



THE  
TRAFFORD  
COLLEGE  
GROUP

# APPRENTICESHIP HANDBOOK 2022

GET PAID, GET TRAINED, GET QUALIFIED



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# Chapter 1.

## AN INTRODUCTION TO APPRENTICESHIPS AT THE TRAFFORD COLLEGE GROUP



# WHO IS THE TRAFFORD COLLEGE GROUP?

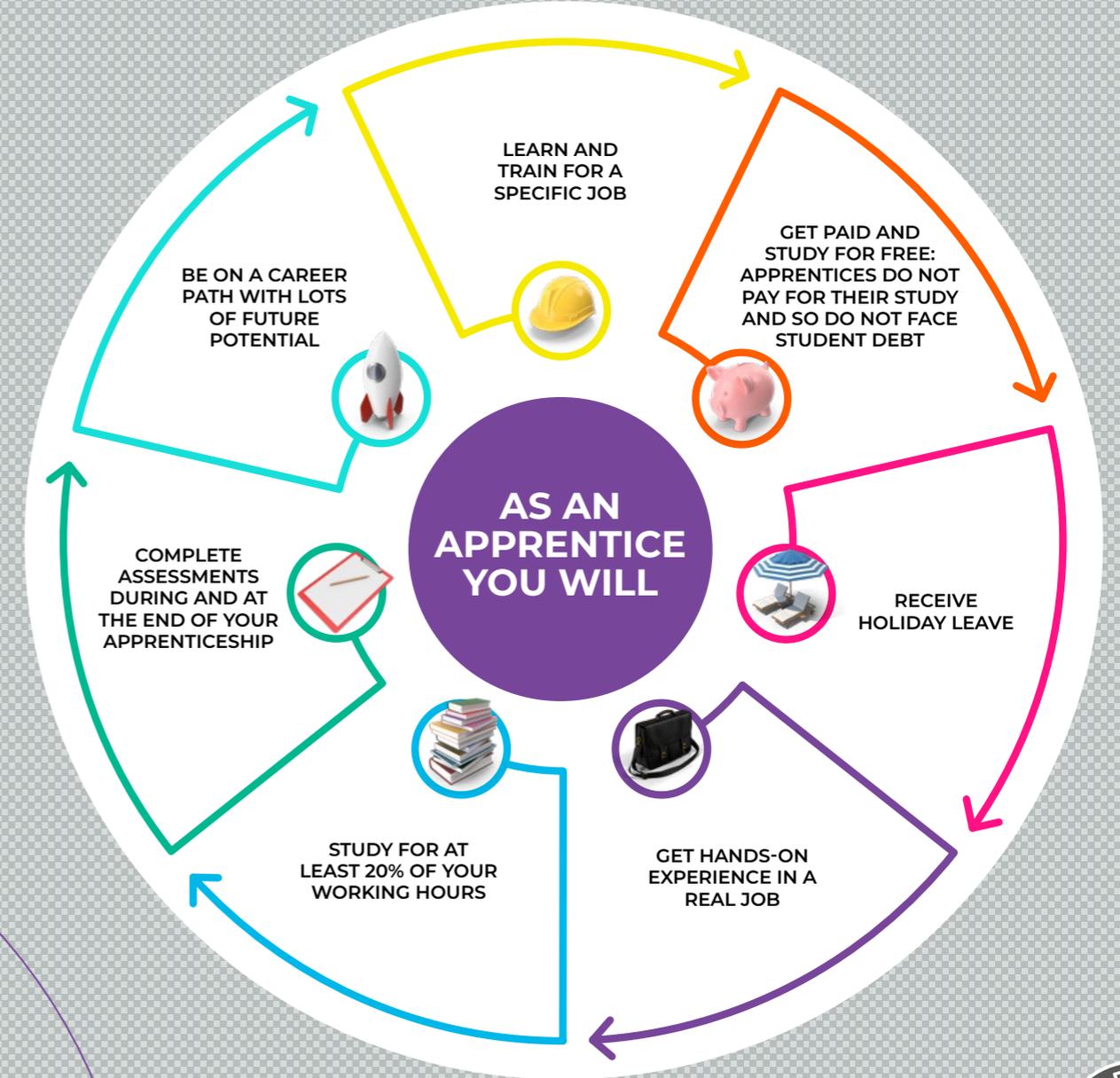
The Trafford College Group (TCG) is a network of colleges which includes the Cheadle College, Marple Sixth Form College, Stockport College and Trafford College. TCG offers a range of high-quality apprenticeship programmes which are delivered in the workplace and sometimes our campus sites.



# WHAT IS AN APPRENTICESHIP?

An apprenticeship is a real job where the student, who is called an apprentice, learns specific skills and understanding, gains experience and gets paid.

An apprentice is an employee with a contract of employment and holiday leave. By the end of an apprenticeship, the successful apprentice will have the right skills and knowledge needed for their chosen career. It can take between one and six years to complete an apprenticeship depending on which programme is chosen, what level it is and the apprentice's previous experience. Each apprenticeship has a defined contents and structure which is referred to as the 'standard'. The 'standard' ensures that all apprenticeships offered by different providers have the same outcome.



Details upon the minimum salaries paid to an apprentice are detailed [www.gov.uk/become-apprentice/pay-and-conditions](http://www.gov.uk/become-apprentice/pay-and-conditions)



# WHO PAYS FOR AN APPRENTICESHIP?

An apprentice does not pay any costs for their apprenticeship. Instead, the programme is funded from contributions made by the government and sometimes the employer. Further details upon funding be accessed from the government website: [www.gov.uk/government/publications/apprenticeship-funding](http://www.gov.uk/government/publications/apprenticeship-funding)

At the time of writing, funding of the cost of the apprenticeship will be influenced by the size of the employer.

- For larger employers, classified as having an annual pay bill of more than £3 million, then apprenticeships are paid for by the Apprenticeship Levy which is raised directly from on the employer organisations payroll.
- If small and medium-sized enterprise (SME) with more than 50 employees then they will be expected to contribute 5% of training and assessment costs.
- If you are an SME (with fewer than 50 employees) there will be no cost to you for training an apprentice aged 16-18 (or aged 19-24 with an Education Health and Care Plan or care leaver).

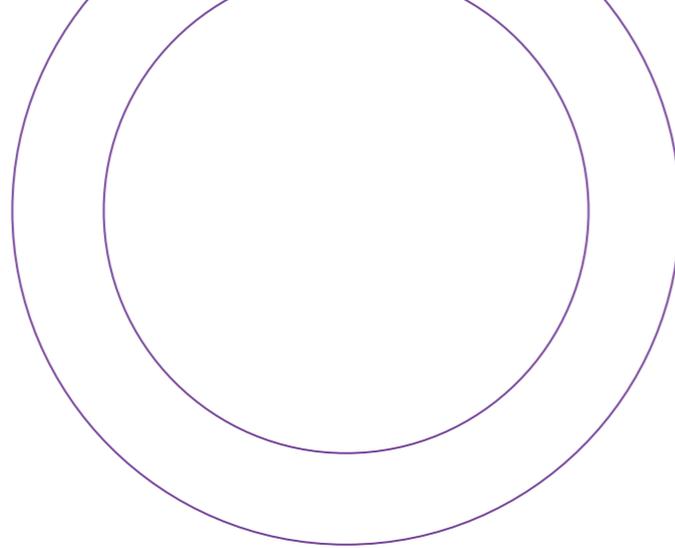
- If you are an SME (with fewer than 50 employees) there will be a 5% cost to you for training an apprentice aged 19 or over.

To become an apprentice, a person must be at least 16 years' old, not already be in full-time education and they must live in England. It is important to note that there is no age limit for an apprentice. A person can start an apprenticeship whether they are starting a career, want a change or wish to upskill in their current job.



# ARE THERE DIFFERENT LEVELS OF APPRENTICESHIPS?

There are generally four levels of apprentices. The level of your apprenticeship will be influenced by (a) your previous qualifications and (b) your job role in the organisation.



LEVEL

2

## INTERMEDIATE APPRENTICESHIP

A level 2 apprenticeship is often referred to as an intermediate level apprenticeship. Level 2 is normally agreed to be the equivalent of 5 GCSE passes.

LEVEL

3

## ADVANCED APPRENTICESHIP

A level 3 apprenticeship is known as an advanced apprenticeship. A Level 3 would be considered to be the same as 2 passes at A-Level.

LEVEL 4&amp;5

## HIGHER APPRENTICESHIP

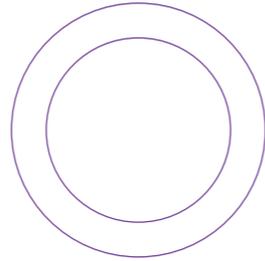
A level 4 & 5 apprenticeship is equivalent to a foundation degree, a Higher National Certificate (HNC), or the first year of an undergraduate degree. Higher apprenticeships start at level 4.

LEVEL 6&amp;7

## DEGREE APPRENTICESHIP

The level 6 apprenticeship gives candidates the opportunity to obtain a full bachelor's degree. The level 7 is an opportunity to gain a masters degree in your chosen subject.





# WHAT SUBJECTS CAN BE STUDIED FOR AN APPRENTICESHIP?

There are over **'600'** different apprenticeship standards available in England. It is important that the most appropriate standard is chosen for an apprentice, which accurately reflects their role in the workplace.

The Trafford College Group offers over 50 standards which are detailed in Chapter 2. At TCG, an apprentice will have training provided by expert staff, as well as being mentored and supported by their employer. The employer and the college will work together to ensure that the training package meets the needs of both the employer and the apprentice. In turn this will support the apprentice to become occupationally competent in their chosen career.





# I WOULD LIKE TO BE AN APPRENTICE

## HOW DO I FIND A VACANCY?

Apprentice vacancies are often advertised like a normal job. You can review the current vacancies associated with partners of TCG from [trafford.ac.uk/apprenticeships-landing/apprenticeship-vacancies](https://trafford.ac.uk/apprenticeships-landing/apprenticeship-vacancies).

A national vacancy website, managed by the government can be accessed from [findapprenticeship.service.gov.uk/apprenticeshipsearch](https://findapprenticeship.service.gov.uk/apprenticeshipsearch). If you would like further support or guidance as an individual applying for an apprentice, then please make use of the contact details below:

### TRAFFORD COLLEGE GROUP APPRENTICESHIP SUPPORT & ENQUIRIES

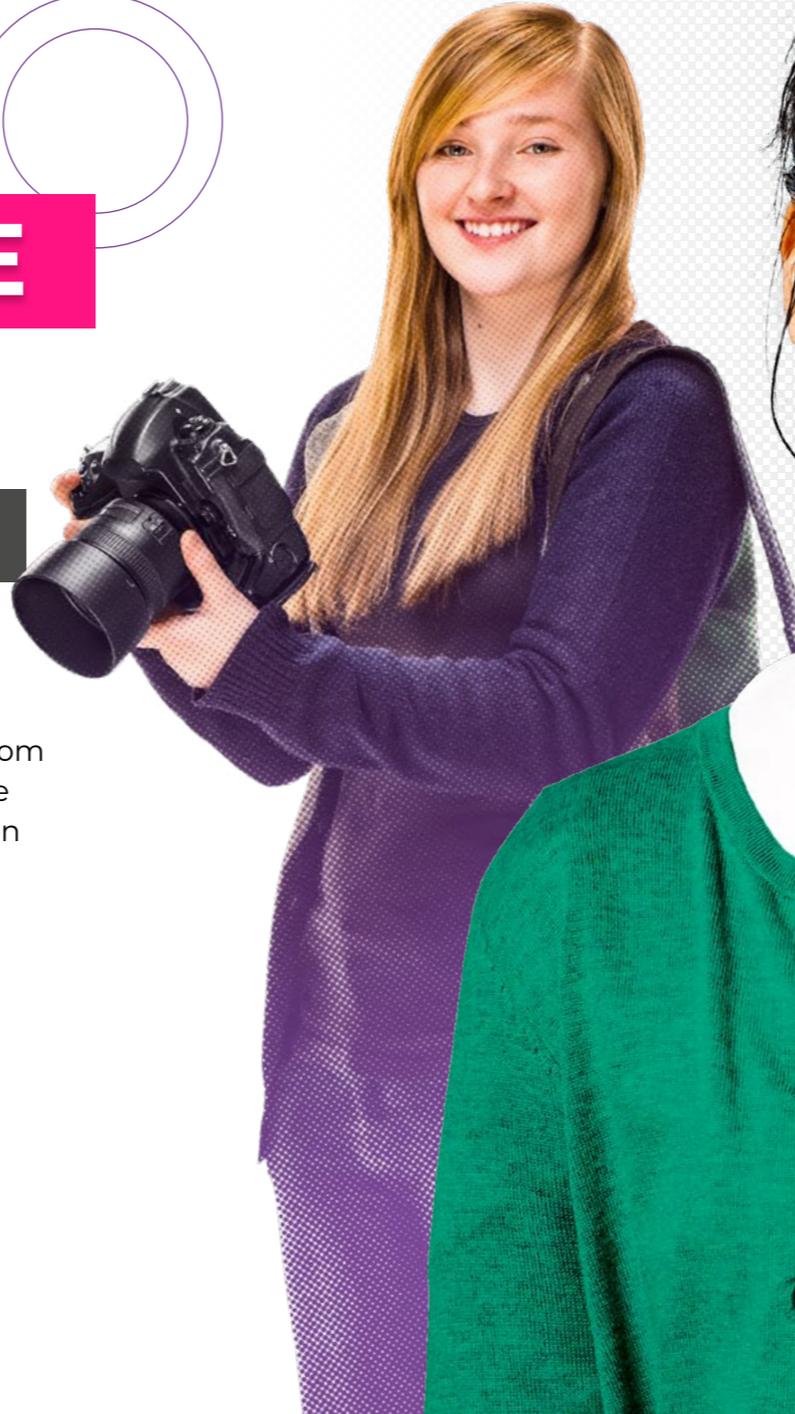
 0161 886 7461  [APPRENTICESHIPS@TCG.AC.UK](mailto:APPRENTICESHIPS@TCG.AC.UK)

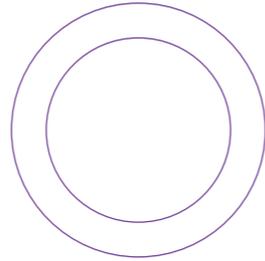
 [TRAFFORD.AC.UK/APPRENTICESHIPS-LANDING](https://trafford.ac.uk/apprenticeships-landing)

### HM GOVERNMENT SUPPORT & ENQUIRES

 0800 0150 400  [NATIONALHELPDESK@APPRENTICESHIPS.GOV.UK](mailto:NATIONALHELPDESK@APPRENTICESHIPS.GOV.UK)

 [APPRENTICESHIPS.GOV.UK/APPRENTICES/BROWSE-APPRENTICESHIPS](https://apprenticeships.gov.uk/apprentices/browse-apprenticeships)





## I AM AN EMPLOYER AND WOULD LIKE TO EMPLOY AN APPRENTICE

### HOW DO I RECRUIT AN APPRENTICE?

Please contact The Trafford College Group and we will be able to support you throughout the process. We can provide advice in regards to recruitment and enrol your apprentice together with important information associated with salaries, cost of the programme and significant government financial incentives available to your organisation.

 0161 886 7461  APPRENTICESHIPS@TCG.AC.UK



## CAN AN APPRENTICE ACCESS ADDITIONAL LEARNING SUPPORT WHILST STUDYING?

Additional learning support is offered to all who need it through The Trafford College Group Inclusion Team. The Inclusion Team consists of around 70 staff working across all campuses to ensure all apprentices have access to the support they need. The Team consists of several job roles - each with specific responsibilities:



#### HEAD OF INCLUSION

Oversees the whole team across all campuses. Responsible for learning support performance, data, funding and management.

#### INCLUSION LEADS

Line manage Learning Facilitators and deploy them to support learners in and out of class. They also carry out EHCP annual reviews and deal with day-to-day support issues.

#### LEARNING FACILITATORS

Provide in class and out of class to specified individuals or groups of students. They set support targets and work closely with curriculum teams.

#### SPLD ASSESSOR TUTORS

Assess learners for exams access arrangements, and provide specialist support for learners with Dyslexia, Dyspraxia, Dyscalculia or other specific needs.

#### TRANSITION CO-ORDINATOR

Provides pre-entry and on-entry support for learners with complex needs and/or EHCPs by liaising with local providers.

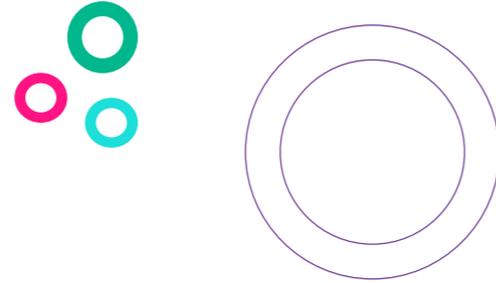
#### ALS ADMINISTRATOR

Supports the Head of Inclusion with processing funding claims and data checks.

In addition, all apprentices have access to an online platform called Cognassist. Cognassist is a support platform used by Apprentices and Adults. Learners complete an initial assessment of executive functioning online. If they identify as having a need, they are supported with short tutorials which can be accessed on a phone or tablet.

If an apprentice believes that they have a support requirement and would like to discuss this with a member of the Inclusion Team, please speak with their Tutor, who will ensure that the necessary process is followed.





## WHAT SAFEGUARDING PROCESSES FOR APPRENTICES ARE THERE AT THE TRAFFORD COLLEGE GROUP?

The Trafford College Group holds the safety, health, wellbeing and welfare of apprentices at the very highest of standards. We believe that all people have a right to protection from abuse, whatever their age, ethnicity, religion, disability, sexual identity or gender. We are committed to a whole college approach to Safeguarding and to this end we will ensure that all staff are trained in the topic of Safeguarding and Prevent. We will take all allegations and suspicions of abuse seriously and will respond to them promptly. If you have any safeguarding issues as an apprentice or employer, please report concerns to a member of staff or directly to the Safeguarding Team via [safeguarding@tcg.ac.uk](mailto:safeguarding@tcg.ac.uk).

### Examples of concerns may be related to topics such as

- > Bullying
- > Low self-esteem and confidence
- > Emotional / physical or sexual abuse at home or away from home
- > Anger issues
- > Mental health concerns, including depression, stress or anxiety
- > Drug or alcohol problems
- > Female Genital Mutilation
- > Feeling lonely
- > Forced marriage
- > Radicalisation and links to violent and non-violent extremism
- > Self-harm



## Chapter 2.

# THE DIFFERENT TYPES OF APPRENTICESHIPS AT THE TRAFFORD COLLEGE GROUP

The following pages show the sectors and examples of apprenticeship standards delivered at TCG. If you are a potential apprentice or employer, please contact the respective TCG manager for further details.



## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHS (STEM) TOGETHER WITH CONSTRUCTION AND THE BUILT ENVIRONMENT

### Examples of Apprenticeship Standards offered at TCG

- > Advanced Carpentry and Joinery **Level 3**
- > Autocare Technician **Level 2**
- > Automation and Controls Engineering Technician **Level 4**
- > Bricklayer **Level 2**
- > Building Services Design Technician **Level 3**
- > Building Services Engineering Technician **Level 4**
- > Carpentry and Joinery **Level 2**
- > Construction Design and Build Technician **Level 4**
- > Digital Support Technician **Level 3**
- > Engineering Design and Draughtsperson **Level 3**
- > Engineering Fitter **Level 3**
- > Engineering Manufacturing Technician **Level 4**
- > Engineering Operative **Level 2**
- > Engineering Technician **Level 3**
- > Food and drink Advanced Process Operator **Level 3**
- > Food and Drink Process Operator **Level 2**
- > Infrastructure Technician **Level 3**
- > Installation Electrician and Maintenance Electrician **Level 3**
- > Laboratory Technician **Level 3**
- > Maintenance and Operations Engineering Technician **Level 3**
- > Motor Vehicle Service and Maintenance Technician (Light Vehicle) **Level 3**
- > Pharmacy Services Assistant **Level 2**
- > Pharmacy Technician (Integrated) **Level 3**
- > Plumbing and Domestic Heating Technician **Level 3**
- > Technician Scientist **Level 5**



TCG CONTACT

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## HOSPITALITY AND HAIRDRESSING

### Examples of Apprenticeship Standards offered at TCG

- > Advanced Baker **Level 3**
- > Advanced and Creative Hair Professional **Level 3**
- > Baker **Level 2**
- > Chef De Partie **Level 3**
- > Commis Chef **Level 2**
- > Hair Professional **Level 2**
- > Hospitality Manager **Level 4**
- > Hospitality Supervisor **Level 3**
- > Hospitality Team Member **Level 2**
- > Production Chef **Level 2**
- > Senior Culinary Chef **Level 4**
- > Senior Production Chef **Level 3**



TCG CONTACT

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## PROFESSIONAL, BUSINESS AND FINANCE

### Examples of Apprenticeship Standards offered at TCG

- > Accounts or Finance Assistant **Level 2**
- > Assessor Coach **Level 4**
- > Assistant Accountant **Level 3**
- > Business Administrator **Level 3**
- > Coaching Professional **Level 5**
- > Commercial Procurement and Supply **Level 4**
- > Customer Service Practitioner **Level 2**
- > Customer Service Specialist **Level 3**
- > HR Consultant Partner **Level 5**
- > HR Support **Level 3**
- > Learning and Skills Teacher **Level 5**
- > Learning Mentor **Level 3**
- > Operations or Departmental Manager **Level 5**
- > Procurement and Supply Assistant **Level 3**
- > Professional Accounting or Taxation Technician **Level 4**
- > Public Service Operational Delivery Officer **Level 3**
- > Retail Manager **Level 4**
- > Retail Team Leader **Level 3**
- > Retailer **Level 2**
- > Team Leader or Supervisor **Level 3**



TCG CONTACT

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## EARLY YEARS AND EDUCATION

### Examples of Apprenticeship Standards offered at TCG

- > Children, Young People and Families Manager **Level 5**
- > Children, Young People and Families Practitioner **Level 4**
- > Early Years Educator **Level 3**
- > Early Years Lead Practitioner **Level 5**
- > Early Years Practitioner **Level 2**
- > Teaching Assistant **Level 3**



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# Chapter 3.

## A TYPICAL LEARNING JOURNEY FOR AN APPRENTICE



## EACH APPRENTICE WILL HAVE A DIFFERENT LEARNING JOURNEY. A SUMMARY OF A TYPICAL APPRENTICESHIP PROGRAMME IS DETAILED BELOW:

### PHASE A:

#### RECRUITMENT OF THE APPRENTICE

<b>STEP 1</b>	An employer will contact The Trafford College Group and request for either (a) TCG to support the recruitment of an apprentice or (b) that they already have identified an employee to start the apprentice journey.
<b>STEP 2</b>	A manager at TCG will provide advice and guidance to the employer towards identifying a specific apprenticeship which is called a 'standard'. This 'standard' details all of the knowledge, skills, behaviours and qualifications which will need to be achieved in order to be successful.
<b>STEP 3</b>	Once the apprentice is recruited and the workplace manager has selected a standard then the enrolment and induction stage can commence.

### PHASE B:

#### ENROLMENT AND INDUCTION OF AN APPRENTICE

<b>STEP 4</b>	<p>Prior to enrolment, all employers must (a) ensure the apprentice is paid via the organisation's PAYE system and (b) ensure that the organisation has created a government account to register the organisation and the apprentice.</p> <p>The employer will create a government account using this link <a href="https://accounts.manage-apprenticeships.service.gov.uk/service/index">https://accounts.manage-apprenticeships.service.gov.uk/service/index</a>. Helpful videos explaining how to create a government account can be found (i) <a href="https://www.youtube.com/watch?v=5qibKfOIsg8">youtube.com/watch?v=5qibKfOIsg8</a> for employers who are Levy payers, and (ii) <a href="https://www.youtube.com/watch?v=Ntq2BpflrP8">www.youtube.com/watch?v=Ntq2BpflrP8</a> for employers who are not Levy payers. Do remember to contact a colleague at TCG for help should you need it as we appreciate that this can be very new to employers.</p>
<b>STEP 5</b>	A TCG tutor, expert in the apprenticeship standard will visit the workplace and meet the apprentice and manager to complete the enrolment process. This usually takes 3 hours and will include (i) an initial assessment and (ii) a skills scan. The Tutor will then explain exactly what the apprentice will need to achieve in order to be successful and together with the workplace manager and design a training plan to support such success.

### PHASE C:

#### LEARNING JOURNEY OF AN APPRENTICE

<b>STEP 6</b>	The apprentice will be trained by TCG and the employer to gain knowledge, skills, behaviours, and qualifications as stated with the standard and any additional requirements of the employer. This may include a range of activities such as building a portfolio, attending online sessions or college to complete qualifications.
<b>STEP 7</b>	A tutor from TCG will visit the workplace every eight weeks to monitor progress, support training and set objectives. This meeting will involve the workplace manager and the apprentice.
<b>STEP 8</b>	The apprentice will have achieved all the knowledge, skills, behaviours and qualifications as stated in the apprenticeship standard. At this stage the employer, apprentice and the tutor are assured the apprentice is at the level of competence as set out in the standard and are prepared for the end point assessment. This stage of the journey is called 'gateway' and the apprentice will be prepared for 'End Point Assessment' or EPA.

### PHASE D:

#### END POINT ASSESSMENT

<b>STEP 9</b>	During the End Point Assessment Phase (EPA) the apprentice will be supported to complete a number of formal assessments associated with their knowledge, skills and behaviours. This may include (a) an observation of the apprentices practice within the workplace (b) a project, (c) a multiple-choice test and / or (d) a professional discussion. These activities will be assessed by an 'End Point Assessment Assessor'.
<b>STEP 10</b>	The End Point Assessment Assessor will determine if the learner has successfully completed the end point assessment and will be awarded a grade of Pass, Merit or Distinction. If an apprentice does not successfully achieve EPA then they will be required to repeat the process.

### PHASE E:

#### CERTIFICATION AND NEXT STEPS

<b>STEP 11</b>	Once the apprentice has successfully completed the EPA activities The Trafford College Group will apply for your certificates and ensure that they are securely delivered to the apprentice. TCG will also inform your workplace manager of your success.
<b>STEP 12</b>	TCG will continue to support the apprentice to progress in their career and offer advice in terms of development and further apprenticeship opportunities.



# Chapter 4. APPRENTICESHIP EXPECTATIONS AND AGREEMENTS



## WHAT IS AN 'APPRENTICESHIP AGREEMENT'?

Employers must sign an 'Apprenticeship Agreement' with their apprentice, and with the college representative. The agreement will give details of:

- > **The skill, trade or occupation the apprentice is being trained for**
- > **The name of the apprenticeship they're working towards**
- > **The start and end dates for the apprenticeship**
- > **The amount of training the apprentice will be provided with**
- > **Enable the apprentice to access their off-the-job training**

## WHAT IS OFF-THE-JOB TRAINING?

Apprentices are entitled to receive 20% of their working time being trained. This is known as off-the-job training. Off-the-job (OTJ) training is defined as learning which is undertaken outside of day-to-day work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours. The OTJ training must be directly related to the apprenticeship. OTJ training can take place at many locations, including the workplace, off-site (e.g. in a classroom) or from home via distance learning. The OTJ training activities can often take place at any location as part of a mixed training approach. There are lots of activities that can contribute to off-the-job training. The key thing to remember is that it must be relevant to the apprenticeship. A Trafford College Group tutor will assist in the planning of off-the-job activities and will make sure that these are tracked carefully so that the apprentice receives their entitlement.

## WHAT IS THE EXPECTATION OF THE TRAFFORD COLLEGE GROUP?

The Apprenticeship Team at The Trafford College Group will make sure that:

- > **Apprentices have a TCG Trainer assigned to them, who will plan appropriate training, support the apprentice, keep employers informed of progress, provide some or a substantial amount of the training and will review progress**
- > **Apprentices receive well-planned, good quality training leading to a successful gateway application**
- > **Apprentices will receive a progress review, involving the employer where possible, every eight weeks**

## WHAT IS AN 'APPRENTICESHIP AGREEMENT'?

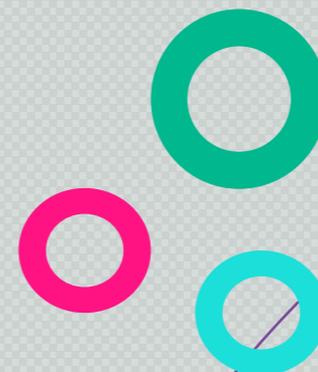
The Trafford College Group will support employers to ensure that they:

- > **Meet required safety standards**
- > **Understand safeguarding duties**
- > **Provide the apprentice with their 20% off-the-job entitlement**
- > **Ensure that apprentices are able to attend ICT, maths and English classes, where required**
- > **Provide the apprentice with relevant on-the-job activities**
- > **Keep in touch with the trainer to update them on their apprentice's progress**
- > **Will contact the trainer, particularly if concerns are noted or changes need to be made.**

## WHAT IS THE EXPECTATION OF THE APPRENTICE?

Apprentices are expected to engage fully in their training and must ensure that they:

- > **Attend all planned training sessions, on time**
- > **Communicate regularly with their trainer, particularly if they are experiencing difficulties**
- > **Behave in a professional manner, in line with 'British Values'**
- > **Fully Engage with all progress reviews**
- > **Commit to improving their work-ready English and maths skills**
- > **Observe all rules and regulations concerning safety**
- > **Understand safeguarding and PREVENT duties and know what to do if they have concerns.**



# Chapter 5. IMPORTANT CONTACTS

If you would like to explore apprenticeships at The Trafford College Group further, either as a potential apprentice or an employer, please make use of the details below.

## GENERAL APPRENTICE ENQUIRES

📞 0161 886 7461 ✉️ [ENQUIRIES@TRAFFORD.AC.UK](mailto:ENQUIRIES@TRAFFORD.AC.UK)

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHS (STEM) TOGETHER WITH CONSTRUCTION AND THE BUILT ENVIRONMENT

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THE  
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