

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 minimum of 24 months.

ENTRY REQUIREMENTS:

There are no formal entry requirements for an Apprenticeship but 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 that you will receive, which includes:

- The Diploma in Specialist Support for Teaching and Learning in Schools (QCF)
- English Functional Skills Level 2
- Maths Functional Skills Level 2
- ICT Functional Skills Level 2
- Employment Rights and Responsibilities
- Personal, Learning and Thinking Skills

COURSE DESCRIPTION:

This qualification provides students with a secure understanding of the knowledge and skills needed when working directly with children or young people in school environments. In choosing optional units the student can tailor the qualification towards their interests or their workplace.

UNITS/TOPICS COVERED:

The units cover children's development, safeguarding, equality and inclusion, supporting positive behaviour, communication and professional relationships with children, adults and other agencies, planning, delivering and reviewing assessment strategies to promote and support learning alongside the teacher and schools as organisations.

TYPE OF ASSESSMENT:

Working with your Assessor you will put together a portfolio of evidence to meet the criteria. This will include observation in the workplace, written tasks, discussion and work products. Achievement of the Functional Skills qualifications is via computer-based exams.

EQUIPMENT NEEDED:

No specific equipment needed.

WHERE CAN IT LEAD?

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. 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.

