

## Apprenticeships Briefing Sheet for Employers

### What are Apprenticeships?

Apprenticeships are the current Government's flagship programme for entering the workforce in all sectors and apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money at the same time.

Apprenticeships are training programmes designed to be mutually beneficial to employers and young people (16-24 year olds).

Apprenticeships allow the candidate to acquire and apply the skills, knowledge and understanding required by employers in specific professions.

### Where does your apprentice learn?

Most of the apprenticeship takes place **on the job** where apprentices gain the practical skills your business needs with working alongside experienced and qualified staff. There is also some training on a day release basis where apprentices come attend beacon centres to enhance their training at state-of-the-art facilities working with highly qualified staff.

### What are the levels of Apprenticeships?

There are two levels of Apprenticeship (NVQ 2 & NVQ 3):

**1. Apprenticeships** usually last 12 months and apprentices work towards a National Vocational Qualification at Level 2, Key Skills and a technical certificate/s.

Entry age: normally 16-24

Equivalent to five GCSE passes at grade C

**2. Advanced Apprenticeships** usually 24 months and apprentices work towards a National Vocational Qualification at Level 3, Key Skills and a technical certificate/s.

Entry age: normally 16-24

Equivalent to two A-Level passes

Completion of the Apprenticeship framework shows employers that their staff have achieved competence, knowledge and the level of skills required by the apprenticeship.

All Apprenticeship frameworks must include:

1. A competence-based element. (NVQs)
2. A knowledge-based element. (Technical Certificate/s)
3. Key skills (working in teams, problem-solving, communication skills, new technologies).
4. General employment rights and responsibilities.

## **National Vocational Qualifications**

Designed to develop real work skills in the workplace, they reflect the skills and knowledge required to do the job effectively. Achievement is obtained through training in both the workplace and at college. The assessment method is through workplace observation, questioning and the learner providing evidence that proves they are competent to meet industry standards.

## **Technical Certificate**

As well as the NVQ and Key Skills the Institute of Swimming (IOS) is required to deliver a Technical Certificate and/or work with partners to ensure that apprentices have access to relevant courses. This provides the underpinning knowledge element and will ensure the learner has an understanding of the industry and the skills required, it requires an end exam and carries its own certificate. These are nationally recognised qualifications in their own right as an awarding body has approved them. Each technical certificate varies depending on the programme and area of learning that is chosen.

## **Key Skills**

Each training programme will require the learner to develop his/her Key Skills; these will include communication, application of number and are an essential part of self-development, as well as helping with his/her occupational competence. Each Key Skill is separately certificated. The levels (1-4) to which key skills are required are depicted by the awarding bodies and vary depending on the area of learning being studied.

## **Apprenticeships in the Active Leisure and Learning (Framework Code 231)**

Apprenticeships in the Active Leisure and Learning sector have been designed to present opportunities for young people to develop a mix of practical and technical skills within the leisure industry that will allow them to develop at work and where applicable progress to higher education.

There are many different levels of the Apprenticeships available within the Active Leisure and Learning Framework, they all lead to a National Vocational Qualification (NVQs), Key Skill qualifications and a range of Technical Certificates which give the underpinning knowledge necessary to achieve the NVQ and allow for broader learning and development opportunities.

Within this Apprenticeship the Institute of Swimming will be delivering the following apprenticeships frameworks from October 2009:

- 1. Apprenticeship in Active Leisure and Learning Teaching Level 2 this is known as the “The Aquatic Teaching Apprenticeship Programme” *Annex A***
- 2. Apprenticeship in Active Leisure and Learning Coaching Level 2, this is known as the “The Coach Apprenticeship Programme” *Annex B***
- 3. Advanced Apprenticeship in Active Leisure and Learning Coaching Level 3, Teaching & Instructing Level 3 this is known as “The Professional Coach Apprenticeship Programme” *Annex C***

**Please refer to each annex for full details of each type of apprenticeship being offered.**

## **Delivery of Apprenticeship and Qualifications**

The Institute of Swimming (IOS) will be the training provider for these apprenticeships, they will manage the training programme and provide candidates with the necessary resources. The IOS will allocate each apprentice with an Assessor who will guide and assist them through their apprenticeship and monitor their progress. The Institute of Swimming will carry out candidate inductions and run a series of workshops at beacon centres over support the delivery and assessment of all apprenticeships. The IOS will co-ordinate the apprentices course programme and ensure they meet the requirements of the apprentice framework. The Institute of Swimming will carry out Apprentice recruitment and place apprentices with approved employers.

## **Being an approved Employer**

To gain approval there are a number of requirements each employer must meet.

1. Pay apprentices minimum salary of £95 Per Week as a PAYE centre. In the second year of the apprenticeship for apprentices aged 19+ the employer must ensure apprentices are paid at least the National Minimum Wage within the guidelines of government employment rights.
2. Demonstrate that apprentices will have access to a minimum of 16 hours of practical work per week.
3. Be able to issue apprentices with an employment contract that meets employment laws.
4. Have in place a staff policy manual, including a health & safety policy, data protection policy, no smoking policy, child safeguarding policy and equal opportunities policy.
5. Carry out a Criminal Record Bureau check for all apprentices.
6. For apprentices aged 19+ contribute £500 per apprentice per year towards the cost of their training.
7. Meet health & safety requirements of the Institute of Swimming, a risk assessment of the employment site will be carried out.
8. Fund and put all apprentices on an approved Health & Safety Course either at Work or in Sport as part of their apprenticeship.
9. Employers who wish to take on apprentices undertaking the Level 3 Professional Coach Apprenticeship must ensure that this apprentice is managed and supervised by a qualified member of staff who holds a minimum UKCC Level 3 Coaching qualification, has a minimum of 3 years Head Coach experience within a Swim 21 performance or competitive development programme.
10. Employers who wish to take on apprentices undertaking the Level 2 Coach Apprenticeship must ensure that this apprentice is managed and supervised by a qualified member of staff who holds a minimum UKCC Level 3 has a minimum of 3 years Head Coach experience within a Swim 21 Performance or Competitive development programme

11. Employers who wish to take on apprentices undertaking the Level 2 Teaching Apprenticeship is managed and supervised by a qualified member of staff who holds a minimum UKCC Level 2 Teaching and has a minimum of 3 Years full-time experience of leading an Aquamark accredited teaching programme.

### **Induction**

With the right person on board you will want them to stay and by providing a well-planned induction programme it will help the learner to settle. It will also help them to understand the job they will be doing, going through the employment contract and company policies is a good start.

To compliment the employer induction, the Institute of Swimming will, through their own programme of induction, inform the learner about the learning programme and relevant Institute of Swimming policies, such as Equal Opportunities policy.

### **To help this process the Institute of Swimming will:**

1. At the start of training, provide an induction programme.
2. Inform all involved about work based learning and their roles.
3. Explain how to achieve an NVQ.
4. Provide learning to apprentices on Employees Rights and Responsibilities.
5. Assist employers with induction.

### **The Employer will:**

1. Introduce the apprentice to the supervisor and the people they will be working with.
2. Give the apprentice, if applicable, a tour of the workplace and where to find the items they will need.
3. Inform and train the apprentice in Health and Safety.
4. Go through company policies and procedures.
5. Provide information on the job they are expected to do and the way in which they should behave.
6. Provide information on conditions of employment.

### **Individual Learning Programme**

With your apprentice now employed, he/she will need to develop his/her skills and job knowledge. Together we will produce a learning plan, this is individual for each apprentice and will provide information on what training he/she will receive in both the 'On' and 'Off' the job training in order to gain his/her qualifications. His/her current skill level and experience will be taken into account and should he/she require any additional support with Maths or English this will be addressed. The plan is updated should the framework, learner circumstances, or NVQ change.

### **Producing the Learning Programme the Institute of Swimming will:**

1. Make an assessment of the learner's current knowledge, skills and qualifications.
2. Identify the learner's training and development needs.
3. Identify areas where support may be required.
4. Provide a written learning plan.
5. Help both the employer and learner to understand the framework, including the NVQ, Technical Certificate and Key Skills.

**The Employer will help by:**

1. Assisting with the production of the learning plan.
2. Identifying company specific training requirements.
3. Providing support and opportunities in the workplace for the learner to develop his/her skills and knowledge.
4. Being aware of their own responsibilities toward the training programme and the need to include Key Skills.

**Delivery of the Learning Programme**

An NVQ is obtained through real work experience gained in the 'On the Job' training (in the workplace). Together with the IOS the employer will start to develop the apprentice's skills by providing opportunities to observe skilled workers and to initially perform basic skills tasks. This should lead, through supervision and practice, to the apprentice gaining a wide range of skills and confidence.

The apprentice is, in addition, given practical training in the classroom environment ('Off the Job' training) in the relevant skill area. With the IOS support, these skills are easily transferred back to the workplace. Key skills will also be part of the Learning Programme and in most cases it will be necessary to achieve a Technical Certificate to complete the framework.

**The IOS Support is to:**

1. Provide help if required with workplace training activities.
2. Provide the relevant 'Off the Job' training, including practical workshop and classroom theory to develop the skills learnt in the workplace in order to achieve the relevant qualifications.
3. Keep the employer informed of progress.
4. Review and monitor the apprentice and obtain employer feedback.
5. Set goals and milestones achievable by the apprentice and employer.

**The Employer's Support is to:**

1. Allow the apprentice to attend the Beacon Centre 6 times per year and/or block weeks for the 'Off the Job' learning to undertake training course and/or attend National England Talent Camps
2. Provide work based learning experiences for the apprentice to develop his/her skills and knowledge.
3. Allow the apprentice time to gather evidence and complete site diaries for completion of the NVQ.
4. Talk to the IOS regarding concerns, if any, of the training and delivery.
5. Recognise the current working time regulations.

**Work Based Assessment**

In order to achieve an NVQ each apprentice is required to gather evidence from the different work activities they carry out to demonstrate they have become competent in a range of real work activities. The apprentice's assessor, through an assessment plan, will agree with the apprentice the best way of collecting and presenting this evidence.

The assessor will also be required to observe the apprentice carrying out relevant real work tasks in the workplace, ensuring his/her work is consistent to the national industry standards. These observations will demonstrate, with other collected information a consistent standard of competency.

The role of the Assessor provides the link for all those involved in the assessment process; he/she not only provides information and support for the employer and their staff but importantly support and guidance for the apprentice.

**The IOS will:**

1. Provide support to the apprentice with guidance on collecting evidence and matching it to the NVQ requirements.
2. Help with understanding of the assessment process.
3. Make appointments to visit the site and assess the apprentice when they are ready for assessment.
4. Provide feedback to the apprentice on the completed assessment.

**The Employer will:**

1. Help the apprentice collect evidence.
2. Provide opportunities for assessment to be carried out on site.
3. Sign any evidence or statements prepared by the apprentice.
4. Sign any relevant assessment paperwork for the assessor.

**Support for the Apprentice**

With the time and resources that have been put into the recruitment of the apprentice, it is important that we ensure they will complete their training programme. Some apprentices will, for various reasons, decide they have made the wrong choice of career and training after they have started. They will need to be given support and guidance to address any problems at an early stage.

**The IOS Support is to:**

1. Have regular contact with the apprentice and employer.
2. Identify training needs and encourage completion.
3. Help to develop work based skills.
4. Assist with early identification of any problems.
5. Motivate the apprentice to understand the long-term benefits of qualifications and training.
6. Provide help and solutions when apprentices wish to change to a different training programme or employer.

**The Employer shall provide time and support to:**

1. Help the apprentice develop and practice work based skills.
2. Provide time and support for the apprentice to produce his/her NVQ evidence.
3. Encourage the apprentice to attend beacon centres and show real interest in this part of the training.
4. Be aware of the apprentice's needs and difficulties.
5. Make the IOS aware of any problems or concerns.
6. Provide advice on the long-term benefits of training and qualifications.
7. Help with finding suitable alternatives should the apprentice decide he/she has chosen the wrong training programme.

## Benefits of employing an Apprentice

Apprenticeships can help businesses and organisations across all sectors by offering a route to harness fresh new talent. Apprenticeships ensure that your workforce has the practical skills and qualifications your organisation needs now and in the future. Over 130,000 companies offer apprentice places because they understand the benefits that apprentices bring to their organisation – increased productivity, improved competitiveness and a committed and competent work-force.

- Cost effective employment
- Apprentices receive relevant and up to date training therefore can have immediate effect and contribution to your organisation
- Fill skill gaps within your workforce
- Receive additional support from the ASA/IOS for teacher/coach development within your organisation
- Benefit from apprentices being trained to your own organisations requirements/standards

## Completion of the Apprenticeship

When apprentices complete the apprenticeship they will be informed if they have successfully achieved the apprenticeship or if further action is required. Employers must ensure they make a commitment to employing apprentices full time upon successful completion and/or provide support and advice on progression for further training or study at higher education.

## Useful Links

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.skillsactive.com](http://www.skillsactive.com)

[www.lsc.gov.uk](http://www.lsc.gov.uk)

[www.direct.gov.uk](http://www.direct.gov.uk)

## Become an Approved Employer for the IOS

If you are interested in employing apprentices from either apprenticeship please complete the Employer Application Form and return to Michelle Kiff , 35 Granby Street, Loughborough, Leicestershire, LE11 3DU, Tel: 01509 615456, Mobile: 07793545234, Email:

[apprenticeships@swimming.org](mailto:apprenticeships@swimming.org) **All employer applications must be received no later than 7<sup>th</sup> August 2009**

The IOS are committed to place apprentices with suitable employers, therefore the IOS will assess each employer against the requirements of providing a good safe work placement. Upon receiving Employer Applications the IOS will arrange to visit each employer site to discuss the application, delivery agreements and carry risk assessments.

## **Annex A**

### **The Aquatic Teaching Apprenticeship Programme (Apprenticeship in Active Leisure and Learning Teaching Level 2)**

#### **What is the Aquatic Teaching Apprenticeship?**

This is a new teaching pathway programme developed for young people who want to pursue a full time professional career in aquatic teaching. The programme leads to the achievement of Level 2 Apprenticeship in Active Leisure & Learning – Teaching. The idea behind the programme is to provide young people the opportunity to undertake training and qualifications, receive mentoring, work with the ASA and obtain employment as an apprentice teacher with an approved employer. The programme will start in October 2009.

#### **Apprentice Profile and Eligibility requirements**

Apprentices will be young people who have a passion for teaching aquatics who will already have teaching experience. To be eligible apprentices must meet the following criteria:

- Aged 16-24
- Living in England
- Not in Full-Time Education
- Do NOT hold a degree or HND Qualification
- Hold a UKCC level 1 Teaching Aquatics (Or complete UKCC Level 1 Teaching Aquatics before October 2009)

#### **Training Framework?**

The apprenticeship takes 1 year to complete, during this time apprentices will undertake the following qualifications alongside their employment.

##### **1. Level 2 NVQ Coaching, Teaching and Instructing awarded by (1st for Sport)**

This qualification allows candidates to demonstrate competence within the teaching environment. To gain the full NVQ candidates must achieve all 5 mandatory units. Candidates will be given a portfolio to collect evidence for their NVQ. Candidates will be able to use the UKCC Level 2 in teaching as evidence for the NVQ as many of the units map across. Most of the candidates evidence will naturally occur from their employment as a aquatic teacher apprentice. This qualification is portfolio evidence based, candidates will be required to attend workshops delivered by the Institute of Swimming to support their achievement of the NVQ.

##### **2. Level 2 Certificate in Industry & Organisational Awareness for the Active Leisure and Learning Industry (1st for Sport)**

This qualification is a mandatory technical certificate component for an advanced apprenticeship in the active leisure and learning industry and is appropriate for anyone who has an interest in working in the industry. The L2IOA has been developed to provide candidates with an appropriate understanding of their employment rights and responsibilities, the organisation they work in, and how the organisation sits within the active leisure and learning industry. It also enables candidates to explore the industry they are working in.

### **3. Level 2 UKCC Teaching Aquatics**

The UK Coaching Certificate is a nationally recognised standard for coach and teacher education spearheaded by Sports Coach UK and centred on the needs of athletes. The qualification is made up of 6 units. Candidates will learn how to teach common skills in all aquatic disciplines, covering a range of technical knowledge and practical skills that will allow them to plan, deliver and evaluate a series of sessions.. This qualification will help towards 70% achievement of the NVQ.

### **4. First Aid at Work or in Sport**

This will be a generic first aid course that will focus on sporting environment and your place of work. This qualification encompasses both theoretical understanding and practical applications of first aid. This qualification will be delivered as a course.

### **5. Key Skills Application of Number Level 1 and Communication Level 1.**

Candidates who have achieved Grade C or above in GCSE English and Maths will be exempt from this component. Candidates who need to achieve these will do so via online learning.

#### **Progression:**

Upon successful completion apprentices can progress onto a number of different areas:

1. Full time employment
2. Professional Coach Apprenticeship Programme Level 3

## **Annex B**

### **The Coaching Apprenticeship Programme (Apprenticeship in Active Leisure and Learning Coaching Level 2)**

#### **What is the Coaching Apprenticeship?**

This is a new coaching pathway programme developed for young people who want to pursue a career in coaching. The programme leads to the achievement of Level 2 Apprenticeship in Active Leisure & Learning – Coaching. The idea behind the programme is to provide young people the opportunity to undertake training and qualifications, receive coach mentoring and learn from some of the best coaches in England, work with the ASA England Talent Team and obtain employment as an apprentice coach with an approved employer. The programme will start in October 2009.

#### **Apprentice Profile and Eligibility requirements**

To be eligible to do this apprenticeship you must meet the following criteria:

- Aged 16-24
- Living in England
- Not in Full-Time Education
- Do NOT hold a degree or HND Qualification
- Hold a UKCC Level 1 Coaching Qualification (Or be prepared to undertake UKCC Level 1 Coaching course before October 2009.)
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#### **Training Framework?**

The apprenticeship takes 1 year to complete, during this time apprentices will undertake the following qualifications alongside their employment.

##### **1. Level 2 NVQ Coaching, Teaching and Instructing awarded by (1st for Sport)**

This qualification allows candidates to demonstrate competence within the coaching environment. To gain the full NVQ candidates must achieve all 5 mandatory units. Candidates will be given a portfolio to collect evidence for their NVQ. Candidates will be able to use the UKCC Level 2 in Coaching as evidence for the NVQ as many of the units map across. Most of the candidates evidence will naturally occur from their employment as a coach apprentice. This qualification is portfolio evidence based, candidates will be required to attend workshops delivered by the Institute of Swimming to support their achievement of the NVQ.

##### **2. Level 2 Certificate in Industry & Organisational Awareness for the Active Leisure and Learning Industry (1st for Sport)**

This qualification is a mandatory technical certificate component for an advanced apprenticeship in the active leisure and learning industry and is appropriate for anyone who has an interest in working in the industry. The L2IOA has been developed to provide candidates with an appropriate understanding of their employment rights and responsibilities, the organisation they work in, and how the organisation sits within the active leisure and learning industry. It also enables candidates to explore the industry they are working in.

### **3. Level 2 UKCC Coaching (Swimming, Diving, Waterpolo, Synchronised Swimming)**

The UK Coaching Certificate is a nationally recognised standard for coach and teacher education spearheaded by Sports Coach UK and centred on the needs of athletes. The qualification is made up of 6 units. Candidates will learn to plan, implement, analyse and revise a series of six consecutive sessions within the context of a macro cycle prepared by a senior/licenses coach. This qualification will help towards 70% achievement of the NVQ.

### **4. First Aid at Work or in Sport**

This will be a generic first aid course that will focus on sporting environment and your place of work. This qualification encompasses both theoretical understanding and practical applications of first aid. This qualification will be delivered as a course.

### **5. Key Skills Application of Number Level 1 and Communication Level 1**

Candidates who have achieved Grade C or above in GCSE English and Maths will be exempt from this component. Candidates who need to achieve these will do so via online learning.

#### **Progression:**

Upon successful completion apprentices can progress onto a number of different areas:

1. Full time employment
2. Professional Coach Apprenticeship Programme Level 3

## **Annex C**

### **The Professional Coach Apprenticeship Programme (Advanced Apprenticeship in Active Leisure and Learning Coaching Level 3)**

#### **What is the Professional Coach Apprenticeship?**

This is a new coaching pathway programme developed for young people who want to pursue a full time professional career in coaching. The programme leads to the achievement of Level 3 Advanced Apprenticeship in Active Leisure & Learning – Coaching. The idea behind the programme is to provide young people the opportunity to undertake training and qualifications, receive coach mentoring and learn from some of the best coaches in England, work with the ASA England Talent Team and obtain employment as an apprentice coach with an approved employer. The programme will start in October 2009.

#### **Apprentice Profile and Eligibility**

Apprentices will be young people who have a passion for coaching who will already have some coaching experience. To be eligible apprentices must meet the following criteria:

- Aged 16-24
- Living in England
- Not in Full-Time Education
- Do NOT hold a degree or HND Qualification
- Hold a UKCC level 2 Coaching (Or complete UKCC Level 2 Coaching before October 2009)

#### **Training Framework**

The apprenticeship takes 2 years to complete, during this time apprentices will undertake the following qualifications alongside their employment.

##### **1. Level 3 NVQ Coaching, Teaching and Instructing awarded by (1st for Sport)**

This qualification allows candidates to demonstrate competence within the coaching environment. To gain the full NVQ candidates must achieve 3 units from a choice of 6 mandatory units and 2 units from a choice of 20 optional units. Candidates will be given a portfolio to collect evidence for their NVQ. Candidates will be able to use the UKCC Level 3 in Coaching as evidence for the NVQ as many of the units map across. Most of the candidates evidence will naturally occur from their employment as a coach apprentice. This qualification is portfolio evidence based, candidates will be required to attend 6 workshops delivered by the Institute of Swimming to support their achievement of the NVQ.

##### **2. Level 3 Certificate in Industry & Organisational Awareness for the Active Leisure and Learning Industry (1st for Sport)**

This qualification is a mandatory technical certificate component for an advanced apprenticeship in the active leisure and learning industry and is appropriate for anyone who has an interest in working in the industry. The L3IOA has been developed to provide candidates with an appropriate understanding of their employment rights and responsibilities, the organisation they work in, and how the organisation sits within the active leisure and learning industry. It also enables candidates to explore the industry they are working in. This qualification will be delivered as a course.

##### **3. Level 3 UKCC Coaching (Swimming, Diving, Waterpolo, Synchronised Swimming)**

The UK Coaching Certificate is a nationally recognised standard for coach and teacher

education spearheaded by Sports Coach UK and centred on the needs of athletes. The qualification is made up of 11 units. Candidates will learn to plan, implement, analyse and revise annual coaching programmes. This qualification will help towards 70% achievement of the NVQ.

#### **4. Level 2 Certificate in Fitness Instructing – Gym (Awarded by Central YMCA Qualifications)**

This award qualifies the individual to work within a gym environment. Upon completion you will be able to carry out inductions on gym equipment and to plan and supervise athlete workouts. It covers areas such as resistance and free-weights. Where you will learn a broad range of exercises and understand the basic principles of resistance programme design and delivery. This qualification will be delivered as a course.

#### **5. First Aid at Work or in Sport**

This will be a generic first aid course that will focus on sporting environment and your place of work. This qualification encompasses both theoretical understanding and practical applications of first aid. This qualification will be delivered as a course.

#### **6. Key Skills Application of Number Level 2 and Communication Level 2.**

Candidates who have achieved Grade C or above in GCSE English and Maths will be exempt from this component. Candidates who need to achieve these will do so via online learning.

#### **Progression**

Upon successful completion apprentices can progress onto a number of different areas:

1. Full time employment as a Level 3 Coach
2. Higher Education