

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to nationally recognised qualifications. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you will also achieve qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

The Apprenticeship programme will take place both at John Ruskin College and at the workplace, running for a duration of 12 - 24 months.

## ENTRY REQUIREMENTS:

There are no formal entry requirements for an Apprenticeship, however GCSE grade 4 (C) in English and Maths is preferable, if you do not have this you must have at least a Level 1 in Functional Skills in Maths and English and a successful initial assessment at college. You must be in paid work for a minimum of 30 hours per week. It is essential you have the right mind-set for working full-time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others.

## WHAT QUALIFICATIONS WILL I GET?

The Apprenticeship is made up of a number of qualifications, which includes:

- Level 2 Certificate in Supporting Teaching and Learning in Schools
- Maths Functional Skills
- English Functional Skills
- ICT Functional Skills
- Employment Rights and Responsibilities
- Personal, Learning and Thinking Skills

## COURSE DESCRIPTION:

This Apprenticeship is for people employed to work within schools supporting the teacher and the children in the classroom. This qualification is suitable for individuals new to the role with under a year's experience; working in roles that support pupils learning including teaching assistants, learning support assistants and special needs assistants. You will need to be working or volunteering in a school environment as they need to show competence in both knowledge and skills.

## UNITS/TOPICS COVERED:

The course is made up of mandatory and optional units which are based on knowledge and skills. The mandatory units are:

- Child and young person development
- Safeguarding the welfare of children and young people
- Communication and professional relationships with children, young people and adults
- Equality, diversity and inclusion in work with children and young people

- Help improve own and team practice in schools
- Maintain and support relationships with children and young people
- Support children and young people's health and safety
- Support children and young people's positive behaviour
- Support learning activities

**TYPE OF ASSESSMENT:**

The skills and knowledge which reflect good work place practice will be assessed through observation in the work place and a portfolio of written evidence. Methods of assessment could include:

- Professional discussion
- Reflection on own practice in real work situations
- Coursework
- Observation in the setting

All the assessment criteria of the mandatory and optional units must be achieved in order to obtain a pass.

**EQUIPMENT NEEDED:**

No specific equipment needed.

**WHERE CAN IT LEAD?**

- Supporting Teaching and Learning in Schools Level 3 Advanced Apprenticeship.
- Teaching, Classroom or Learning Support Assistant, Behaviour Support Assistant or Co-ordinator, Pastoral or Welfare Assistant, Bilingual Support Assistant or Team Leader

**COURSE FEE:**

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Companies with a payroll of more than £3 million pounds will have a levy account which can be used to pay for apprenticeship training. Where the training costs exceed the amount of levy available the government will contribute 90% of the outstanding amount and the employer will be invoiced the remaining 10%.

*Other companies:*

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	10% Contribution of overall fee
19+	10% contribution of overall fee	10% Contribution of overall fee

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.



## WHAT TO DO NEXT:

If you have an employer, please call 020 8651 1131 and ask to speak to a member of the Apprenticeship team for further advice and to arrange an interview, or email [JRCApplenticeships@johnruskin.ac.uk](mailto:JRCApplenticeships@johnruskin.ac.uk). Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

### Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact us on 020 8651 1131.

