

Value through people

Apprenticeships offer you:

- ♦ Training for those aged 16-24 in your chosen industry.
- ♦ Earn while you learn.

Recruitment:

- ♦ You can get assistance with your apprenticeship application from your local Connexions Careers Centre, Jobcentre Plus or us your local Training Provider.
- ♦ If you are an existing member of staff you may still apply.
- ♦ Your employers recruitment process can be used.

Training:

- ♦ The Employee Development Forum will assist employers in managing your apprenticeship training and administration.
- ♦ Training can take place on-site and/or by day release.
- ♦ Two types of training are available:
 - ♦ Apprenticeship (equivalent to 5 GCSE's grades A-C)
 - ♦ Advanced Apprenticeship (equivalent to 2 A-Levels)
- ♦ Apprenticeships available through The Employee Development Forum are:
 - ♦ Mechanical
 - ♦ Electrical
 - ♦ Electronic
 - ♦ Welding
 - ♦ Fabrication
 - ♦ Instrumentation
 - ♦ Manufacturing
 - ♦ Installation & Commissioning
- ♦ The Employee Development Forum will visit you regularly to ensure that your Apprenticeship programme is operating smoothly, benefiting both you and your employer.

Employment and Employer Responsibilities:

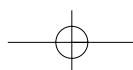
- ♦ Apprentices are employed full time; employers pay the average salary for the job, subject to ability, age and experience.
- ♦ You will be expected to undertake relevant work experience as part of the course to which your employer will be making an agreed financial contribution.
- ♦ Your employer will be expected to ensure that the working environment meets legal and health & safety requirements. You will be required to ensure that you cooperate with your employers health & safety policy.

Apprentices' Guide

Become an apprentice and get fully trained



Skill shortages mean recruiting a skilled workforce is harder than ever. Thousands of businesses have recognised the value of growing their own talent; they have recruited Apprentices on a programme of structured learning and work experience - in over 50 different vocational areas.



Getting Advice and Next Steps:

- ♦ Call The Employee Development Forum on **01403 791 292** or visit **www.theedf.com**
- ♦ Employees/employers can access training and funding information and advice and guidance from the following:
 - ♦ Learning and Skills Improvement Service - www.lsis.org.uk
 - ♦ Skills Funding Agency - www.skillsfundingagency.bis.gov.uk
 - ♦ Young People's Learning Agency - www.ypla.gov.uk
 - ♦ Apprenticeships - www.apprenticeships.org.uk
 - ♦ National Apprenticeship Service
- ♦ National Learning Advice (all adults) learndirect information and advice about all types of courses call **0800 100 900** or visit **www.learndirect.co.uk**
- ♦ National Minimum Wage Helpline can advise you on setting salaries. Please call **0845 6000 678**

The Employee Development Forum Ltd

The Employee Development Forum will provide excellent support to you through our direct links with the assessors at college and with your employer. We also carry out the initial Apprenticeship application and interview and testing process. Successful candidates are put forward to a potential employer for selection. Likewise, if you are a young employee who would like to do an Apprenticeship, your employer can call us with the details. We also offer facilities to interview prospective Apprentices.

You are welcome to contact The Employee Development Forum on **01403 791 292** to discuss your Apprenticeship requirements



The Employee Development Forum Ltd

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