



trained
an apprenticeship
a future

Find out about apprenticeships with GET
www.get-trained.org

How GET delivers apprenticeships

Apprentices at GET benefit from both practical skills training and classroom teaching, to give them a thorough grounding in all the key areas required for a career in modern engineering. Upon completion of the programme, apprentices are ready to take on skilled positions in a range of engineering disciplines.

Our engineering training centre is based in Gloucester and boasts 23,000 sq ft of workshop space and classrooms equipped with a variety of traditional machinery and the latest technology. The training centre accommodates up to 100 learners on the workshop and up to 85 learners in class room based delivery.



suitable apprenticeship according to the applicants ability in specific engineering areas including electrical and mechanical principles and Maths, English and ICT. Applicants are issued with their assessment results on completion of the 1 hour session.

The results of these assessments are also circulated to you, the employer, to help in your own recruitment process.

As the employer, you have the final say when recruiting your apprentice.

Please contact us for further information.

Visit our website at
www.get-trained.org

Call **01452 423461**

Email info@get-trained.org

Visit www.apprenticeships.org



In order to work towards an apprenticeship with GET, all apprentices have to be employed and are encouraged to apply directly to GET who will support them with their search for an appropriate apprenticeship employer.

Apprentices are also encouraged to apply directly to any advertisements they see in the local press or on the internet.

How GET can help you with recruitment

Our recruitment process usually starts in January of each year. We offer an Initial Assessment to all applicants whether they have applied to GET or to you, the employer, directly. (There may be a small charge for this).

Applicants are invited to attend this initial assessment which helps to identify the most

Having trouble understanding all this information?

We appreciate that taking on an apprentice or using apprenticeship provision can be quite daunting, especially if you haven't used it before so let us help you with that. We will be able to help you identify where apprentices can help within the business and advise you on which category your business fits in with regards to funding of the apprenticeship. For Levy paying employers, we can also help you set up your digital account and provide support around data entry if required.



Gloucestershire
Engineering **Training**

Apprenticeships in **Engineering**



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Information for Businesses

Furthering learning and skills
for the engineering industry

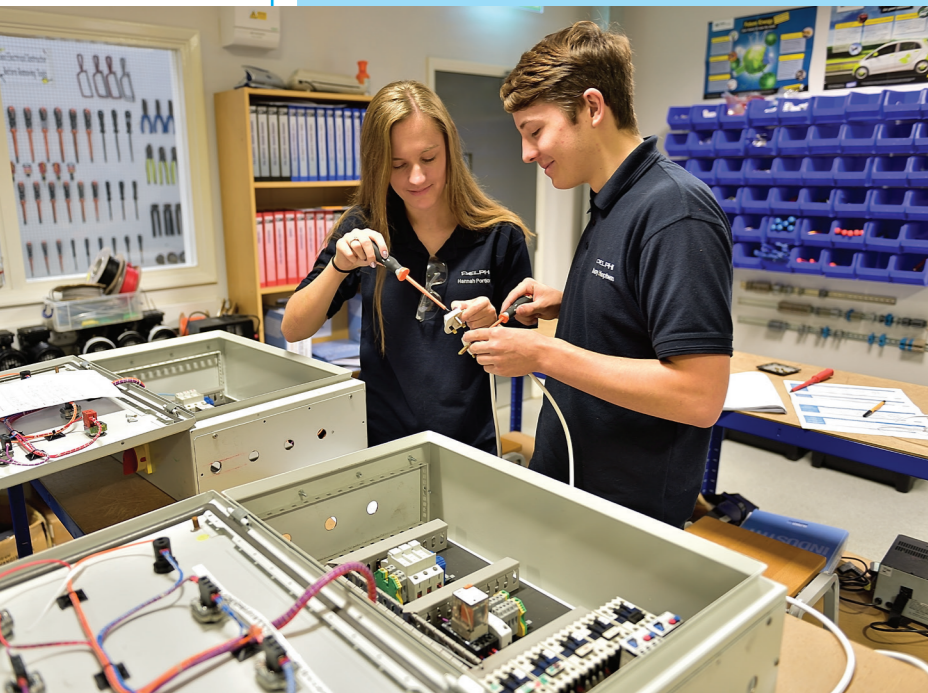
Gloucestershire Engineering Training
is the lead training provider of engineering
apprenticeships and skills training to mechanical
and electrical engineering companies across
Gloucestershire



Who are we?

Gloucestershire Engineering Training has been designing and delivering engineering training programmes for large and small employers across the county since 1977. Our expertise is in delivering apprenticeships that meet the needs of your business. We are managed by the engineering industry for the engineering industry and we take great pride in delivering training programmes that work for you.

Some training providers develop their courses to tie in with available funding. We don't! Our courses are 100% tailored to suit industry requirements, ensuring your learners are 'work ready' from the minute they finish training.



We pride ourselves on excellent achievement rates. Our annual achievement rates of 94% ranks GET within the top 5% of providers nationally. Ofsted rates our overall provision as good with some outstanding features that are relevant to industry.

learn, in a real job, with real qualifications and a real start to a career in engineering.

Employing an apprentice will help your business grow its own motivated, skilled and qualified workforce.

Apprenticeships provide real, measurable business benefits for employers. They bring productive, enthusiastic and loyal people into your organisation and demonstrate your commitment to investing in your people to customers and suppliers.

Whether you're a large corporate or a small to medium sized business, Gloucestershire Engineering Training offers employers bespoke solutions that make it easy to recruit and train the right calibre of apprentice for your business. Our innovative solutions and flexible training programmes equip employers of all sizes with the skills their businesses need for future growth and competitiveness.

We understand the needs of small to medium sized businesses too. Losing staff for long periods of training is not an option, so we've developed a number of flexible training programmes that can be delivered in the workplace. And we've developed flexible payment plans too.

Existing employees

Historically apprenticeship programmes have pretty much been focussed around younger, new entrants into the business. However this is now changing due to the apprenticeship reforms and the introduction of the apprenticeship levy. For those businesses who are liable for paying the levy, the only way they can get this money back

What is an apprenticeship?

Historically Apprenticeships have been for younger individuals to help them gain the correct knowledge, skills and behaviours to gain successful and meaningful employment. Whilst this is still very much the case, recent Apprenticeship Reforms has opened up apprenticeship programmes to individuals of all ages - so you can now be on an apprenticeship programme at the age of 16 right the way through to 65. However, in general there are probably some distinct differences in apprenticeship programmes for new younger entrants into the sector and those already employed. For ease of understanding, we will now look at what an Apprenticeship is for both categories of Apprentices.

Young people and new entrants

Apprenticeships give young people and new entrants the opportunity to earn whilst they

is to either recruit the typical younger, new entrant into the business (as explained above) or use apprenticeship provision as a way of enhancing the knowledge, skills and behaviours of the existing workforce. There is a vast range of apprenticeship programmes available from levels 2 through to level 7 which can be accessed by individuals of all ages.

It is important to recognise the ongoing developmental needs of your existing workforce as well as recruiting new entrants. Investing in your existing workforce will help increase morale and create a more flexible workforce which should in turn bring about higher productivity and greater work efficiency.

The individual undertaking the apprenticeship does not necessarily need to be classed as an apprentice within the workplace – effectively you are using an apprenticeship programme as an alternative to a stand-alone course to enhance and develop the knowledge, skills and work place behaviour for your existing employees.

Business Benefits

Apprenticeship provision can help your business grow by:

- Reducing training and recruitment costs
- Increasing productivity and workplace efficiency
- Developing a skilled and motivated workforce
- Re-skilling existing staff
- Tackling skills shortages
- Replacing an ageing workforce

Did you know?

- 96% of employers that have apprentices in their business report benefits to their business
- 72% of businesses report improved productivity as a

result of employing an apprentice

- 88% of employers who employ an apprentice believe that apprenticeships lead to a more motivated and satisfied workforce
- 83% of employers who employ an apprentice rely on their apprenticeship programmes to provide the skilled workers that are needed for the future

What is an apprenticeship programme?

The Apprenticeship reform has brought about a completely new look and feel to apprenticeship provision in the form of Apprenticeship standards which have been developed by employers.

An Apprenticeship Standard has the following components:

- **Competency** This is the practical hands on element of the programme which ensures that the individual can actually complete the job to the correct level, in a safe manner without any or limited supervision. For younger new entrants into the business, this is usually delivered in a foundation off-the-job block delivery format. For existing employees, this can be completed in the workplace, however, there is a specific requirement for at least 20% of the practical training to be delivered off-the-job.
- **Knowledge** This is the theory which underpins the practical element of the programme. This part of the programme is delivered in a classroom based format and usually at the training provider's premises (although with some of the lower level programmes, this can also be delivered at the employers site).
- **Behaviour** This part of the programme has been designed to ensure the correct work ethic and

behaviours are being developed alongside the knowledge and competency elements. A highly knowledgeable and skilled employee is of no use to your business if they cannot arrive on time, communicate in a professional manner and work effectively in both team and individual situations.

- **End Point Assessment** This part of the programme has been introduced to enhance the rigour and robustness of apprenticeship provision. An external independent organisation who hasn't had any involvement in the delivery of the programme will be brought in at the end of the programme to assess the apprentices knowledge, competency and behaviour and provide the final validation (sign off) to confirm that all the elements of the programme have been successfully completed.

The duration of the programme will be very much dependent on the level of the apprenticeship programme and the prior knowledge and skill of the apprentices themselves. Programmes range from level 2 through to level 7 and all have the same 4 components. Apprentices must successfully complete all 4 components in order to obtain their apprenticeship certificate.

Individuals can either start at level 2 and progress through all the levels or enter at a level they feel is suitable for them (your training provider will be able to help you identify which level is appropriate).

Apprenticeship funding

Since the Apprenticeship reform, there are 3 different ways in which apprenticeship provision



can be funded and this will depend on whether your business is a large employer who is liable for paying the apprenticeship levy, a small to medium size business or a micro business.

Large employer who pays the Apprenticeship levy

If your business falls into this category, the funds in your digital account collected through the apprenticeship levy is what you will use to pay for your apprenticeship provision. You will agree a price for the training with your chosen provider and then a contract will be set up in your digital account to release payment to your provider. If you do not spend your apprenticeship levy within 24 months, it will be removed from your account. If you have insufficient funds in your digital account, additional funding will be placed into your account by government to a maximum of 95% of the total agreed value. In this scenario you will be expected to contribute 5% towards the cost of the training outside of your levy contributions.

Small to medium size businesses

If your business falls into this category, government will fund 95% of the cost of your apprenticeship programme. This funding is paid directly to the provider but will only be released once your 5% contribution has been paid to the provider. The provider will invoice the business directly for your 5% contribution.

Micro businesses

If your business falls into this category, government will fund 100% of the cost of your apprenticeship programme. This funding is paid directly to the provider and you will not be required to make any financial contribution towards your apprenticeship provision unless you request any specific additional training outside of the components of the programme.

