

springvale

employment & learning solutions



Department for the
Economy
www.economy-ni.gov.uk

SKILLS
TO SUCCEED

APPRENTICESHIPS



Contents

Springvale overview



What is an Apprenticeship?

Who can be an Apprentice?

Getting an Apprentice started?

**What are the benefits of
employing an apprentice?**

Funding for Apprenticeships

How do i find an Apprentice?

**I have an Apprentice, What
next?**



Springvale Learning

Established in 1992, the Springvale Group is one of Northern Irelands Leading providers of quality employment and learning services, delivering training and employment programmes to young people and adults throughout Northern Ireland.



We have a solid reputation for providing services of the highest quality and continue to innovate to meet the needs of our learners, jobseekers, employers and partners.

As an organisation, we are fully committed to further developing our strategic partnerships and securing employer relationships across business and industry sectors to deliver increased employment opportunities and meet the demand for skills and training in accordance with the current Success Through Skills Strategy.

Located on the Springfield Road in Belfast, we support a diverse range of learners and jobseekers to break down barriers and reach their goals, whether that is to gain a vocational qualification or find a job. We bring together the experience and expertise of a team that have been delivering employment related services and skills provision for over 20 years.

We provide advice and support in the following areas:

- How to gain sustainable employment.
- Career advancement through vocational skills courses and accredited training and qualifications.
- Assisting organisations in the recruitment of staff and further developing the skill set of existing employees.

Our Vision
Enhancing lives through quality employment and learning solutions'

What is an Apprenticeship?

An apprentice can be either a new employee or an existing employee starting a new position. Take on an apprentice to discover fresh talent and thinking to meet your business needs and grow together. Employing an apprentice is like recruiting any other employee.

An Apprentice is in paid employment from day one. National Minimum Wage rates for apprentices apply - see National Minimum Wage and National Living Wage rates.

As an employer you will share industry expertise and knowledge by providing mentoring and "on the job" training. Your apprentice also participates in "off the job" training to achieve the relevant industry qualifications and requirements which will be delivered by one of our tutors on-site or online.

Types of apprenticeships we offer:

The apprenticeship programme is funded by the Department for the Economy (DfE):

ApprenticeshipsNI - Level 2 and 3 - are available to individuals aged 16 to 24. Apprenticeships are available in a wide range of occupational areas to support your business needs.

The following courses are available to complete through Springvale

- Food and Beverage Service Level 2
- Kitchen Services Level 2
- Professional Cookery Level 2 and 3
- Team Leading Level 2
- Customer Service Level 2 and 3
- Hospitality Supervision and Leadership Level 3
- Retail Level 2
- Retail Management Level 3

Apprenticeship levels are equivalent to:

Level 2 (5 GCSEs)

Level 3 (2 A Levels)

The qualifications have been developed in liaison with industry representatives and are therefore tailored to ensure they meet the needs of your industry.

An apprenticeship can give your employee the training and qualifications they need to get ahead and meet your business needs. It also allows you to upskill existing employees to fill staffing needs which cuts down on recruitment and motivates your current employees to grow within the business.

Who can be an Apprentice?

Who is eligible to take part in Apprenticeships?

Your apprentice needs to:

- be the minimum school leaving age in Northern Ireland
- be in the age group 16-24
- be about to take up paid employment as an apprentice with a Northern Ireland based company, or be an existing employee in a new job role that requires significant training and development
- be permanently contracted to work a minimum of 21 hours per week (which includes time for 'off-the-job' training)

Getting an Apprentice started?

We are a contracted training provider for ApprenticeshipsNI.

We deliver training in a variety of apprenticeships at Level 2 and Level 3.

We will help your apprentice achieve the qualifications and teach them the knowledge and skills to complement what they learn from you. We will meet with you and your apprentice to discuss their training needs and will then develop a training programme with them. We will be with your apprentice every step of the way throughout the apprenticeship to support them and ensure that they are making progress.

Benefits of employing an Apprentice

Apprenticeships can help all types of businesses across a wide range of sectors harness fresh new talent. They can help equip your workforce with the practical skills and qualifications that your organisation needs now and in the future and you will enjoy the benefits of having a loyal and motivated workforce that you have trained to meet your own specific business requirements.

Many employers have reported that by employing apprentices they have seen growth and improvement in productivity in their business. As well as this, they feel a real sense of contributing to the skills needs of the Northern Ireland economy.

For apprentices aged 16-24 the full costs of the directed (off-the-job) training element of the apprenticeship are funded by the European Social Fund (ESF) Programme 2014-2020 and the Department for the Economy (DfE).

An Employer Incentive Payment is available to employers when their apprentice completes their Level 2 or Level 3 apprenticeship framework.

Apprentices can help fill skills gaps by developing the specialist skills that you require for your business and can help you and your business keep abreast of new technology.

Recruitment of a new Apprentice

The New Apprenticeship Incentive Scheme is available to all employers to support the recruitment of new apprentices. As an employer, you will be eligible for up to £3,750 for each new apprenticeship opportunity created from 1 April 2020 to 31 March 2022.

This bonus will apply to all new apprenticeship opportunities and includes apprentices who have been made redundant:

Payment 1 - £2,000 after 90 days retention following start* of new apprenticeship.

Payment 2 - £1,000 after 200 days retention following start* of a new paid apprenticeship

Payment 3 - £500 /£750 on completion (depending on qualification selected)

This scheme is open to employers who take on an apprentice participating in the DfE-funded ApprenticeshipsNI.

Flexible delivery including on-site

Qualifications are funded by DFE

Up to £3,750 employer incentive for each employee registered

How do I find an Apprentice?

You may already have a potential apprentice in mind or on your workforce. If not there are various methods of finding one.

Finding an apprentice

If you don't have a potential apprentice but would like to employ one, it is really like recruiting any other employee. For example you can:

- We can advertise for you using our social media and website
- We also work with our Vocational Students to help them gain employment through our Apprenticeships programme and also work with Jobassist
- Advertise apprenticeship opportunities on Connect to Success NI
- Contact your local Jobs and Benefits Offices or JobCentres website
- Place a vacancy on Employers Online NI website
- Place a vacancy on JobCentre Online NI
- Place an advertisement in the newspapers
- Look to your own staff - an existing employee is eligible for the ApprenticeshipsNI programme if their new role requires substantial training and development.

Advertise apprenticeship opportunities online

Connect to Success NI is a free online resource developed by the Department for the Economy that enables employers to promote and advertise apprenticeship and school work experience opportunities.



You have an Apprentice? What next?

Once you have identified your apprentice and they have agreed to take part in one of the Apprenticeship programmes we will meet with you and your apprentice to discuss their training needs and will then develop a personal training programme.

They will register your apprentice on the programme and ensure they are registered for any qualifications required as part of their framework. They will be with your apprentice every step of the way throughout the apprenticeship to support them and ensure they are making progress.

Level 2 and 3 Apprenticeships

The framework level your apprentice will undertake depends on a range of factors including their previous experience, their current level of skills, previous qualifications they have achieved, and of course the level of development they require to competently fulfil their new role in your business.

All frameworks include a knowledge-based qualification, a competency-based qualification and Essential Skills in Literacy and Numeracy (unless exempt i.e. already have GCSE)



employment & learning solutions

Springvale Learning
200 Springfield Road
Belfast
BT12 7DR

Diane Gillespie

Programme Quality and Compliance Manager

T: 07712323475

diane.gillespie@springvalelearning.com



WWW.SPRINGVALEARNING.COM



Department for the
Economy
www.economy-ni.gov.uk

SKILLS
TO SUCCEED