeship is exactly what I expected; studying, working and earning, and I would strongly recommend it to others. When I have completed my Level 2, I would like to progress onto Level 3 in Business Administration, and develop management skills."

Emma Hughes – Office Manager at Mayday Personnel Services

"We decided to take on an Apprentice for a few reasons.

1. The economic climate made it difficult for us to consider taking on an experienced receptionist on financial grounds.
2. There had been a number of articles in the press regarding unemployment figures mainly among youngsters.
3. It would give us an opportunity to mould a person to undertake the duties and responsibilities in a way we would want them to with no bad habits from previous jobs.

Taking on an Apprentice has helped us tighten up on policy and procedure and has allowed different staff members to share the benefit of their experience and knowledge.

It has meant that our reception position has been filled and that responsibility has been placed in Mikhail's hands taking the pressure off the other staff. It has enabled us, as a company, to watch an enthusiastic youngster grow and mature and gain good administrative skills.

We have been able to work quite closely with Mikhail's tutor who regularly comes in to assess his progress and have gained stronger links with our local college. I would certainly recommend other companies to look into taking on an Apprentice. It could be a good move for them as well as giving an opportunity for future workforce."

For more information about how you could benefit from Apprenticeships then please contact apprenticeships@totton.ac.uk or phone 023 80 874 874.



The Highbury Path

to Prestige

Luke Stephens-Chandler began an Apprenticeship at Highbury College Portsmouth in 2002, starting his employment at EADS Astrium Ltd at the same time.

For three years, Luke studied for an Advanced Modern Apprenticeship in Manufacturing Engineering at the College, achieving some of the highest grades his lecturers had seen from students on his course.

He is currently studying towards a BSc (Hons) in Aerospace Technology with Management at The University of Hertfordshire, while continuing his employment at EADS Astrium.

Luke says: "I felt that taking the apprenticeship would be a better route for me than going to university first. It gives you the benefit of work experience as well as academic progression and from what I've seen, the work experience is just as important as the academic side.

It's obviously a bonus in that you get paid as well.

"I'm very happy with the path I have chosen. A lot of pure academic young engineers

lack the practical knowledge of engineering, whereas an Apprenticeship allows you to get a firm grasp on how engineering works in the real world.

"The staff involved at Highbury during my time there were very supportive and positive. They were always approachable when we needed advice."

In late 2008, having graduated from Highbury College, Luke was thrilled to receive the Whitworth Scholarship Award and received a cheque for £3,000 per year towards his studies, at a special presentation ceremony at the ImechE headquarters in Westminster.

He says: "The Award means a great deal to me. It is an extremely distinguished award and makes all the hard work worthwhile."

Keith Chandler, Apprentice Training Advisor at Highbury College, says: "At a very early stage Luke impressed me with his drive and determination to succeed.

"But what I admire about Luke more than anything is his attitude towards new apprentices."

Despite studying for a degree and keeping his job at EADS Astrium, Luke still attends apprentice fairs and recruitment evenings at Highbury, sharing his advice with new recruits.

He says: "I believe it is important to support new apprentices for the future development and growth of the industry. I provide support and advice as I received as an apprentice to enable them to progress and develop into their profession.

"My future career plans are to progress towards a Lead Engineer role."

For more information about how your business could benefit from taking on an apprentice, please contact Highbury College by email at employers@highbury.ac.uk or by calling (023) 9238 3131.



Making things happen

Visit apprenticeships.org.uk or call 08000 150 600