



# Guide to Apprenticeships

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Leicester College's Apprenticeship Week

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In this guide you will be able to access additional content using QR Codes.



For your phone to be able to read QR Codes you will need to have QR Code barcode reading software installed on it, and your phone must be supported.

For a list of supported phones please visit [www.mobile-barcodes.com/qr-code-software/](http://www.mobile-barcodes.com/qr-code-software/)

1. Download any QR code reader to your smart phone (there are lots of free ones).
2. Open up the QR code reader on your phone and scan the codes in the guide.
3. Each code will direct your mobile browser to relevant content. This may be related video or learner interviews.

Whilst every care has been taken to ensure that all of the information contained in this guide is accurate at the time of printing, Leicester College is continually evaluating its services to meet the needs of its learners. As a consequence, training, fees, timings, resources and facilities may be subject to change without prior notice.



# Welcome

Welcome to Leicester College's Guide to Apprenticeships.

An Apprenticeship with Leicester College offers a nationally recognised training scheme, which benefits both the employer and the learner. It allows an Apprentice to work, earn a wage and gain a work-based qualification, all at the same time.

Apprenticeships are ideal for anyone aged 16 or over, who are new to a job role or have been working in industry for a while and would like a recognised qualification or to up-skill.

Within the Apprenticeship programme most training is now 100% work based, however the training can include day release or weekly/monthly blocks of attendance at College if required. Apprenticeships will receive ongoing support from tutors and assessors, both during the workplace visits and in College if required.

An Apprenticeship enables the learner to work towards achieving qualifications in a chosen specialism, relevant to their job role, which in turn will bring benefits back to the organisation.

Apprenticeships are available in all industries. There are more than 200 different types of Apprenticeships available offering over 1,200 job roles, in a range of industry sectors, from engineering to catering, dental nursing to accountancy.

## How do I become an Apprentice?

At Leicester College you have two different options to train as an Apprentice:

1. You find an employer and work for them directly while training as an apprentice with Leicester College.
2. You are employed by Leicester College and we find you an employer through our Apprenticeship Training Agency (ATA) and you still train as an apprentice with us.

The ATA means we can act as your recruitment agency and match you to a suitable employer. We also pay your wages and support you throughout your training programme.



"I'd recommend choosing the apprenticeship route because it allowed me to study without getting into the debt associated with more traditional study routes such as University. It enabled me to start learning a trade at 16, whilst earning money, which I liked a lot!"

**Ross Varnam**  
**Motor Vehicle Body Repair Apprentice**



**Ross Varnam.**  
In his own words.

# Apprenticeships and how they work

## There are three types of Apprenticeships:

### Intermediate Level Apprenticeship – Level 2

A one to two-year programme which includes:

NVQ level 2 qualification  
Functional Skills and Technical Certificates.  
Relevant entry qualifications may be necessary.

### Advanced Level Apprenticeship – Level 3

A two to four-year programme which includes:

NVQ level 3 qualification  
Functional Skills and Technical Skills.  
Relevant entry qualifications may be necessary.

### Higher Level Apprenticeship – Level 4

A two to four-year programme which includes:

NVQ level 4 qualification  
Functional Skills and a knowledge based qualification.  
Relevant entry qualifications may be necessary.

### Qualifications and Credit Framework (QCF)

Apprenticeships are vocational training which enable you to gain the necessary skills to succeed in your chosen career.

They involve a combination of on and off the job training – you work alongside experienced staff to gain job-specific skills and receive training.

An Apprenticeship is not a qualification in itself, but a framework that contains separately certified units. Under the new QCF framework you can choose from a wide range of relevant units, applicable to the chosen pathway offering you more freedom, choice and flexibility in learning.

For further information regarding QCF please visit [qcda.gov.uk](http://qcda.gov.uk)

### Functional Skills

English, Maths and ICT skills are important for any job. You will develop these along with the skills needed to improve learning, performance and how to work with others.

Assessment will be through a combination of observations and portfolio based evidence. Feedback from employers and College staff will also play an important part in helping to complete the Apprenticeship.

## Supporting the learner

Leicester College will work with you and your employer to support all aspects of your Apprenticeship. If appropriate, in College, tutors will also help you to understand what you have learnt and prepare you for assessment.

A Work-Based Learning Assessor will visit you and your employer regularly to provide evidence that you are completing work tasks to the required standards.

Any Apprenticeship at any of the levels may be eligible to earn points on the UCAS Tariff for entry into Higher Education.

The UCAS Tariff is the system for allocating points to qualifications used for entry to Higher Education. It allows learners to use a range of different qualifications to help secure a place on an undergraduate course.

## Benefiting the employer

Taking on an Apprentice will bring many benefits to the organisation such as:

- increased skill levels across the organisation
- enhanced morale and staff retention
- increased ability to respond to customer needs
- reduction in the likelihood of accidents or waste
- structured training relevant to the job
- increased bottom line.

Leicester College ensures that, alongside the standard training, improvement of Functional Skills including English, Maths and ICT, are included for free within the Apprenticeship programme.

As an employer, you will play an important role in training the apprentice and there will be three-way communication between you, the apprentice and the College. Ongoing support is provided by both tutors and assessors both in the College and in the workplace.

# Recruiting staff – Our offer for employers

If you are looking for an apprentice, Leicester College can help you by providing access to learners who are currently studying at the College.

These learners will have skills in your area, Health and Safety training, English and maths skills, and a proven track record of timekeeping.

“We have found the whole experience to date to be extremely professional and thorough. There is nothing we would want to change, from the first moment of contact, through the first visit for discussion, to the actual practicalities of the training and assessments – all have been done with ability and enthusiasm, based on the College’s representatives all going the extra mile, being very competent and user friendly.”

**Kesslers International Ltd**

All of this makes them a valuable and cost effective addition to your workforce, one that will increase productivity and effectiveness in the workplace.

**For more information on Apprenticeships at Leicester College please call 0116 224 2240 to speak with one of our Training Consultants or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) to request a call back and visit.**

## Frequently asked questions

### How do I become an Apprentice?

To enrol on an Apprenticeship Programme at Leicester College you should be employed\*.

### How do I apply?

You can register your interest on the Apprenticeship Vacancies website which advertises all live apprenticeship vacancies nationally [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk). You can also submit your CV to Leicester College on our website [leicestercollege.ac.uk](http://leicestercollege.ac.uk).

If you are at school you should complete the Apprenticeship section of the LeCAP (Leicestershire Common Application Process). The Apprenticeship must be related to the job you do to enable you to complete the required work tasks. Leicester College will ensure that you are enrolled on the right level of Apprenticeship.

### What does an Apprenticeship cost?

If you are aged 16 to 18 you may be eligible for fully

funded training. If you are aged 19+ your employer **may** be expected to contribute towards the cost of your training. How much will depend upon the Apprenticeship. You will need to contribute towards the cost of materials and have appropriate equipment to enable you to carry out practical tasks.

### How long will I be expected to work?

The minimum number of working hours per week is 30\*\*, though most Apprentices work between 35 and 40 hours per week.

### Will an Apprenticeship give me a good career?

Career progression is excellent for apprentices and over the course of their careers those with an Apprenticeship earn, on average, £100,000 more than those without.

### What will I get paid?

As an employed apprentice you will receive a wage. The National Minimum Wage is £2.60 per hour from 1 October 2011. However, as skills develop many employers tend to increase wages. In fact research has shown that apprentices earn an average of £170 net pay per week.

### How old do I have to be to start an Apprenticeship?

Apprenticeships are open to all ages above 16 years old. There is no upper age limit. Whether

you are just leaving school, have been working for years or are seeking to start a new career, you just need to be living in England and not taking part in full-time education.

### How will my progress be monitored?

Apprentices will receive on-going support from tutors and dedicated assessors, both in college if required and during workplace visits. Your employer will receive reports on your progress. Assessment takes place on an ongoing basis.

### What happens if I am absent from College or work?

Your employer is expected to report any occasions when you are absent from work without prior notice. Similarly if you are absent from College we will inform your employer. Funding for your training is subject to acceptable attendance.

### After completing my Apprenticeship what can I do next?

You will continue to learn and develop in your workplace through new activities and any progression opportunities offered by your employer. You may also wish to progress to an Advanced Level Apprenticeship or onto Higher Education.

\*If you are not yet employed but would like to study an Apprenticeship, Leicester College’s Apprenticeship Training Agency may be a suitable alternative and be able to support you in finding employment. Please see page 12.

\*\*In a small number of circumstances where the apprentice cannot complete the full 30 hours, employment will be for more than 16 hours per week.



## Why choose Leicester College?



Leicester College is an Award winning training provider within the East Midlands. We work closely with both employers and learners to ensure the correct training and funding is made available.

We have achieved certification in the Training Quality Standard (TQS) formally recognising us as one of the best organisations in the country for delivering training to employers.

Additionally our Retail Skills Centre recently was honoured with a prestigious National Training Award.

Our experienced Training Consultants will assess the needs and requirements of the organisation and offer the best solution and funding streams available to you.

But don't just take our word for it, every year Leicester College has over 700 people training on Apprenticeships; take a look at what employers and learners are saying...

### **Kate Bevins, Training Manager at Bradgate Bakery.**

Kate said, "I would certainly recommend Leicester College to other organisations and we are already working in partnership again for future training requirements."

### **Rebecca Lallo Apprenticeship at Ragdale Hall.**

Rebecca said, "I knew university wasn't for me because I could gain everything I wanted by going down another route and not incurring a lot of the expense. That's why Leicester College has been brilliant for me. I'm doing what I love and getting the hands on experience I need."

### **Mrs Leigh Veerman, F Stimpson Ltd.**

Leigh said, "Leicester College has made it easy for us to take on apprentices. Health and Safety is particularly important in a company like ours and through taking on apprentices we are guaranteed we have employees with a good structured learning experience, which is consequently good for us."



# Leicester College Apprenticeship Training Agency (ATA)

## What is Leicester College ATA?

The Apprenticeship Training Agency (ATA) is a Leicester College service designed to save organisations in need of new recruits both time and money.

Rather than undertaking the process of recruiting a new employee, the ATA offers an easy and cost-effective option of finding a suitable Apprentice to fill a vacancy.

## How does the ATA work?

The ATA matches a suitable Apprentice to the organisation's requirements – eliminating a costly recruitment process. We then employ the Apprentice directly whilst you act as their "Host Employer". We will pay their wages, manage their terms and conditions, holidays and sickness records – in effect, act as an HR company. As the host employer you pay a monthly service fee directly to the ATA.

The Apprentice's development will be a joint responsibility, but importantly, the Apprentice will receive expert training from one of the largest and most successful colleges in the UK. Our staff will also work closely with the organisation, offering support and guidance throughout the term of the Apprenticeship.

## The recruitment process

The ATA will conduct a recruitment process including:

- compiling a job specification
- advertising
- short-listing, interviewing and offering employment to the apprentice
- providing the employer with support
- agreeing a training and supervision plan for the apprentice
- providing the apprentice with a contract of employment which includes pay, terms and conditions of service.

The ATA will provide ongoing support and mentoring by conducting regular progress reviews with you and the apprentice.



**Martin Traynor**  
In our 'Back to the floor' Challenge

## Backed by the Leicestershire Chamber of Commerce.

Leicester College's Apprenticeship Training Agency is backed by the Leicestershire Chamber of Commerce

"The Leicestershire Chamber of Commerce welcomes the support being provided through Leicester College's Apprenticeship Training Agency (ATA). By working with the ATA to place apprentices, this will not only help organisations to develop and grow, but also provide a boost for the local economy in Leicestershire."

**Martin Traynor OBE Group Chief Executive  
Leicestershire Chamber of Commerce**





## Apprenticeship Routes

All Apprenticeship routes featured in this guide are available either as direct Apprenticeships or through Leicester College's Apprenticeship Training Agency.

## Business and Customer Service

Business encompasses many of the integral aspects of an organisation's operations from the importance of Management, Customer Service and Business Administration through to Marketing.

For every organisation these areas cannot be underestimated. Satisfied, targeted loyal customers will spend more with you, helping to ensure that you stay ahead of the competition.

Leicester College offers Apprenticeships that are suitable for those starting a career in business administration, a customer service role or marketing environment and offer the perfect starting point to gain skills and qualifications.

**These Apprenticeships are aimed at employees working in a wide range of organisation and industries.**



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Accountancy incorporating Sage	✓	A7865		
Business Administration	✓	A9099	✓	A9082
Contact Centre	✓	A9951	✓	A8578
Customer Service	✓	A9092	✓	A9090
Management			✓	A9091
Marketing	✓	A9940	✓	A9942
Team Leading	✓	A9093		
Travel Services	✓	A9539	✓	A9540

# Children and Young People

The UK children's day care nurseries market was recently valued at £3 billion. The total number of places available in the UK's children's day care nursery market for children between 0 to 8 years was recently estimated at 721,215.

Leicester College offers training which enables employees to achieve nationally recognised qualifications directly linked to their job role ensuring they meet acknowledged competency standards.

Apprenticeships are available in a number of pathways and are suitable for people working in most Children and Young People settings.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Children and Young Peoples Workforce	✓	A9597	✓	A9601
Supporting Teaching and learning in schools	✓	A9579	✓	A9388
Youth Work	✓	B0153	✓	B0152

# Construction

Construction is the UK's largest industry. Investment in residential and commercial developments has boosted the industry providing hundreds of career opportunities. Leicester College is Construction Industry Training Board (CITB) accredited.

By training at Leicester College you can be assured that you will receive high quality training which is recognised throughout the industry.

Leicester College has recently become a member of the National Skills Academy for Environmental Technologies.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Brickwork	✓	A0821	✓	A0081
Carpentry and Joinery	✓	A1136	✓	A0124
Electrical Installation			✓	A0604
Gas Installation and Maintenance	✓	A0553		
Maintenance Operations	✓	A1512		
Painting and Decorating	✓	A0177	✓	A0043
Plastering	✓	A0824		
Plumbing	✓	A0172	✓	A0074
Shop Fitting	✓	A7814		

# Dentistry

Providing a valuable service, dentistry offers a rewarding career. As communities grow there is a vital need for qualified oral healthcare professionals.

Leicester College has worked with primary health care providers and local business to develop training programmes which ensure you are equipped with the practical skills and knowledge to deliver a high quality service.

An Advanced Apprenticeship is available in Oral Healthcare Dental Nursing. It is designed for you to provide chair-side support for the patient and dentist.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Dental Nursing			✓	B0059

# Engineering and Motor Vehicle

Skilled engineers are amongst the most sought after employees in the UK.

Leicester College offers a range of training opportunities for all aspects of Engineering. As an Engineering approved training centre (EAL), Leicester College aims to raise the skill level within the industry.

Leicester College also works in close association with the Institute of Motor Industry (IMI) to offer training which meets the modern needs of the industry.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Auto Electricians	✓	A2897	✓	A6784
Electrical / Electronic Engineering	✓	A1636	✓	A1715
Electrical / Mechanical Maintenance	✓	A1730	✓	A1731
Fabrication and Welding	✓	A1270	✓	A1271
Improving Operational Performance	✓	A9699		
Motor Vehicle Maintenance and Repair	✓	A0782	✓	A0602
Mechanical Engineering	✓	A1214	✓	A1720

# Engineering and Motor Vehicle (cont.)



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Motor Vehicle Body	✓	A1351	✓	A1353
Motor Vehicle Paint and Refinishing	✓	A6713	✓	A1357
Motorcycle Maintenance and Repair	✓	A8076		
Technical Support	✓	A8164	✓	A8012

## Successful Training – Darshana Khangale

### Apprenticeship in Engineering Operations – Pepsico, Walkers Snack Foods

As part of their staff development scheme, Walkers Snack Foods encourage employees to upskill via training. As a general operator, Darshana Khangale wanted to enhance her skills so she can one day progress into a more technical role as a manufacturing technician for the company.

Her line manager suggested training through the engineering operations apprenticeship route. Through attending Leicester College one day a week whilst working at Walkers Snack Foods for the remaining days of the week, she has developed more confidence in running, finding faults and fixing machines independently.

“I want to develop my engineering skills and my manager at Walkers has been so supportive of this ambition. Every day I learn something new; there is no end to learning.

“Being female in a traditionally male orientated industry has been no problem at all. Everyone in my class at Leicester College has been helpful and the tutors are great, each and every one of them.”

### Darshana Khangale



# Fashion and Footwear

The clothing, footwear and textiles industry contributes around £10 billion to the UK economy each year and employs around 380,000 people.

There has been a massive under-investment in training in the UK's manufacturing base. There is now a serious sector shortage of skilled workers.

Leicester College provides training that offers the specific skills needed within apparel and footwear that will help within a range of occupations such as tailors, dressmakers and fashion.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Apparel	✓	A8067	✓	A7585
Footwear and Leather Goods			✓	A8065

# Floristry

The retail floristry industry in the UK is worth over £2 billion, so combining creative flair with technical knowledge is the vital but rare mix of skills needed within this industry.

An Apprenticeship within Floristry at Leicester College will provide the skills needed to differentiate businesses from the competition.

In addition to floristry, training within customer service, retail, management and health and safety could also benefit both learner and employer.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Floristry	✓	A6298		

# Hair and Beauty

Hairdressing and Beauty Therapy offer rewarding careers in expanding industries. As a Wella Centre of Excellence in Hairdressing and Barbering, Leicester College offers a learning environment which reflects the needs of the industry.

Training includes practical experience in techniques which are up to date with current trends. In addition to the technical knowledge and skills you will also develop communication and interpersonal skills which are vital to delivering effective services to the clients.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Beauty Therapy	✓	A0239		
Beauty Therapy, Massage or Nail Technology			✓	A9873
Hairdressing	✓	A0892		
Hairdressing and Barbering			✓	A9871
Nail Technology	✓	A0239		

# Health and Social Care

Leicester College offers a wide range of Health and Social Care training opportunities in this expanding sector which is focused on helping people with a particular need, such as the disabled, the elderly or people with learning disabilities.

The skills required vary tremendously, and can include anything from helping people get dressed to transporting them to and from a residential home, taking them shopping, or working in hospitals, the community, hospices or private clinics supporting doctors or nurses or helping patients in hospital wards or their homes by serving food, making and changing beds.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Health and Social Care	✓	A9551	✓	A9553

# Hospitality, Food and Allied Services

As the popularity of eating out grows so does the need for skilled and qualified staff throughout the catering and hospitality industries.

Through its extensive links with employers, Leicester College offers training and assessment for a variety of hospitality professions.

Leicester College has professional facilities and equipment including a brand new Food Manufacturing Innovation Suite to enable you to learn and develop skills in an environment which reflects the workplace.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Cleaning Support	✓	A8867		
Customer Service	✓	A9092	✓	A9090
Food Manufacturing	✓	A6619		
Food Production	✓	A9412		
Hospitality	✓	A6615	✓	A6617
Hospitality Services	✓	A9423		
Professional Cookery	✓	A6616	✓	A6618

# Successful Training – Hotel Maiyango

## Apprenticeship in Professional Cookery

Boutique hotel and restaurant, Maiyango has grown from a restaurant to hotel and now to conference and banqueting in the five years since it opened and is now expanding its premises.

There are currently four catering apprentices working at the company. Philip Sharpe, Operations Director said “Young people are easy to motivate, and by taking on apprentices we have found we can increase the size of our team without affecting our budget. I have found apprentices develop quickly, are energetic and motivated. The apprenticeship structure is flexible and provides training that is adapted to our business, it’s more realistic training.

“I didn’t enjoy school, but the apprenticeship is more fun and I feel like I am learning something and there is a reason to do it. I’d now like to be a Head Chef one day.”

## Zebedee Lock

“By taking on apprentices we have found we can increase the size of our team without affecting our budget. I have found apprentices develop quickly, are energetic and motivated. The apprenticeship structure is flexible and provides training that is adapted to our business, it’s more realistic training. Having enthusiastic young people working with you makes all the difference.”

## Philip Sharpe, Operations Director – Hotel Maiyango



# IT/Computing

A career in computing offers a wealth of opportunities across all industries. Knowledgeable and skilled computing professionals are a vital resource for any business.

IT skills are extremely important to all organisations – even traditionally “low tech” industries are now reliant on IT for everyday operations and communication.

Millions of jobs require skills in IT, with the majority of office-based jobs now almost entirely based around computers and IT. More and more organisations are using online booking systems, orders, stock control and electronic calendars.

Leicester College offers training which includes the latest technological developments to help companies ensure that their employees are equipped to deal with new challenges.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
IT and Telecoms Professionals	✓	A9239	✓	A8033
ITQ IT Users	✓	A9063		

# Pharmacy

Pharmacies play an increasingly important role within communities. To help reduce the pressure on medical service providers, Pharmacies are increasingly encouraged to deliver more services.

An Apprenticeship at Leicester College will provide the vital knowledge and skills to meet the changing needs of modern pharmacies. The Apprenticeship enables you to choose optional units which relate to your job.

Successful completion of this Apprenticeship will enable you to work in a pharmacy as an pharmacy assistant (dispensary assistant/ counter assistant). This is the minimum standard for those handling medicines.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Pharmacy Services	✓	A9653		

# Print

With a large employment base across the Midlands the print industry offers a wide range of rewarding careers. Leicester College is a member of the National Skills Academy in Materials, Production and Supply and home to the National Printing Skills Centre.

Leicester College is proud of its links with the print industry which include £2.5 million investment from industrial partners including Canon, Xerox and Heidelberg.

A Print Apprenticeship at Leicester College will enable you to move from working at trainee level to become qualified in your chosen print pathway.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Carton Manufacturing	✓	A8170		
Digital Printing	✓	A8774		
Flexgraphic Printing	✓	A8594	✓	A8590
Lithographic Printing	✓	A8785	✓	A8591
Machine Printing	✓	A2779	✓	A2769
Pre-Press	✓	A2785	✓	A2776
Print Administration			✓	A8169
Print Finishing	✓	A2782	✓	A2764
Screen Printing	✓	A8786	✓	A8592
Web Offset Printing	✓	A8787	✓	A8593

## Successful Training – Jamie Flanagan

### Apprenticeship in Print Finishing

Bryad Print Finishing Services provides table finishing services for the display and print industries.

As the business has grown, company director Raj Solanki saw the need to take on an apprentice.

Jamie Flanagan started working at Bryad Print Finishing Services while also taking an apprenticeship at Leicester College.

“I’ve always been a practical person so the classroom really wasn’t for me. I have the support of the College behind me as I’ll go there once a month. Other than that, I’m learning on the job and loving doing something so creative.”

### Jamie Flanagan

“Jamie will be a vital extra pair of hands and will be learning how to operate the various machines and print finishing services we offer. In 12 months, he will have learned how to do mounting, cutting and guillotining as well as gaining a qualification in print finishing.”

### Raj Solanki, Managing Director – Bryad Print Finishing Services



# Retail and Warehousing

The Retail Skills Centre at Leicester College has been awarded membership to the newly launched National Skills Academy for Retail. This is a prestigious achievement and reflects the standard of retail training available.

We have developed close links with retail businesses both locally, and nationally, to ensure that learning opportunities are in touch with the ever changing nature of this fast moving industry.

Apprenticeships in Retail are invaluable for those who are new to the sector, or those who are already working in retail but lack formal qualifications.

The Apprenticeships will enable you to develop your skills and knowledge of the retail sector which in turn will open up a range of career opportunities which are available in this exciting and varied industry.



The National Skills Academy  
**RETAIL**

National Training Awards  
UK Winner 2010

	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Retail Skills	✓	A8051	✓	A8052
Warehousing and Storage	✓	A8056		

# Sport and Leisure

The rapid growth of the sports and leisure industry locally will continue to create huge career opportunities for organisations offering people the chance to get active.

The focus on sport and fitness is increasing as we move towards London 2012 Olympics, as the need for professionals to deliver services across the community increases.

This work based training programme allows employees to complement the skills that they learn, develop and use within the workplace.



	Intermediate Level Apprenticeship		Advanced Level Apprenticeship	
Activity Leadership	✓	A8864		
Exercise and Fitness	✓	A8865		
Leisure Management			✓	A7556
Sports Development			✓	A7559
Sport Operational Services	✓	A8866		

## Resources

The following websites can also provide help with your options and choices. For online information and advice for young people with post-16 options visit [connexions-direct.com](http://connexions-direct.com)

The National Apprenticeship Service (NAS) offers information and guidance for post-16 Apprenticeships for both employers and Apprentices. The website also lists all local regional and national Apprenticeship vacancies with employers. [apprenticeships.org.uk](http://apprenticeships.org.uk)

Learndirect offers advice on courses and careers locally and nationally [learndirect.co.uk](http://learndirect.co.uk)

The Skills Funding agency offer advice and guidance on funding to employers. [skillsfundingagency.com](http://skillsfundingagency.com)

National Skills Academies are employer-led centres of training excellence. [nationalskillsacademy.co.uk](http://nationalskillsacademy.co.uk)



For more information on how **Leicester College** can help your business grow, please ask for a copy of our **Employers' Guide to Training**.

Contact our dedicated employer training team on **0116 224 2240**, email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) or visit [leicestercollege.ac.uk](http://leicestercollege.ac.uk)



## Work Experience

### From Potential to Performance

Work experience learners can offer a valued contribution to any workforce, from working on the shop floor re-stocking shelves to helping with administration. They offer a fresh perspective as well as an extra pair of hands for your organisation.

Leicester College can help your workplace productivity by placing you with a suitable learner who is keen to gain valuable work experience in their line of study.

We put all of our potential learners through a rigorous recruitment process ensuring only the most suitable learners are put forward to you for a further interview.



### Leicester College will:

- offer 10% discount on any full cost training if a work experience placement is taken
- interview all learners to ensure they are suitable for your work environment
- book interviews between you and the interviewed learner at an appropriate time for both parties
- offer support and guidance to the employer and work experience learner
- provide evaluation of the work experience.

If you are interested in finding out about how a work experience placement can help your organisation please call 0116 224 2240.

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