



**South Thames
Colleges Group**



APPRENTICESHIPS:

THE LEARNER AND EMPLOYER JOURNEY

LEARNER JOURNEY



OUR APPRENTICES

Adam is training to be a Commis Chef, a Level 2 Hospitality & Catering Apprenticeship for one year. He is working at the Marcus Wareing Restaurant at the Berkley Hotel, Hyde Park. Once he's completed Level 2, he can progress on to the Level 3 Chef de Partie Apprenticeship. Speaking about the position, apprentice Adam said: *"The Apprenticeship programme is a great way to learn the fundamentals of cooking and baking whilst gaining real-life experience in a professional kitchen."*



stcg.ac.uk/Apprenticeships

Apprenticeships Explained

An Apprenticeship is where an individual is employed in a real job by a company, while studying for a formal qualification at college. They will have a contract of employment, get paid a salary and be entitled to all the statutory benefits such as holiday and sick pay. Anyone living in England over the age of 16 and not in full-time education can apply.

Benefits of an Apprenticeship

You will be able to:

- Work in a real job for a real employer
- Start an Apprenticeship at any age from 16 years and completion of Year 11
- Gain valuable workplace skills and experience
- Get paid a salary, holiday and have a contract of employment
- Achieve nationally-recognised qualifications
- Receive support from colleagues, college peer group and college tutors
- Become more employable from work experience
- Gain better career prospects once your Apprenticeship is completed.

Entry Requirements and Eligibility Criteria

- Be working in relevant employment
- English and Maths GCSE grade 4 or above
- Apprentices without Level 2 English and Maths will study it as part of your Apprenticeship programme. There are also different entry criteria for apprentices with EHCPs.

Some employers may request further qualifications relevant to the Apprenticeship job role.





Finding an Employer

To start an Apprenticeship programme, you will need to secure employment (minimum of 30 hours per week, which can include your training). Websites that list Apprenticeship roles and employer details include:

- South Thames Colleges Group **[stcg.ac.uk/apprenticeships/apprenticeship-vacancies](https://www.stcg.ac.uk/apprenticeships/apprenticeship-vacancies)**
- Find an Apprenticeship **[gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)**
- Prospects **[prospects.ac.uk](https://www.prospects.ac.uk)**
- UCAS/Degree Apprenticeships **[careerfinder.ucas.com/jobs/apprenticeship](https://www.careerfinder.ucas.com/jobs/apprenticeship)**
- Not Going to Uni **[notgoingtouni.co.uk](https://www.notgoingtouni.co.uk)**
- Get my First Job **[getmyfirstjob.co.uk](https://www.getmyfirstjob.co.uk)**

Wages

Your employer is responsible for setting and paying your wages and you will be paid for the time you work and study at college. The current minimum wage for an apprentice is £4.81 per hour. Training costs are covered by your employer and/or the government at every level, including higher and degree level Apprenticeships.

Levels

- Apprenticeship Level 2 – equivalent to five GCSEs grade 9-4
- Advanced Apprenticeship Level 3 – equivalent to two A-Levels
- Higher Apprenticeship Level 4/5 – equivalent to Foundation Degree
- Degree Apprenticeship Level 6/7 – equivalent to Bachelor's Degree/Masters Degree

	LEVEL	QUALIFICATION
HIGHER EDUCATION	Level 6 BA (Hons)	BA (Hons)
	Level 5	HND (BTEC)
	Level 4	HNC (BTEC)
FURTHER EDUCATION	Level 3 (4)	Foundation Diploma in Art, Design & Media
	Level 3	BTEC = A Levels
	Level 2	BTEC = GCSEs (C/4+)
	Level 1	NCFE = GCSEs (E/1+)





Why Study with South Thames Colleges Group (STCG)?

- Rated Good by Ofsted in February 2020
- Fantastic success rates making us one of the best FE college groups in London
- Knowledgeable tutors who have a wealth of industry experience
- Established employer links for our Apprenticeships
- State-of-the-art facilities
- Excellent transport links across the London boroughs of Sutton, Kingston, Merton and Wandsworth.

Duration of an Apprenticeship

An Apprenticeship usually takes between one and four years to complete. For anyone aged 16-18 starting an Apprenticeship, the minimum duration is 12 months. However, the length of an Apprenticeship can vary depending on:

- The prior skills levels of the apprentice
- The type of qualification being obtained and industry sector.

Apprenticeships offered by South Thames Colleges Group

APPRENTICESHIP AND LEVEL		COLLEGE				
Accounts or Finance Assistant*	2	S	T	C	G	
Assistant Accountant*	3	S	T	C	G	
Automotive Technician	2		KC			
Building Services Technician	3					STC
Business Administration	3		KC			
Carpentry and Joinery	2	CC				
Chartered Manager	6		KC			
Chef de Partie	3			MC		
Civil Engineering Technician	3					STC
Commis Chef	2			MC		
Customer Services	2					STC
Digital Marketer	3		KC			
Engineering Technician	3		KC			
Gas Engineering Operative	3	CC				
Hospitality Supervisor	3			MC		

APPRENTICESHIP AND LEVEL		COLLEGE		
HR consultant	5	KC		
HR Support	3	KC		
Information Communication Technician	3	KC		
Installation Electrician/ Maintenance Electrician	3	CC		
Laboratory Technician	3		KC	
Mammography Associate	4			STC
Motorcycle Technician	3	CC		
Network Engineer	4		KC	
Paralegal	3		KC	
Plumbing & Domestic Heating	3	CC		
Software Developer	4		KC	
Software Development Technician	3		KC	
Team Leader or Supervisor	3		KC	

* This course will be a blend of online learning and face-to-face meetings, with the College location to be confirmed.

What Next?

- Visit our website stcg.ac.uk/apprenticeships or one of the websites listed in the Finding an Employer section
- Email us at apprenticeships@stcg.ac.uk





Did You Know?

- Although the minimum wage for an apprentice is £4.81 – the average salary for an apprentice is over £20,000 per year!
- In 2019/20, there were 719,000 people participating in an Apprenticeship
- There are over 1500 different Apprenticeship job roles
- 93% of apprentices continue in paid employment on completion of their Apprenticeship
- Employers will recruit all year round for their apprentices - Apprenticeships start at all times of the year, not just in September.



**Carshalton
College**

stcg.ac.uk/carshalton

admissions.carshalton@stcg.ac.uk

020 8544 4501



**Kingston
College**

stcg.ac.uk/kingston

admissions.kingston@stcg.ac.uk

020 8268 3073



**Merton
College**

stcg.ac.uk/merton

admissions.merton@stcg.ac.uk

020 8918 7777

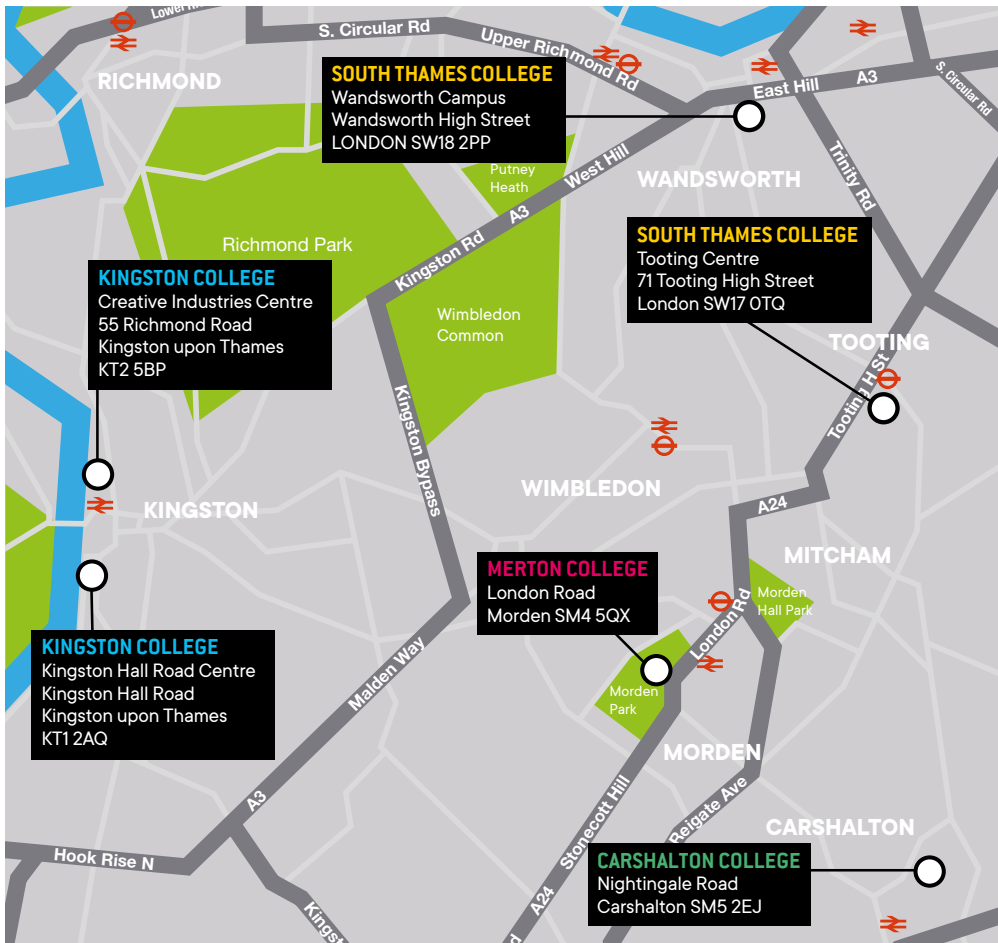


**South Thames
College**

stcg.ac.uk/souththames

admissions.wandsworth@stcg.ac.uk

020 8918 7777



SOUTH THAMES COLLEGE

Wandsworth Campus
Wandsworth High Street
LONDON SW18 2PP

SOUTH THAMES COLLEGE

Tooting Centre
71 Tooting High Street
London SW17 0TQ

KINGSTON COLLEGE

Creative Industries Centre
55 Richmond Road
Kingston upon Thames
KT2 5BP

MERTON COLLEGE

London Road
Morden SM4 5QX

KINGSTON COLLEGE

Kingston Hall Road Centre
Kingston Hall Road
Kingston upon Thames
KT1 2AQ

CARSHALTON COLLEGE

Nightingale Road
Carshalton SM5 2EJ





EMPLOYER JOURNEY





OUR APPRENTICES

Gus is taking a Chartered Management Degree Apprenticeship (CDMA) and working for an NHS Trust. Gus says: *“When I started the Apprenticeship I didn’t think I’d be able to study while in a full time job and caring for a young child. But the delivery of the CDMA and the protected study leave from my NHS Trust enabled me to progress easily. My plan is to push myself into very senior manager roles so I can put my learning to good use. Education, in addition to experience, can help people reach for the stars.”*



Working with us

Apprenticeships can benefit your business by enabling you to bring in new talent who can be trained with the skills and professional qualifications you need to support your business goals. Apprenticeships can also be used to upskill existing staff, helping you to get the most out of your workforce, providing vocational training that is tailored to your organisation.

We work with you throughout the process whether you are a levy or non-levy payer, guiding you in accessing funding and selecting the best people for your role.

Benefits of Employing an Apprentice

- Developed workforce with the right skills
- Improved profit
- Increased staff retention and loyalty
- Improved productivity
- Enthused and motivated employees
- Filled skills shortages

Developing Apprenticeships

Apprenticeships are developed by employers, employees and other stakeholders with expert knowledge. They create an Apprenticeship based upon the reality of the workplace.

Eligibility

To get full government funding, an apprentice must:

- Work at least 30 hours a week, including the training undertaken
- Have a National Insurance number and be eligible to work in the UK
- Not have a higher qualification in the same or similar subject area.

Financing the Training

Employers with a wage bill of more than £3m per year have been signed up to the Digital Account Service, with 0.5% of their wage bill transferred into the Digital Account, through PAYE (referred to as the levy pot). This funding can only be accessed to fund the training of an apprentice. It covers the full cost of training for those aged 16-18 years and a proportion of the cost for those aged 19 years and over. The employer is expected to contribute to the costs of the Apprenticeship for those aged over 19 years. Smaller employers, who do not pay the Apprenticeship levy, share the cost of training and assessing their apprentices with the government. A smaller employer will pay 5% towards the cost of Apprenticeship training. The government will pay the rest (95%).





Recruiting an Apprentice with STCG

Support we provide:

- High quality Apprenticeship programmes for existing staff
- Help with recruiting apprentices into roles that employers need to fill via our Apprenticeship Recruitment Service.

For more information on how we can support you with recruitment please contact business@stcg.ac.uk

Supporting an Apprentice

As an employer, you will:

- Have the same responsibilities for an apprentice as for any employees, such as Health and Safety and Equal Opportunities
- Retain all your employer rights
- Need to provide the apprentice with a full induction to the company and their job role
- Need to provide their on-the-job training
- Be responsible for paying the apprentice's wages, which should be the appropriate National Minimum Wage (NMW) for their age.



Apprenticeships offered by STCG

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Building Services Technician	3 STC
Business Administration	3 KC
Carpentry and Joinery	2 CC
Chartered Manager	6 KC
Chef de Partie	3 MC
Civil Engineering Technician	3 STC
Commis Chef	2 MC
Customer Services	2 STC
Digital Marketer	3 KC
Engineering Technician	3 KC
Gas Engineering Operative	3 CC
Hospitality Supervisor	3 MC

APPRENTICESHIP AND LEVEL	COLLEGE
HR consultant	5 KC
HR Support	3 KC
Information Communication Technician	3 KC
Installation Electrician/ Maintenance Electrician	3 CC
Laboratory Technician	3 KC
Mammography Associate	4 STC
Motorcycle Technician	3 CC
Network Engineer	4 KC
Paralegal	3 KC
Plumbing & Domestic Heating	3 CC
Software Developer	4 KC
Software Development Technician	3 KC
Team Leader or Supervisor	3 KC

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Apprenticeship

Duration

Apprenticeships can vary in duration from one to four years per level, depending on the vocational area chosen.

Study time

Most of the training takes place on the job in the workplace and we provide additional training, support, guidance, and assessment. An apprentice will spend 20% of their time away from their job in study, which is usually one day per week. Some courses will be delivered on weekly day release to college, some fortnightly and other courses could be block release.



OUR EMPLOYERS



“Halifax has had a relationship with South Thames College for over 4 years now. Myself and my team always enjoy attending the College to support students with employability skills training and I am always so encouraged as an employer to see such young talented people. Numayr, who was studying Business at South Thames College really stood out and I had a vacancy which he applied for, he passed the interview with flying colours and started with us. He has settled in well and is doing a great job. I think the close link the College has with employers is so important and thanks to it, I was able to fill my vacancy.”

COLIN MACKINNON, SENIOR BANK MANAGER @ HALIFAX BANK

“For the past decade South Thames College has been at the forefront of Level 3 delivery and has navigated the Apprenticeship landscape for the benefit of the built environment and the wider industry. Without the early adoption of the Civil Engineering and Building Services Apprenticeships, we would not have been able to learn lessons, understand best practice and establish links between training providers and industry to the point we are at now with a National Delivery of Built Environment Apprenticeships that are fit for purpose.”

GARETH DROUGHT, HR DIRECTOR @ TONY GEE AND PARTNERS LLP

WHAT NEXT?



If you'd like to hire an apprentice for your business, please get in touch with our Business Development Team:
business@stcg.ac.uk

This publication is a guide to the Apprenticeships, its courses and services and every care is taken to ensure its accuracy. We do apologise if subsequent to publication changes have become necessary.







stcg.ac.uk/apprenticeships

