

Apprenticeships

Guide Brochure | 2018

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Who we are

ELATT is one of the top Tech apprenticeship providers in Greater London, bringing the best quality training into existing teams and helping companies bring new people into their workforce to help them grow. Established in 1986, ELATT has a long track record of delivering high quality online, and onsite work-based training – helping students to achieve outstanding results.

Recognised by Ofsted as Grade 1 (Outstanding) in all examined areas, ELATT won the prestigious Times Educational Supplement award of 'Best Training Provider and Further Education College in the UK'.



Winner
Overall FE provider
of the year

Winner
Training provider
of the year

Winner
Employer
Engagement

What is an Apprenticeship?

An apprenticeship is a real job with training. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role whilst bringing their new skills, enthusiasm and motivation to the company.

Apprenticeships usually last anything between 1 to 2 years.

Apprenticeships start at Level 2 (which is equivalent to 5 GCSE passes at grades A* to C) and go up to Levels 6 and 7 (equivalent to Bachelors or Masters Degree). There are 1,500 different Standards and Frameworks for employers to choose from, so there is something there for everyone!

Apprenticeships are open to everyone over 16 who is in employment.

Every apprentice must be employed for at least 30 hours per week of which 20% must be spent in 'off the job' training. Each Apprenticeship Standard has Eligibility Criteria and a Progression Pathway on to a higher level qualification (including a higher apprenticeship). For example, those that have a Level 3 qualification in Software Development can sign up to an apprenticeship at Level 4.

Apprenticeships are also great for people who want a change in career. People are eligible to sign up to an Apprenticeship of their choice which is at the same level or one level lower than the qualification they already hold. For example, a person with a degree in English is eligible to sign up to a Software Development apprenticeship at Level 3.

Win Win Situation

Apprenticeships are great for both individuals looking to upskill themselves and for the companies for whom they work.

For the candidates: Candidates who sign up for an apprenticeship are able to learn while they earn. They gain a nationally accredited qualification and are able to use this and their experience to further their careers. Apprenticeships go up to post graduate degree level, which means that apprentices are able to get a degree without ending up in debt.

For Businesses: The impact of apprentices on company profit margins, show that those companies that engage with apprenticeships have improved staff morale, improved efficiency, improved levels of innovation and all over improved productivity.

A Diverse Workforce: Through apprenticeships, employers can access a relatively untapped pool of local talent. By doing so, companies not only improve social mobility but are able to diversify their workforce. ELATT as a charity are particularly well suited to help companies recruit people from under-represented groups. For instance, we specialise in encouraging more young women to take up Digital Apprenticeships, helping companies develop more gender balance in their IT Teams.

An independant survey showed that:



Apprentices deliver £27 of economic benefit for every £1 invested.



89% of employers with apprentices reported that they had helped to improve their product and service.

Are Apprenticeships for New Staff or Existing Staff? (Both!)

Recruiting New Apprenticeships: This is the traditional apprenticeship model. Companies recruit young people and school leavers in to their company as apprentices, sometimes as an alternative route to university. Adults looking to retrain or are coming back in to work after a period of absence can also apply to be an apprentice within your company. The apprenticeship minimum hourly pay rate is lower than the national minimum wage which reflects the fact that it is a training role. Anything above is up to the employers. During their apprenticeship they gain experience, knowledge and qualifications that fit with the needs of the company and help them to progress in their chosen career.

At the end of the apprenticeship, the employer can then decide to keep the apprentice on, re-contracting them as a fully paid staff member. Or the apprentice uses the skills and qualifications they have gained through their apprenticeship to achieve employment elsewhere. Some apprentices progress on to a higher apprenticeship continuing their study and gaining more skills right up to post grad level.

Upskilling your existing workforce: Some employers have skills gaps within their workforce but aren't in a position to recruit new staff. The apprenticeship programme is an ideal way to ensure that existing staff teams are equipped to improve the way that they work and take on more responsibilities as they progress upwards within the company. This is particularly relevant to the digital apprenticeships in Tech and IT areas that have developed so fast over recent years, leaving many companies with widening skill gaps in this area.

The digital apprenticeships that ELATT offer, provide you with an opportunity for your company to 'catch-up' on the much needed skills required in today's high tech environment. Similarly ELATT's Level 3 in Teamleader/Supervisor is an ideal way to support members of staff as they progress upwards in to management roles within your company.

How do I choose the right Standard?

At the moment, Apprenticeships are moving from 'Frameworks' to 'Standards'. Curriculum for the Standards are designed by employer groups who know exactly what is needed in the working world. Apprentices on Frameworks are assessed throughout the apprenticeship by their tutor/assessor. Apprentices on the new Standards have an independent end point Assessor.

The Government website on apprenticeships will give you the full range of apprenticeships and a list of training providers, such as ELATT, who are equipped to deliver training in different sector areas and at different levels. To see an overview of ELATT's specialist areas at levels 3 and 4, visit our Programmes section.

www.elatt.org.uk/apprenticeships

Which companies pay the Levy?

Companies that spend more than £3million per annum on their wage bill are **levy paying companies**.

Companies that pay less than £3million per annum on their wage bill are **non levy paying companies**.

How Much Do I Pay into My Levy Pot?

As of April 2017, Levy paying employers contribute 0.5% of their annual wage bill in to a 'Levy pot'. This levy is paid monthly through Pay As You Earn (PAYE) alongside Income Tax and National Insurance.

Each employer paying the levy will receive an annual one off payment of £15,000 from the Government to offset against their contribution to the levy.

For example, if your company has a wage bill of exactly £4million you will contribute £20,000 through your PAYE but you will get £15,000 back as a one off annual payment.

The Government will provide a 10% top up to your contribution. Therefore, keeping with the same example as above, if your company has a £4million staff wage bill, you will contribute £20,000 in to your Levy pot and the Government will contribute £2,000 – giving you a possible spend of £22,000.

How Do I Access and Spend My Levy 'Pot'?

Each levy paying company can use the monies in their 'levy pot' to train apprentices (either existing staff or new recruits) in areas that fit with the skill needs of the company. The money is directly controlled by you, the employer via the digital Apprenticeship Service Account where you have an opportunity to:

- ▶ Choose from a range of apprenticeship courses (either Standards or Frameworks which are from Levels 2 (GCSE level) up to Level 7 (Post grad level).
- ▶ Choose your own recognised training provider (such as ELATT) from the Register of Apprenticeship Training Providers (RoATP)
- ▶ Advertise your new apprenticeship position (if you are looking to recruit).

Money within your Levy pot can only be spent on training and assessment for your chosen apprenticeship standard and through approved training providers (such as ELATT) and approved end point assessors. You can't use Levy funds for any other costs associated with employment.

Any unspent money from each individual Levy pot will expire after 24 months. In reality, this means that companies with significant amounts in their Levy pot need to start spending it this April (2018) since apprenticeship fees are monthly and cannot be spent in one large chunk at the end of the 24 months.

Information subject to change: The funding rules in this booklet refer to apprenticeships in England only and are correct at the time of writing (January 2018). Please refer to the Government Apprenticeship website for rules regarding apprenticeships in Scotland, Wales and Northern Ireland.

What If I am a Non-Levy Paying Company

For those companies that have a staff wage bill under £3million, they will not pay in to a Levy. For these companies wishing to take on a new apprentice or put one of their existing employers on an apprenticeship learning programme, the Government will pay at least 90% of the cost of the training and assessment leaving the employer to pay just 10%.

Additional Incentives

The Government recognises that apprenticeships benefit young people in particular – and that some businesses that are not used to employing young people are cautious about doing so. There are therefore a couple of financial incentives to encourage businesses to employ a 16 – 19 year old:

- ▶ If you're an employer with less than 50 employees, the government will fund the total cost of the apprenticeship for 16-18 year old apprentices.
- ▶ All employers are eligible to receive a £1,000 incentive payment for each 16-18 year old apprentice. Payment will be made to employers by the training provider in two equal instalments at 3 and 12 months.

NB. These rules also apply to young people aged 19 – 24 years, who have previously been in care, or who have a Local Authority Education, Health and Care plan.

How much does each standard cost?

Each Apprenticeship Standard falls in to one of 15 funding bands and each band has an upper price limit which determines the maximum amount of Levy Pot that can be spent on each apprentice. Taking this as the maximum amount, the employer and training provider then negotiate a price for delivering both the training and the external assessment.



Speak to our experts today

If you are interested in any of the apprenticeships that ELATT offer, a quick chat with our apprenticeship expert advisor, will help you navigate the system, inform you of the facts that relate to you and help you plan you're the best value for money apprenticeship programme for your company.

✉ employers@elatt.org.uk

🌐 www.elatt.org.uk/apprenticeships

☎ 0800 0420 184

Some Quick Programme Overviews



Software Development

Courses Available

- ▶ Software Development Technician L3
- ▶ Software Developer L4

Some job roles covered

Web Developer, Application Developer, Mobile App Developer, Junior Games Developer, Junior Application Support Analyst, Junior Programmer, etc.

Some areas covered in these courses

- ▶ write good quality code (logic) with sound syntax in at least one language
- ▶ develop effective user interfaces for at least one channel
- ▶ follow basic analysis models such as use cases and process maps
- ▶ test code and analyse results to correct errors found using either V-model manual testing and/or using unit testing
- ▶ follow organisational and industry coding practices and so much more...

www.elatt.org.uk/apprenticeships/software-development



Network Engineering

Courses Available

- ▶ Network Engineer L3
- ▶ Network Engineer L4

Some job roles covered

Helpdesk Technician, First or Second Line Support, IT Infrastructure Technician, Network Technician, Network Engineer, Systems Engineer, etc.

Some areas covered in these courses

- ▶ design simple networks from a well-defined specification and apply appropriate security products and processes
- ▶ install and configure network components, including switches, routers and firewalls
- ▶ optimises the performance of hardware, software and Network Systems and with requirements
- ▶ work flexibly and demonstrate the ability to work under pressure to progress allocated tasks in accordance with the organisation's systems
- ▶ and so much more...

www.elatt.org.uk/apprenticeships/network-engineering



Cyber Security

Courses Available

- ▶ Cyber Intrusion Analyst L4
- ▶ Cyber Security Technologist L4

Some job roles covered

Intelligence Researcher, Security Sales Engineer, Cyber Security Specialist, Information Security Analyst, Governance & Compliance Analyst, etc.

Some areas covered in these courses

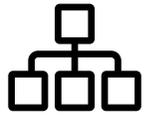
- ▶ be able to propose appropriate responses to current and new attack techniques, hazards and vulnerabilities relevant to the network and business environment.
- ▶ be able to propose how to deal with emerging attack techniques, hazards and vulnerabilities relevant to the network and business environment
- ▶ be able to adhere to and be able to advise on the ethical responsibilities of a cyber security professional.
- ▶ and so much more...

www.elatt.org.uk/apprenticeships/cyber-security



Visit our website to view **all** programme outlines in full detail: www.elatt.org.uk/apprenticeships

Why choose ELATT?



Flexible delivery to suit your company's needs.

ELATT work with you, the employer to explore the best way that learning can be delivered i.e. a blend of learning in the workplace, learning in the classroom and online learning to our virtual learning environment.



Support in Recruiting new apprentices in to your workforce.

If you are thinking of employing a new apprentice, ELATT can help you promote the recruitment opportunity, ensuring you gain maximum exposure on the National Apprenticeship site and in the local and recruitment media. We can organise the recruitment process, drawing up a shortlist for interview – thus saving on expensive recruitment costs.

NB Recruitment of apprenticeships are a great way to help you diversify your workforce and to get a better gender balance, particularly within IT departments.



Top quality training that fits your company's skill gaps.

All ELATT tutors are professional and qualified teachers with a specialisation in their field. Part of the reason ELATT achieved its Ofsted Outstanding status is because of the great results we achieve with students. Tutors work with you, the employer to design a curriculum that fits exactly the needs of your company, adding any further vendor qualifications linked to your business needs.



Expert business advice.

We know that for some employers who have not engaged with apprenticeships before, the process can be confusing and difficult to navigate. ELATT help you convert your Levy pot or apprenticeship budget in to high quality training programmes in Digital Skills and Business Skills – for both existing staff teams and new apprenticeship recruits. Our tutors listen to you, learn where your skills gaps are – or are likely to be in the future – and work with you to put the best training solutions for your company, achieving the best value for money from your apprenticeship levy 'pot'.

Ofsted Highlights

On achievement...



Success rates for information and communication technology (ICT) courses are outstanding.



Virtually all learners gain their planned qualification at the end of their ICT courses. Alongside the main qualification, a good proportion of learners also complete manufacturers' awards such as one or more specialist vendor certifications.

On teaching...



Teachers are well qualified and all have an academic qualification in the subject which they teach. Several also have, or are working towards, higher degrees or doctorates. A significant minority also has industrial or commercial experience.



The quality of teaching, learning and assessment is outstanding. Lively, but professional, classroom sessions and support outside the classroom have been key factors in ensuring that a very high proportion of learners gain their intended qualification. But, almost as importantly, learners gain confidence in themselves and their abilities.

On student support...



All teachers are very supportive of their learners and this helps learners develop beyond the formal requirements of the course; as one passionate teacher rightly said, 'We help them unlock their potential.'



A sensitive style of individual teaching ensures that learners are comfortable about asking for assistance. As a result, teachers are often the first point of contact for a range of concerns, including sensitive personal issues.

