BUXTON & LEEK COLLEGE

Part of UNIVERSITY OF DERBY

APPRENTICESHIP GUIDE





Apprenticeships



We are not just any college – we're here to help you unlock your true potential and ignite that unique spark that sets you apart. When you join us, you're diving into a programme of study designed to propel you toward success. With everything from dynamic tutorials to brilliant Maths and English support, plus unforgettable coaching from your college Instructor-Mentor, we're dedicated to giving you an education that's turbocharged for success.

As a college closely connected with the University of Derby, we lead in technical education, offering specialised training in key sectors like Digital and Creative, Construction and Green Technologies, Health and Social Care, and Engineering and STEM. Through key partnerships, we'll help students become the best version of their future self.

At Buxton and Leek College, you're not just choosing an apprenticeship – you're choosing a future full of opportunities and success. We look forward to meeting you and helping you to become the best that you can be.

Heather Marks MA. Ed.
Director of Further Education & Skills









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APPRENTICESHIPS AT A GLANCE

Business, Management & Finance • Accounts/Finance Assistant - Level 2 • Assistant Accountant - Level 3 • Professional Accounting/ Taxation Technician - Level 4 • Customer Service Practitioner - Level 2 • Customer Service Specialist - Level 3 • Business Administrator - Level 3 • Team Leader - Level 3 • Operations Manager - Level 5	Early Years & Education • Early Years Practitioner - Level 2 • Early Years Educator - Level 3 • Early Years Lead Practitioner - Level 5 • Teaching Assistant - Level 3 • Learning & Skills Assessor - Level 3 • Learning & Skills Mentor - Level 4 • Learning & Skills Teacher - Level 5
Hair & Beauty • Hair Professional - Level 2 • Advanced & Creative Hair Professional - Level 3 • Beauty Therapist - Level 2 • Advanced Beauty Therapist - Level 3 • Wellbeing & Holistic Therapist - Level 3	Hospitality & Catering • Commis Chef - Level 2 • Hospitality Team Member - Level 2 • Hospitality Supervisor - Level 3 • Hospitality Manager - Level 4
Engineering • Engineering Machinist Technician - Level 3 • Rolls Royce Nuclear Skills Academy - Levels 3 to 6	Carpentry & Joinery • Carpentry & Joinery; Site or Bench (Architectural) - Level 2 • Advanced Carpentry & Joinery Site or Bench (Architectural) - Level 3

University of Derby
Higher & Degree Apprenticeships

<u>Health & Social Care</u>
- Nursing Associate - Level 5
- Registered Nurse - Level 6 or 7
- Assistant Practitioner - Level 5
- Operating Department Practitioner - Level 6
- Advanced Clinical Practitioner - Level 7
- Enhanced Clinical Practitioner - Level 6 or 7
- Prosthetic & Orthotic Technician or Degree - Level 3 or 6

<u>Engineering</u>
- Civil Engineer - Level 6
- Manufacturing Engineer - Level 6
- Materials Products Technician - Level 5
- Nuclear Scientist & Nuclear Engineer - Level 6
- Aerospace Software Development Engineer - Level 6
- Aerospace Engineer - Level 6
- Digital & Technology Solutions Professional - Level 6

<u>Leadership & Management</u>
- Chartered Manager - Level 6
- Senior Leader - Level 7

<u>Teaching, Education & Children</u>
- Teacher - Level 6
- Children, Young People & Families Practitioner - Level 4

<u>Uniformed Services</u>
- Police Constable - Level 6







WHAT IS AN APPRENTICESHIP?

An apprenticeship combines on-the-job training with recognised and industry-relevant qualifications, they take between 1 and 4 years to complete depending on the subject and level studied. A minimum of 6 hours per week will be spent completing off-the-job training such as attending college or university. There are seven stages to an apprenticeship.

RECRUITMENT & APPLICATION

Apprentices will complete a college application form and be ready to provide a CV.

Employers will complete a vacancy form and sign-up for a Government DAS account. If the apprentice is an existing member of staff they should still setup a DAS account.

INTERVIEWS

Apprentices will attend college and employer interviews.

Employers will be ready to interview and offer a trial to suitable apprentices.

ENROLMENT & SIGN-UP

Apprentices will complete enrolment paperwork such as ID checks, proof of English & Maths qualifications and review and sign all eSignUp forms sent from the college/university in a timely manner.

Employers will apply for apprenticeship funding through their DAS account and sign contracts and forms sent to them via eSignUp in a timely manner.

ON PROGRAMME

This is the main part of the apprenticeship. Apprentices will work towards gaining the knowledge, skills and behaviours (KSB's) as set out in the apprenticeship standard to build their portfolio of evidence.

Employers will support their apprentice throughout, providing lots of learning opportunities, mentoring in the workplace and releasing their apprentice to complete off-the-job training.

GATEWAY

Gateway signals that the apprentice has collected all evidence to demonstrate KSB's set out in the standard and are able to use this evidence to create a comprehensive portfolio of evidence.

Employers will continue to support their apprentice to prepare for their EPA.

END POINT ASSESSMENT

The EPA is designed to test the apprentices KSB's as a whole.

The portfolio of evidence underpins the EPA and demonstrates to the independent assessor what duties the apprentice has undertaken throughout their apprenticeship.

ACHIEVEMENT & PROGRESSION

On achievement, certificates are issued and next steps discussed. This could be;

- Another apprenticeship at a higher level such as a level 3 or degree.
- Employment.
- Industry specific training in the workplace.

JARGON BUSTER

APPRENTICESHIP STANDARD

Apprenticeship standards are new types of apprenticeships that employers and industry have developed to be occupationally focussed. Each apprenticeship clearly sets out the minimum standard of knowledge, skills and behaviours the apprentices must achieve, and evidence in their portfolio, before attempting their end point assessment.

EPA

The End Point Assessment is the 'final exam' for all apprenticeships, they're designed to assess the apprentice's performance over the whole apprenticeship not just individual tasks. During an EPA the apprentice will complete at least two forms of assessment such as a presentation, practical exam, professional discussion or multi-choice exam - the form the EPA will take depends on the apprenticeship and is clearly set out within the standard.

KSBs

Knowledge. Skills. Behaviours. Each apprenticeship standard has clearly defined KSBs that the apprentice must learn before they attempt their EPA, the evidence to show the apprentices' learning is collated within the portfolio of evidence.

SMARTASSESOR

This is a web-based e-portfolio system that allows apprentices to create and maintain a portfolio of evidence which is reviewed and marked by their college instructor-mentor, who will also provide constructive feedback. Detailed dashboards, which can be accessed by the employer mentor and the college instructor-mentor, offer a clear overview of progress with knowledge, skills and behaviours listed for clarity and transparency. The system also records the tripartite reviews and off-the-job training ensuring comprehensive documentation and accountability. The robust system facilitates efficient progress tracking, ensuring apprentices, mentors, and employers stay informed and engaged throughout the apprenticeship course.







ESIGNUP

Before training can commence a contract between the apprentice, employer and college (and delivery sub-contractor if applicable) must be in place. We use an online platform, eSignUp, to generate, circulate and manage the process and associated paperwork allowing all parties to review and sign documents digitally.

Apprenticeship training cannot be delivered until the eSignUp process is complete, it would be advisable to respond to any requests promptly to avoid delays.

The eSignUp pack compiled by College or University staff for review and signing includes;

- Apprentice enrolment details
- Apprenticeship agreement
- Cover sheet
- Key policies
- Commitment statement
- Plan of training
- Skills scan
- Employer incentive grant (if applicable)
- Charges Schedule

All documents will be generated in compliance with the latest apprenticeship funding rules.

DAS

The Digital Apprenticeship Service.
All employers who want to recruit and employ an apprentice must have a Government DAS account, the system can be accessed through the businesses gov.uk 'one login'. Apprentices cannot be enrolled without a DAS account being in place first.
(contact us if you require assistance with your DAS setup)

ESFA

Education and Skills Funding Agency.
Part of the Department for Education, this Government agency is responsible for funding education, set the rules that education providers and apprentice employers must follow, and outline apprenticeship eligibility.

NAS

The National Apprenticeship Service offers advice and guidance to employers and potential apprentices. The 'find an apprenticeship' and apprentice recruitment platforms are part of the NAS. Apprenticeships are advertised through this platform allowing potential applicants to easily search for opportunities in their area.

OFF-THE-JOB

Apprentices must complete a minimum of 6 hours off-the-job training each week. For some standards the requirement may be more however, this will be made clear at the start of the apprenticeship. Off-the-job includes theory teaching such as attending college, practical training such as shadowing experienced employees and apprentice led learning such as working on assignments or projects.





FIND AN APPRENTICESHIP OR RECRUIT AN APPRENTICE

An apprenticeship requires a college placement AND paid employment, it is a job with training. There are several ways of finding an apprenticeship.

- Look on the BLC website and apply for a specific advertised vacancy.
- Take your CV into local employers with a cover letter explaining that you are looking for an apprenticeship.
- Apply directly for your chosen course and the college can help you find a suitable placement.
    - If you already have an offer of a placement please complete the college application form - www.blc.ac.uk/apply
- Search the national apprenticeship service website for apprenticeship vacancies in your area - www.apprenticeships.gov.uk

If you are an employer looking to recruit an apprentice we can help with recruitment and the setup of your DAS account which can be accessed through the gov.uk 'one login', businesses must have a DAS account before the commencement of the apprenticeship and to advertise a vacancy.

We also promote apprenticeship vacancies through our social media platforms, school contacts, local careers advisors and to current students considering their progression options.

Please contact us for more information about recruitment support.

THE TRIPARTITE AGREEMENT

An apprenticeship is a tri-party agreement between the college (and delivery subcontractor if applicable), the employer and the apprentice. The commitment of each party is critical to the success of an apprenticeship.

THE COLLEGE/DELIVERY PARTNER WILL

- Offer support throughout the apprenticeship starting from the point of enquiry.
- Ensure everyone understands what is required of them.
- Train the apprentice in accordance with the apprenticeship standard and ESFA rules.
- Offer support and guidance with any issues that may arise.
- Ensure the apprenticeship training is of exceptional quality.

THE EMPLOYER WILL

- Respond to all requests to complete paperwork from the college in a timely manner.
- Provide the apprentice with a contract of employment.
- Engage with the college instructor-mentor assigned to them and the apprentice.
- Provide the apprentice with opportunities to gain KSB's in the workplace.
- Allow the apprentice to attend college when required.
- Pay the apprentice the correct and appropriate wage.

THE APPRENTICE WILL

- Respond to requests for information from the college or workplace in a timely manner.
- Be engaged in the workplace, arriving on time and ready to start work and learn.
- Complete assignments to agreed timescales and standards.
- Attend college, review meetings and training as required.
- Bring any issues they have to the attention of their line manager/workplace mentor and college instructor-mentor









FUNDING & FINANCE

APPRENTICESHIP PAY

The minimum apprenticeship wage applies to all apprentices 16-18 years of age. For apprentices who are 19-years-old or over the apprenticeship rate applies in the first 12 months of the apprenticeship only. After 12 months of the apprenticeship has been completed those 19 and over should be paid at least the minimum for their age. Please see the Government website for the latest rates and more information;

www.gov.uk/national-minimum-wage-rates

Please note that apprentices should work at least 30 hours per week including off-the-job training, such as college attendance, which is part of the working week and is paid time.

APPRENTICESHIP GRANT

For businesses who employ an apprentice who is 16-18 years of age or 19-24 with an Education, Health & Care Plan (EHCP) there is a £1,000 grant available paid in two instalments.
Please get in touch with BLC for further information.

CITB GRANT

Registered employers are entitled to claim apprenticeship grants for any apprentice enrolled onto a construction related apprenticeship, such as Carpentry & Joinery. The grants are broken down into attendance grants and achievement grants:

- £2,500 per year, per apprentice that is enrolled and working towards their apprenticeship. This is paid in instalments every 13 weeks
- £3,500 achievement grant which is paid in one lump on the successful completion of the apprenticeship.

To claim these grants, there is a short application form that needs to be completed alongside evidence from the training provider of enrolment or achievement. Once you are ready to apply for these grants, CITB will be able to support with this.

citb.co.uk/levy-grants-and-funding/grants-and-funding

APPRENTICESHIP FUNDING

LARGER COMPANIES (LEVY PAYERS)

If the businesses total pay bill is £3 million or more it will contribute 0.5% of the total pay bill into a levy fund. Apprenticeship tuition fees are paid for via the business levy fund irrespective of the apprentices' age.

If the business spends its apprenticeship levy the co-contribution rules apply for any subsequent apprentices.

If the business is unable to utilise all of their levy fund it can transfer upto 50% of the total levy value declared in the previous financial year to a business of their choosing.

SMALL & MEDIUM SIZED COMPANIES (NON LEVY PAYERS)

Tuition fees are 100% Government funded if one of these statements applies;

1. At the start of the apprenticeship, the apprentice is between 16 and 21 years of age.
2. At the start of the apprenticeship, the apprentice is between 22 and 24 years of age AND has an Education, Health and Care (EHC) plan provided by the local authority and/or has been in the care of their local authority.

In all other circumstances, the employer will co-contribute by paying 5% of the funding band maximum for the chosen apprenticeship standard.

Note; irrespective of how the course fees are funded, they will be drawn down through the employer's Digital Apprenticeship Service (DAS) Account.

Co-contribution amounts are paid via a separate invoice supplied by the University of Derby. Employers may be asked for evidence of the number of employees they have, the average number of employees from the prior 12 months is used.

If the business becomes obligated to pay the levy during the apprenticeship please contact the college as there are separate funding rules for this circumstance.


PROF. KEITH MCLAY







AWARDS & COMPETITIONS

As part of the apprenticeship programme, apprentices will have opportunities to take part in competitions, such as WorldSkills, and be part of the College FE Awards.

WorldSkills is an international movement that supports young people across the world via competition based training, assessment and benchmarking. WorldSkills organises national and world championships for vocational skills across many sectors and is held every two years, with competitions hosted by training venues across the UK and World.

BLC is a WorldSkills Centre of Excellence and, alongside hosting events, has previously entered apprentices studying Carpentry & Joinery, Hospitality & Catering, Hair & Beauty and Accounting apprenticeships but is open to all to enter.

The FE Awards are a celebration of students, apprentices and employers who support the college. They are a recognition of those who have shown brilliance, been bold, resilient, determined or excelled in their chosen area of study.

There may also be additional industry-specific or BLC organised competitions.

APPRENTICESHIPS TEAM









We have a dedicated apprenticeships team led by the Operations Manager for Apprenticeships, Stephanie Traynor.
The Business Development Manager, Tom Malpass, is on hand to guide businesses through setting up their DAS account, apprentice recruitment and sign-up of the successful candidate.

Each apprentice is assigned an Instructor-Mentor who will guide the apprentice throughout their apprenticeship, conduct observations in the workplace and discuss progress with the apprentice's workplace mentor or line manager.

To contact the team directly please call 0800 074 0099 or email feapprenticeships@blc.ac.uk

SCHOOLS LIAISON

We have a dedicated core team who engage with and deliver activity across the communities we serve, including assemblies workshops, careers fairs and industry days.

The team additionally attend community and employer events as well as support with several on-campus events such as open days and advice evenings.

Schools and community engagement is supported by the wider Marketing & Recruitment Team and the curriculum areas who are specialists in their subject areas.

For more information please email enquiries@blc.ac.uk



Fiona Boddie, Schools Liaison Officer, Jenn Aspinall, Student Recruitment Team Leader, & Kath Carnes, Apprenticeship Student Rcruitment & Marketing

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE ENTRY REQUIREMENTS?

Entry requirements do vary depending on the apprenticeship subject and level, employers may also set their own specific entry requirements. Apprenticeship vacancy adverts will clearly define expectations.

For all apprenticeships, apprentices will need;

- To be at least 16 years of age at the point of enrolment.
- Have the right to work in the UK.
- Have ordinarily been a resident in the UK for the prior three years to enrolment.
- Have a good standard of Maths & English. Ideally, GCSE 4 or above or an equivalent qualification.
    - Please speak to the college if you haven't achieved the qualifications specified, apprentices may be able to complete functional skills as part of their apprenticeship depending on personal circumstances and the subject chosen.

HOW LONG DOES AN APPRENTICESHIP TAKE TO COMPLETE?

This varies depending on the subject and level being studied however, all apprenticeships are at least 12 months in duration. Once all of the KSB's have been gained the apprentice will enter into Gateway which signals their readiness to complete their EPA, Gateway can take up to 3 months.

For typical durations of apprenticeships please see the apprenticeship summaries towards the back of this guide.



WHAT HOURS DOES AN APPRENTICE WORK?

The minimum is 30 hours per week including a minimum of 6 hours per week off-the-job training. Actual working hours depend on the industry, for example, Business Administration is generally Monday to Friday 9am to 5pm whereas a Commis Chef usually works shifts on a rota, which is likely to include evenings and weekends.

Apprentices are still subject to employment law and should be given the proper breaks and rest periods for their age.



WHAT ARE FUNCTIONAL SKILLS?

Level 2 Maths or English functional skills are a GCSE equivalent qualification, if apprentices have not previously achieved GCSE grade 4 or above, there may be a possibility of completing functional skills as part of the apprenticeship. This will depend on the subject and level being studied. If accepted onto the apprenticeship with functional skills, apprentices will be put on a 6-week functional skills fast-track program.



CAN APPRENTICES STILL ACCESS SUPPORT?

Apprentices who have previously been in receipt of additional learning support or have an EHCP will be referred to the college Learning Support Team for assessment. Apprentices can ask to be referred to the team at any point throughout their apprenticeship. All apprentices will be assigned a progress coach who will support them to complete their apprenticeship and if required, will refer them to other teams and services such as wellbeing, safeguarding or pastoral support.

CAN APPRENTICES ACCESS STUDENT DISCOUNT SCHEMES?

Some local shops may offer discounts simply by showing a valid student ID card. Apprentices can also access National schemes such as;

TOTUM - www.totum.com
Student Beans - www.studentbeans.com

CAN APPRENTICES USE COLLEGE TRANSPORT?

Apprentices can access college transport, including the free campus-to-campus shuttle bus, and may be eligible for discounts on public transport by showing a valid student ID card.

For more information about the college transport network please see our website - www.blc.ac.uk/transport

WHERE CAN I FIND MORE INFORMATION?

Contact the college apprenticeships team;
0800 074 0099 - feapprenticeships@blc.ac.uk

Visit the website;
www.blc.ac.uk

To browse current apprenticeship vacancies and standards;
www.apprenticeships.gov.uk

A lot of information, advice and guidance can also be found on Amazing Apprenticeships;
www.amazingapprenticeships.gov.uk





APPRENTICESHIP SUMMARIES

These summaries are a snapshot of the apprenticeship course and detail the typical length of the apprenticeship which can vary.

The funding band is information for businesses who either pay this through their levy fund, 5% co-contribution or claiming 100% Government funding through the DAS.

Apprentices will never be asked to contribute towards apprenticeship course fees.



ACCOUNTING & FINANCE

ACCOUNTS OR FINANCE ASSISTANT - LEVEL 2

Typically, 16 to 18 months / Funding band £7,000

An accounts or finance assistant is responsible for assisting a team of accountants with junior duties either within a business finance department or in an accounting practice. Duties can vary depending on the team and business structure but would ordinarily include bookkeeping, sales ledger, purchase ledger, running calculations and assisting with month and year-end reporting. This apprenticeship is best suited to school leavers and those who have no prior knowledge or experience of accounting.

ASSISTANT ACCOUNTANT - LEVEL 3

Typically, 18 to 24 months / Funding band £12,000

In addition to the duties described in the level 2 apprenticeship, an assistant accountant will additionally be involved in regulatory financial requirements, VAT returns and tax liability calculations.

PROFESSIONAL ACCOUNTING OR TAXATION TECHNICIAN - LEVEL 4

Typically, 18 to 24 months / Funding band £8,000

In addition to being able to complete the duties described in the level 2 and 3 apprenticeship, there is additional responsibility for creating, verifying and reviewing financial information. Apprentices must also meet relevant ethical, professional and legal standards and may use their knowledge to inform business decisions at a strategic level.

BUSINESS & CUSTOMER SERVICES

CUSTOMER SERVICE PRACTITIONER - LEVEL 2

Typically, 12-15 months / Funding band £3,500

This apprenticeship applies to a range of settings including offices, customer service points, reception and front-line public services. In all cases, apprentices will receive a broad introduction to the principles of customer service and will gain highly transferrable skills.

CUSTOMER SERVICE SPECIALIST - LEVEL 3

Typically, 18 months / Funding band £4,000

The main purpose of the role is to be a 'professional' and an advocate for excellent customer service. Specialists act as a referral point for dealing with complex or technical customer requests, complaints and queries. Being an expert in the organisations products and/or services, the specialist will share knowledge with a wider team. Specialists will also analyse data and customer information to influence change and improvements to service.

BUSINESS ADMINISTRATOR - LEVEL 3

Typically, 18 months / Funding band £5,000

Administrators gain highly transferrable KSBs that can be applied across a wide range of sectors and settings from small to large businesses and public services. The role involves working independently or as part of team and will involve implementing, maintaining and improving administrative services. This role develops key KSBs that are required to support progression towards management or supervisory responsibilities.





LEADERSHIP & MANAGEMENT

TEAM LEADER - LEVEL 3

Typically, 12 to 18 months / Funding band £5,000

This role will equip persons with the KSB's needed in first-line management, having operational and/or project management responsibilities leading a team towards deadlines and/or goals in line with organisational strategy. Key responsibilities will include supporting, managing and developing their team. Managing projects, planning and monitoring workloads and resources, delivering operational projects, resolving problems, responding to challenges and building relationships with key internal and external stakeholders.

OPERATIONS MANAGER - LEVEL 5

Typically, 24 to 30 months / Funding band £9,000

This is a leadership role, with operational and project responsibilities. Having responsibility for managing individuals or a team, operations managers provide direction, instructions and guidance to ensure the achievement of set goals. They ensure the effective functioning of departments and the achievement of set operational targets. The role involves setting, managing and monitoring achievement of core objectives that are aligned to the overall strategic objectives of the organisation.





CARPENTRY & JOINERY

SITE CARPENTER - LEVEL 2

Typically, 18 to 24 months / Funding band £13,000

Site Carpenters will prepare and install basic building components such as doors, staircases, wall and floor units and erect structural carpentry and roof structures on a building site or in domestic or commercial settings. It is likely that site carpenters will also learn additional skills such as bricklaying or plastering alongside following company & regulation health & safety.

ARCHITECTURAL (BENCH) JOINER - LEVEL 2

Typically, 18 to 24 months / Funding band £13,000

Usually based in a workshop manufacturing basic building components by setting out, marking out and following drawings. Components could include doors, windows, staircases and associated ironmongery. Joiners will also learn company and regulation health & safety requirements.

ADVANCED ARCHITECTURAL (BENCH) JOINER - LEVEL 3

Typically, 18 months / Funding band £13,000

In addition to the KSB's of a level 2 joiner, advanced joiners will produce more complex components such as windows, doors and staircases with turns, panelling or cladding. They have more responsibility over managing their own work, the expectations of customers and will often oversee the work of junior team members.

ADVANCED SITE CARPENTER - LEVEL 3
Typically, 18 months / Funding band £13,000

In addition to the skills learned at level 2, advanced carpenters will take more responsibility for managing their own and other peoples work, as well as being required to complete complex and non-standard work such as curved products, irregular joints and bespoke commissions.



ENGINEERING

ENGINEERING MACHINIST - LEVEL 3
Typically, 48 months / Funding band £27,000

Machining components using conventional or CNC machine tools from metal or specialist materials. Interpreting information and utilising CAD/CAM suites to plan, setup, operate, adjust or edit tool settings against customer requirements. Typically working in a manufacturing environment machinists will also be able to inspect components and machinery, report issues and support continuous improvement activities.
At all times, machinists ensure their work activities meet legal, health & safety and organisational policies.

ROLLS ROYCE
NUCLEAR SKILLS ACADEMY

The academy is the first of its kind and aims to sustain nuclear capability within the UK's submarine programme by creating a dedicated pipeline of talent.

Based in the Derby innovation hub the academy is a partnership between the University of Derby, Buxton & Leek College and Rolls Royce with support from the Nuclear Advanced Manufacturing Research Centre, the National College for Nuclear and Derby City Council.

Applications for these apprenticeships should go directly through Rolls Royce careers, these vacancies are advertised from the Autumn for a start in the following September.

Please note, these apprenticeships start each September only.

For more information please see careers.rolls-royce.com

LEVEL 3 MECHANICAL & MANUFACTURING ENGINEERING
Typically, 42 months

LEVEL 3 PIPE WELDER
Typically, 48 months

LEVEL 4 MECHANICAL & MANUFACTURING ENGINEERING
Typically, 42 months

LEVEL 6 (DEGREE) NUCLEAR SCIENTIST AND NUCLEAR ENGINEERING
Typically, 36 months

LEVEL 6 (DEGREE) CHARTERED MANAGER
Typically, 48 months

EARLY YEARS EDUCATION & TEACHING ASSISTANT

EARLY YEARS PRACTITIONER - LEVEL 2

Typically, 15 to 18 months / Funding band £4,000

The aim of this qualification is to provide underpinning KSBs of children aged from birth to 7 years of age with applied knowledge of children aged birth to 5 years of age. Working as part of a professional team ensuring the welfare of children under the guidance and supervision of a senior team member. This qualification is ideal for those starting out in the industry as no prior knowledge or experience is required.



EARLY YEARS EDUCATOR - LEVEL 3

Typically, 15 to 24 months / Funding band £7,000

This full and relevant course aims to equip the apprentice to work as an educator. Educators are highly trained professionals who play a key role in ensuring young children learn and develop well, are healthy and safe. Working with children from birth to 7 years of age educators may work in a range of settings including full day care such as nurseries, childrens centres, pre-schools, reception classes in first schools, or as childminders. Educators may also supervise other junior members of staff or be a child's keyworker.

EARLY YEARS LEAD PRACTITIONER - LEVEL 5

Typically, 24 months / Funding band £8,000

Lead educators take a leading role within their setting, both in practice and at an operational level. They are highly skilled and take an operational lead for the care, learning and development of young children within their care, adapting individual needs providing inclusive and holistic provision. They lead on the operational aspects of their setting and are typically responsible for leading other practitioners and report directly to the head of the setting who could be the manager, leader or director.





TEACHING ASSISTANT - LEVEL 3

Typically, 15 to 18 months / Funding band £7,000

The role of a TA has become increasingly varied and they could work in all kinds of educational settings including schools, colleges, universities or in the community. They could also work within a special educational needs (SEN) school or within the SEN department of a mainstream school. The primary role of a TA is to support teaching staff to enhance pupils' learning either in groups or individually, ensuring the pupils' understanding of the work set and helping them to make progress with set tasks or goals.

LEARNING & SKILLS

LEARNING & SKILLS ASSESSOR - LEVEL 3

Typically, 12 to 18 months / Funding band £5,000

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The LSA will support progression of the learner through feedback of assessments, setting ongoing realistic goals and referring to other professionals when required. In their organisation, they will be in an environment where they are assessing competency and will be experienced in their own field.

LEARNING & SKILLS MENTOR - LEVEL 4

Typically, 12 to 18 months / Funding band £5,000

The purpose of the learning and skills mentor is to support individuals and groups with their learning and development towards agreed goals. Learning and skills mentors typically work in an environment in their organisation where they are a knowledge authority. In their daily work employees in this occupation may interact with other professionals at any level of seniority in the organisation and the sector.

LEARNING & SKILLS TEACHER - LEVEL 5

Typically, 24 months / Funding band £7,000



This occupation is for teachers who want to develop their pedagogical practice with learners aged 14+. LST's are dual professionals, having achieved competence in a vocation or subject and then subsequently looked to train as a teacher. LST's may teach in an educational setting or in a workplace and could be based in private or industry training, further, adult or higher education as well as offender learning, healthcare settings or the voluntary sectors. This qualification includes the CertEd (Certificate of Education).

SALON INSPIRE

HAIR & BEAUTY

HAIR PROFESSIONAL - LEVEL 2

Typically, 18 to 24 months / Funding band £11,000

This role is aimed at gaining the core KSB's such as consultation, shampoo & conditioning, treating hair and scalp, cutting hair, styling and finishing using a range of techniques and the correct use of products to colour, lighten or perm hair. Alongside technical KSB's a range of transferrable skills such as customer service, business operation and use of client management systems will be gained.

ADVANCED AND CREATIVE HAIR PROFESSIONAL - LEVEL 3

Typically, 15 to 24 months / Funding band £5,000

Creative, driven professionals who can complete work without supervision, managing themselves and junior staff when required. In addition to level 2 KSB's a level 3 apprentice will create their own styles, complete advanced and creative colouring, use advanced styling techniques, complete advanced treatments, have extensive knowledge of the products used, advise junior members of their team and keep up to date with latest trends.

BEAUTY THERAPY - LEVEL 2

Typically, 15 to 18 months / Funding band £7,000

Working as part of a team or independently, Beauty Therapists complete a range of treatments whilst keeping to the scope of the occupational role and in accordance with legal, health & safety and organisational policies. Treatments to include; waxing services, hand & nail treatments, foot treatments, facial treatments, eyelash & eyebrow treatments, make-up application and basic massage treatments such as back, neck and shoulder.

ADVANCED BEAUTY THERAPY - LEVEL 3

Typically, 18 to 24 months / Funding band £8,000

In addition to the KSB's of level 2, advanced beauty therapists provide, design and implement bespoke treatment plans in salons or spas. These include; advanced massage techniques, electrical treatments such as hair removal, lymphatic drainage, use of skin warming devices, LED lights and electrical muscle stimulation equipment. Advanced beauty therapists will also contribute to business operations ensuring excellent customer service, supervising and advising junior team members and interacting with external individuals such as brand representatives. They also take charge of their own time and ensure they keep up to date with the latest developments in treatments, techniques, products and equipment.

WELLBEING & HOLISTIC THERAPIST - LEVEL 3

Typically, 18 to 24 months / Funding band £9,000

Found in wellbeing environments such as spa, leisure, holistic or wellness therapy centres, medi-spas and beauty salons the broad purpose of the occupation is to create, implement and adapt tailored holistic and wellbeing experiences. Treatments could include aromatherapy, acupressure, massage, Indian head massage, lymphatic drainage and wellness experiences.





HOSPITALITY & CATERING

COMMIS CHEF - LEVEL 2

Typically, 15 to 18 months / Funding band £9,000

The usual starting position in many kitchens, commis chefs prepare food and carry out cooking tasks under the supervision of a senior chef, completing all aspects of kitchen duties from stock management, service prep, cooking during service and clean down. Using a range of ingredients to create dishes using different techniques for example; cutting, slicing, dicing, mincing and trimming. At all times commis chefs work within legal and organisational health & safety policies including meeting allergen requirements.







HOSPITALITY TEAM MEMBER - LEVEL 2

Typically, 15 to 18 months / Funding band £4,000

There are two pathways within this apprenticeship.
A food production pathway is best suited to establishments with limited menus and includes aspects of preparing basic food items. Duties may include; taking bookings, issuing receipts, taking payments, clearing tables, ordering supplies and contributing to the overall running of the establishment whilst keeping to health & safety policies.

The food & drink pathway is better suited to larger establishments with a more varied menu and clientele. This is a front-of-house role and could include concierge, alcoholic beverage service, reception duties, silver service, conferences and event management in addition to many of the duites within the food production pathway.

HOSPITALITY SUPERVISOR - LEVEL 3

Typically, 15 to 18 months / Funding band £4,000

Working in a variety of businesses which can include bars, restaurants, cafes, event venues, hotels or contract caterers, they provide vital support to management teams and are capable of independently supervising hospitality services and running shifts. They typically deal with pressure and motivate their team to provide fantastic customer service.

HOSPITALITY MANAGER - LEVEL 4

Typically, 20 months / Funding band £6,000

Hospitality managers have a high level of responsibility and accountability for fulfilling business visions and objectives, requiring excellent business, people and customer relations skills. They are team leaders with a talent for management and thrive on the customer-facing nature of the role.
Two pathways are available.
Food & beverage managers manage the delivery of business standards and could work in a range of settings. Kitchen Managers (Head Chef) take responsibility for the kitchen team leading them to work to high standards.

UNIVERSITY OF DERBY
HIGHER & DEGREE APPRENTICESHIPS

Buxton & Leek College is part of the University of Derby, in addition to the Higher Apprenticeships available through the college the University offers several Higher & Degree Apprenticeship (HADA) opportunities. These operate on the same principles as any level apprenticeship. Tuition funding is available to employers through their levy or through Government contributions.

Many HADA's are taught through blended learning with classroom sessions taking place both on campus and virtually. Some HADA's are block attendance to campus whereas others are weekly day release, some are taught completely online.

For apprentices HADA's offer a progression route to higher education allowing them to gain a degree without the associated costs, which are covered by their employer. They are also used by organisations to upskill existing employees to develop talent and train employees into more senior or technical roles.

Please note that some of the apprenticeships have set intakes such as September.
For more information about UOD HADA's including entry requirements contact;

W: derby.ac.uk/apprenticeships/
T: 0800 001 5500
E: businessgateway@derby.ac.uk



CHARTED MANAGER DEGREE APPRENTICESHIP - LEVEL 6

Typically, 48 months / Funding band £22,000

This Chartered Management Institute apprenticeship focusses on personal and professional development embedding key approaches to learning, behaviour and reflection. Suitable for individuals that are currently working towards or aspire towards working in a management role.

SENIOR LEADER APPRENTICESHIP - LEVEL 7

Typically, 24 months / Funding band £14,000

Offering an in-depth personal and professional development programme designed to produce informed business leaders. Covering topics such as organisational strategy, financial performance, managing operations and delivering customer value. This apprenticeship includes the Post Graduate Diploma.

REGISTERED NURSE - LEVEL 6 / LEVEL 7

Typically, 36 months / Funding band £26,000 (level 6)

On completion of this apprenticeship, individuals will be eligible to apply for registration with the nursing and midwifery council in their chosen field; Mental Health, Adult, Childrens or Learning Disabilities.

For those who have a previous 2:2 degree or above and have health care experience, there is the option for direct entry to the 2 years Level 7 Masters Degree Registered Nurse Apprenticeship.

NURSING ASSOCIATE - LEVEL 5

Typically, 24 months / Funding band £15,000

Individuals may study this apprenticeship if they seek to become a Registered Nurser but don't yet have the qualifications to go onto a degree programme or don't yet know which area of nursing they want to specialise in so want to gain experience in all different areas of nursing first.



ASSISTANT PRACTITIONER - LEVEL 5

Typically, 24 months / Funding band £14,000

Working alongside registered healthcare professionals, providing high quality and person-centred compassionate healthcare and support to individuals. Duties may include ordering or reviewing equipment prescribed by a physiotherapist, taking diagnostic images or support those with mental health needs.

OPERATING DEPARTMENT PRACTITIONER - LEVEL 6

Typically, 48 months / Funding band £26,000

This role specialises in caring for people of all ages before, during, and after surgery, working mainly within operating departments they will work alongside other professionals such as doctors and nurses to ensure person-centred care throughout their surgery.

ADVANCED CLINICAL PRACTITIONER - LEVEL 7

Typically, 36 months / Funding band £12,000

Being an experienced practitioner, these clinicians demonstrate expertise in their scope of practise. Providing care and treatment from the time an individual first presents through to the end of the episode, which may include admission, referral or discharge or care at home. They carry out their full range of duties in relation to individuals' physical and mental healthcare and in acute, primary, urgent and emergency settings.

ENHANCED CLINICAL PRACTITIONER - LEVEL 6/7

Typically, 18 months / Funding band £7,000

Enhanced Clinical Practitioners are qualified health and social care professionals who are working at an enhanced or specialist level of practice with specific knowledge and skills to plan and deliver complex clinical care in a field of expertise. These Enhanced Clinical Practitioners will critically evaluate and analyse clinical problems using their expertise and clinical knowledge.

PROSTHETIC & ORTHOTIC TECHNICIAN LEVEL 3 OR DEGREE LEVEL 6

Typically, 18 months / Funding band £6,000

Prosthetic/Orthotic technicians are vital members of the prosthetic/orthotic team who use evidence-based practice to provide clinical support, technical design and fabrication of prosthetic and/or orthotic devices.

POLICE CONSTABLE DEGREE APPRENTICESHIP - LEVEL 6

Typically, 36 months / Funding band £24,000

We've been working with Nottinghamshire Police and Derbyshire Constabulary to establish this Police Constable Apprenticeship so that driven and talented individuals can gain a degree whilst working and gaining invaluable expeience.

NOTTINGHAMSHIRE POLICE
PROUD TO SERVE

Derbyshire Constabulary





TEACHER - LEVEL 6

Typically, 12 months / Funding band £9,000

This is an employment-based Postgraduate Teacher Apprenticeship which includes Qualified Teacher Status (QTS). To study this postgraduate certificate you should have already completed a degree or an equivalent qualification and be eligible to enter Initial Teacher Training (ITT). Please note you do not need QTS to teach in Early Years.

CHILDREN, YOUNG PEOPLE AND FAMILIES PRACTITIONER - LEVEL 4

Typically, 24 months / Funding band £6,000

The equivalent of the first year of a bachelors degree you need to be working with children, young people and families in a community setting such as family homes, schools, nurseries, youth centres or youth justice. Through the apprenticeship, you will become skilled in recognising and assessing the complex needs that children, young people and families often present.

CIVIL ENGINEER - LEVEL 6

Typically, 66 months / Funding band £27,000

Civil Engineers provide technical and management input to develop design solutions for complex civil engineering problems. They will work as part of a team of engineers and other construction professionals through all lifecycle stages of development, design, construction, commissioning, operation, maintenance and decommissioning of civil engineering infrastructure.

MANUFACTUING ENGINEER - LEVEL 6

Typically, 60 months / Funding band £27,000

Studying towards one of three qualifications, Manufacturing Enginering, Manufactuing Engineering with Mechanical Design or Manufacturing Engineering with Electronics, individuals will learn advanced techniques and project management skills required to launch products on time, on cost and to the right quality specified.

MATERIAL PRODUCTS TECHNICIAN - LEVEL 5

Typically, 36 months / Funding band £16,000

This role is found in the hazardous mineral products industry which includes quarrying and deep mining. Ensuring that sufficient materials and products are available to meet customer requirements whilst ensuring all health, safety, environmental, and quality requirements and legislation are complied with.

NUCLEAR SCIENTIST AND NUCLEAR ENGINEER - LEVEL 6

Typically, 36 months / Funding band £27,000

Based at the innovation hub in Derby this apprenticeship is part of the Rolls Royce partnership. Individuals will develop skills in manufacturing nuclear components and systems that can be used in a variety of applications. This is a scientific engineering-based apprenticeship and applicants will have prior STEM based (science, technology, engineering and maths) qualifications.

AEROSPACE SOFTWARE DEVELOPMENT ENGINEER - LEVEL 6

Typically, 48 months / Funding band £27,000

The Aerospace Software Development Engineer Degree Apprenticeship will incorporate the BSc (Hons) Software Engineering.
The broad purpose of this role is to design, develop and test real-time safety-critical software, develop embedded software and stand-alone applications used in aircraft support. Apprentices will develop and test tools that support the creation of aerospace-related software and support customers and suppliers by maintaining and improving software utilities and tools.

AEROSPACE ENGINEER - LEVEL 6

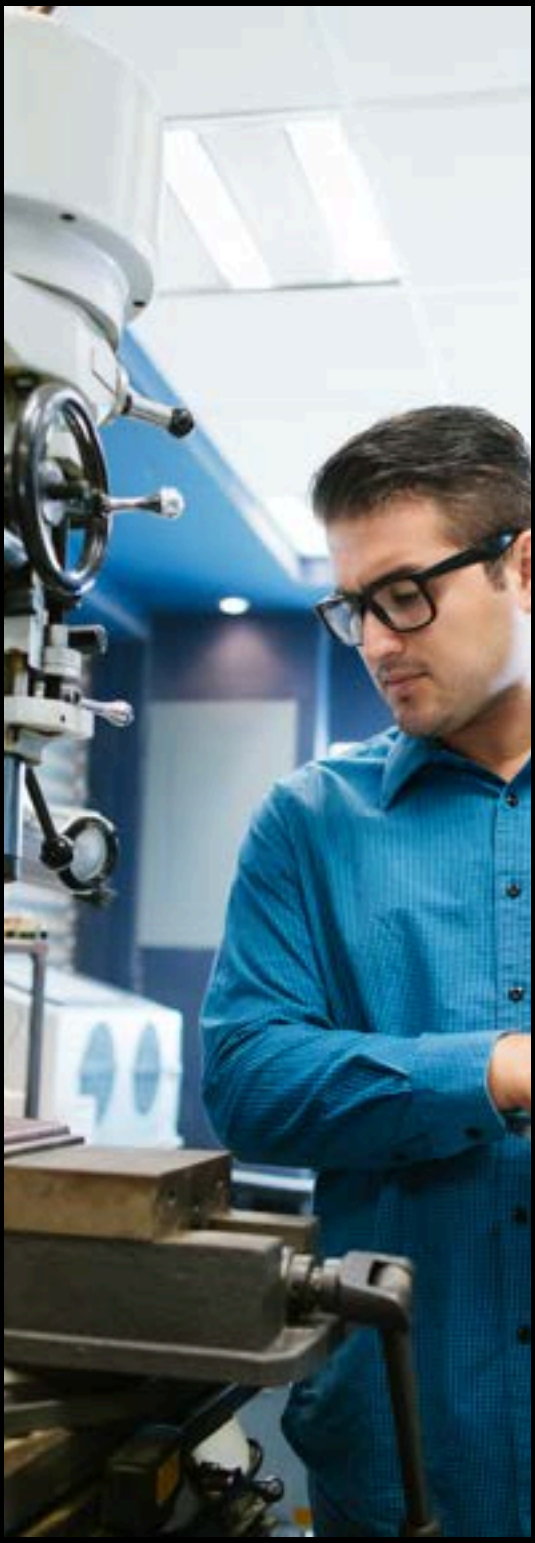
Typically, 48 months / Funding band £27,000

The Aerospace Engineer Apprenticeship is designed to provide specific skills and knowledge for a general career as a mechanical engineer within the industry. It incorporates elements of all relevant mechanical technologies and their application throughout the programme and has been developed in close collaboration with industry.

DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL - LEVEL 6

Typically, 48 months / Funding band £27,000

This occupation is found in organisations where digital technologies can be used to solve problems that exist across a range of functions. Whether looking for ways to reduce waste, increase productivity, ensure resilient and responsive customer service, or create a secure transactional environment, organisations turn to digital and technological solutions to achieve these aims. Wherever these activities take place Digital and Technology Solutions Professionals (DTSPs) are influencing outcomes and making things happen.






Year 2



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0800 074 0099 | FEAPPRENTICESHIPS@BLC.AC.UK

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1 Devonshire Road, Buxton
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Kedleston Road, Derby
Derbyshire, DE22 1GB

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