



skills for growth

Frequently Asked Questions:

What is an Apprenticeship?

An Apprenticeship is an excellent opportunity to gain both qualifications and work place experience. You can earn while you learn and gain practical skills from the workplace. If going to College or 6th Form is not for you and you are ready to enter the workforce and start earning a wage, an Apprenticeship could be for you.

Who can do an Apprenticeship?

Anyone is eligible to undertake an Apprenticeship. Skills for Growth however only offer's Apprenticeships to people aged 16 - 24.

If together we feel you are not quite ready for an apprenticeship we offer a program that helps provide you with the groundwork for employment and this program is called [Foundations](#).

What can I do an Apprenticeship in?

Nationally there are over 200 Apprenticeship Schemes but here at Skills for Growth we offer areas of:

- Business including Business Administration
- Customer Service
- ICT
- Hairdressing
- Child Care Learning and Development

How long does an Apprenticeship take?

The length of the Apprenticeship is independently tailored and will depend on your starting level and sector of choice. Flexibility will be built into the programme to ensure that it meets the needs of the employer and the aspirations of the Apprentice.

How often do I attend Skills for Growth?

As an apprentice you would usually be released from work to attend out training centre **1 day per week** – although this pattern may vary or be less frequent on some courses.

How much could an Apprentice earn?

All Learners on our schemes are employed; therefore the employer normally determines the Apprentice's salary. The minimum apprenticeship wage set by the government is £2.50 per hour or £95.00 for a 38 hour week. This must include both work and the day at Skills for Growth. The minimum hours required to sustain a NVQ qualification apprenticeship is 22 hours per week, including the time spent at the training centre.

19+ Apprentices

Apprentices who are aged 19 (or those over 18 who reach 19 during their training) will have to be **paid the National Minimum Wage in the second year of your apprenticeship.**

What are the Maximum hours an Apprentice could work each week?

Young workers under 18 are not permitted to work more than **40 hours per week** (or an 8 hour day) and this includes the 6 hours spent at Skills for Growth. They must have two clear rest days in a 7 day week.

What are the Minimum hours an Apprentice could work each week?

The minimum hours required on a Level 2 and 3 Apprenticeship is **22 – that is 16 hours at work and 6 hours at Skills for Growth** – which would mean a salary of **at least £55.00 per week**.

Do I receive a Contract of Employment?

An apprentice requires a Contract of Employment **within 8 weeks** of starting work and should also receive a regular payslip detailing their payment.

Employed status

As an Apprentices you will be treated the same as any other member of staff and **standard procedures in line with your Contract of Employment and current Employment Law should always be followed** – for instance in respect of the disciplinary/termination process and sickness absence entitlement.

Annual leave

The minimum annual leave is currently 28 days which may include the 8 Bank Holidays. **Entitlement to be paid annual leave starts building up from the first day of employment and is not subject to a minimum period of employment.** Details of accrued paid holiday should be in your employment contract - generally this means that during your first year an employee is entitled to a minimum of 1/12 of the annual entitlement for every month worked.

Supervision

As an Apprentice you **must be supervised at all times** – and should not be asked to be responsible for opening /closing the premises or for taking cash to the bank

How do I apply?

Please complete the enclosed application form and health questionnaire and return to Skills for Growth in the envelope provided

What happens next?

Once we have received your completed application form and health declaration we will be in touch to invite you to attend one of our 'In Touch' Recruitment Sessions.

What happens at 'The In Touch Event'?

The 'In Touch' event is designed to provide you with as much information as possible in regards to determining the right programme for you. You will be asked to attend over three consecutive days where you will complete various assessments and participate in vocational specific taster sessions. Once completed you will be signposted to the right programme for you. This is also a great opportunity for you to understand what life as an Apprentice will be like and to confirm that you have made the right decision in becoming an Apprentice.