



Redbridge Institute

Community learning and skills

Up to £3,000
government
funding band

13-18 mth
apprenticeship
programme

Levels 2 and 3
available

Apprenticeships 19+ adults. Employability Brief

Overview

Apprenticeships provide businesses with a unique way of recruiting staff of all ages. Redbridge Institute provides apprenticeship training for 19+ adults through a personally designed training programme for the apprentice, which develops and transforms them into valuable, knowledgeable staff. Existing staff with new job roles can also benefit from apprenticeships. Apprenticeships can also be used to provide training and qualifications to develop staff and provide a career structure.

Due to working practices, some employers may not be able to offer 30 hours per week of employment. In these cases, the duration of an apprenticeship must be increased accordingly to ensure that the apprentice completes the minimum number of working hours. Where an employer cannot offer at least 16 hours per week of employment an apprenticeship is not allowed.

Apprenticeships at the Institute

Under the Apprenticeship Reforms, new standards will replace the old frameworks. Some of these new standards are already available for delivery; so at present there is a cross-over period where some new standards are being delivered alongside the frameworks. However, once a new standard is in place, apprentices who are on frameworks will remain so for the duration of their apprenticeship and new apprentices will join on the new standards.

Frameworks

- Adult Care Worker Level 2
- Childcare Early Years Educator Advanced Apprenticeship
- Teaching Assistants Intermediate Apprenticeship
- Teaching Assistants Advanced Apprenticeship

Standards

- Customer Services Practitioner Level 2

Delivering high-quality learning
in the heart of the community

Apprenticeship journey

1

Recruitment, information, advice and guidance

Redbridge Institute is on the Register of Approved Training Providers (ROTAP).

If you a levy payer you will need to register on the Government website.

We can help to recruit apprentices for employers and offer a personal service to each employer.

We will carry out a thorough initial assessment on the suitability of a person to become an apprentice. We can help to complete a thorough induction programme.

2

On programme training

Apprentices will work with an employer during the week and will come to the Institute on one day each week to complete the qualification.

The apprenticeship will include:

- The relevant qualification or standard
- Functional Skills in ICT
- Functional Skills in Maths and English (if applicable)

In addition, our assessors will come to your workplace to carry out observations on a regular basis.

One requirement of an apprenticeship is that off-the-job training must amount to 20% of the apprentice's contracted employment hours, this can be made up of the hours that are spent at the Institute and sometimes other training in the workplace.



3

Additional Support

We work with employers and maintain regular contact to gain feedback ensuring continual quality checking of the apprentice.

We can provide additional value added qualifications, at a subsidised cost, such as :

- Food Handling
- Safeguarding

4

English, maths and ICT

English, maths, and for some apprentices, ICT are included as part of the requirements of every apprenticeship.

Any apprentice who does not have a level 2 qualification in English and Maths will be required to study and take these tests before completion of their training programme.

Where ICT is part of the apprenticeship, the exam must be passed to complete the apprenticeship.

Paying for apprenticeship training

The apprenticeship levy can be used to pay for the apprenticeship training. The Levy is paid by employers with annual pay bills over £3 million.

Employers who have a pay bill of less than £3 million are required to pay 10% towards the cost of the apprenticeship training.

The remaining training costs will be paid by the Government.

Progression



For more information and a personal visit, please contact:

Apprenticeship Manager
Redbridge Institute
Direct Dial 0208 498 8781/8296
Or reception on 0208 550 2398
email: val.gilchrist@redbridge-iae.ac.uk



www.redbridge-iae.ac.uk

enquiries@redbridge-iae.ac.uk

020 8550 2398