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UKMHA Guide to Apprenticeships





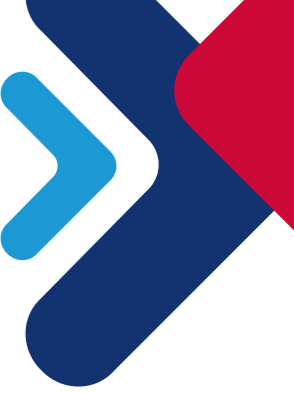
In partnership with SMB College Group, UKMHA are able to support both local and national companies to find the right fork lift engineer apprentice for their business.

UKMHA Guide to Apprenticeships

Apprentices can deliver real, measurable benefits – filling your skills gaps while boosting your organisation's efficiency and competitiveness. Apprenticeships are a cost-effective way to invest in your future employees, increase business growth and attract new talent. Apprentices are widely regarded as eager, reliable and loyal – and you can train them to suit your own workplace procedures and systems.



- **Improve your organisation's productivity and performance through better trained staff**
- **Solve your staff recruitment and retention problems in an affordable way**
- **Recruit to your own job specifications**
- **Shape and mould a person to your own business requirements**
- **Benefit from flexible training which dovetails with your working schedules and business needs**



Recruitment

Through SMB College Group we are able to offer a straightforward, free recruitment service to support employers in their search to employ an apprentice.

As part of the free recruitment service, SMB offer a range of services and support to ensure the smooth running of recruitment from start to finish. Some of the support offered includes:

- > **Uploading vacancies to the National Apprenticeship Site**
- > **Sending acknowledgements on receipt of an application**
- > **Shortlisting applications against the criteria set by the company**
- > **Sending weekly updates regarding application numbers**
- > **Handling enquiries from potential applications**
- > **Arranging Information and Assessment Days either in college or at the employer's chosen location**
- > **Corresponding with candidates to advise them of assessment and interview dates and locations**
- > **Sending unsuccessful letters to candidates**
- > **Operate a talent pool system**



Funding

What funding is available to you?

You can get money to go towards the cost of training and assessment. The amount you get depends on whether you pay the apprenticeship levy or not.

Employers who pay the apprenticeship levy

The amount of funding that an employer paying the apprenticeship levy can access is linked to:

- > **the value of their levy contributions**
- > **the proportion of employees living in England**
- > **a government top-up**

Employers access government funding for apprenticeships through their apprenticeship service account.

The amount of funds each employer will have available to spend in England is calculated using data that HMRC holds about the home address of employees. HMRC works out the proportion of each employer's pay bill that it pays to employees living in England for each PAYE scheme.

Employers continue to receive a 10% top-up to monthly funds entering an account. The level of funding that enters an employer's account each month is:

- > **monthly levy paid to HMRC**
- > **multiplied by proportion of the employer's pay bill paid to workforce living in England**
- > **plus a 10% government top-up on this amount**

Employers who do not pay the apprenticeship levy

Employers can get significant government funding to support their commitment to apprenticeships if they:

- > **do not pay the levy**
- > **want to invest more in apprenticeship training than they have available in their apprenticeship service accounts**



Funding

Employers must make a financial contribution, called a 'co-investment', alongside this government funding.

This cash contribution towards the costs of training, by the employer, is essential to increase quality and employer engagement. Employers make their co-investment payments directly to the training provider.

The rate of co-investment is 5% of the total price of the apprentice's training. The government covers the remaining 95% of the cost.

Small-employer waiver

We want to continue to support smaller employers to take on those who need more support. Employers with fewer than 50 people employed are eligible for no training costs, if the apprentices are:

- **Aged 16 to 18**
- **Aged 19 to 24 who have previously been in care or who have an education, health and care plan**

These employers are not required to contribute the 5% co-investment. Instead, the government will pay 100% of the training costs for these individuals up to the funding band maximum.

Help to pay for other costs

You can get £1,000 to support your apprentice in the workplace if they are one of the following:

- **16 to 18 years old**
- **19 to 25 years old with an education, health and care plan**
- **19 to 25 years old and they used to be in care**

If your apprentice is eligible, your training provider will give you the payment in 2 instalments of £500. You will get the first payment after 90 days and the second one after a year.



Supporting an Apprentice

Induction – as the employer, it is important to make the apprentice feel as comfortable as possible.

A few ways to consider for the induction experience are:

- **early communication with the apprentice, ideally before they start**
- **introducing them to people they are going to work with**
- **assigning them a mentor**
- **showing them what the apprenticeship from start to finish will look like**
- **talking them through how the organisation works (for example, mission statements, ethos and company behaviours)**
- **Investing and sharing future development opportunities**

Co-workers

Introduce the apprentice to people they will be interacting with on a day-to-day basis, so they can get to know them and feel at ease around them quickly. It is good to explain to the apprentice what it is they are there to do and when they will be doing their off-the-job training.

Setting expectations for the apprentice and the people around them can avoid any potential awkwardness or misunderstanding and may create a more inclusive working environment.

Supporting an Apprentice (continues over)





Supporting an Apprentice

Mentors

The role of a mentor is essential and a positive in many apprentices' experience. The mentor does not have to be the apprentice's line manager or the same person for all the apprenticeship. It is important that trust is established early to encourage the apprentice to ask for help when they need it. Also, the mentor needs to recognise the apprentice's achievements and ensure they have someone encouraging them to succeed.

Mentors should be communicating with the apprentices' training provider and can help the apprentice with any preparation that they need to do for their exams, coursework, and end-point assessments. Participating in any review meetings is also important in understanding the apprentice's progress.



Welfare and wellbeing in the apprenticeship

It is easy to forget that apprentices are not just employees or students – they are both, and on top of their personal lives.

Apprentices, like all employees and students, should be supported with their wellbeing and welfare throughout their apprenticeship and career. Therefore, it is crucial that a collective approach by the training provider, the employer and the apprentice should be taken to ensure their wellbeing needs are always met.

Accommodation

Whilst apprentices are on their block training at the college, SMB College Group will organise accommodation

For apprentices under the age of 18, it is SMB's policy that for safeguarding and welfare reasons, all under 18 apprentices will stay in host accommodation. SMB's Homestay accommodation provides a safe and welcoming environment for our apprentices with a home away from home feel. All homestay providers have been DBS checked and all accommodation has been vetted for suitability.

For apprentices 18+ we use local well recognised and high-quality hotels, located near to East Midlands Airport. This includes breakfast and evening meals and use of all the amenities including leisure facilities (subject to availability).



Training

On-and-off-the-job training and internal systems

For many apprentices, this will be their first job, or they might be changing careers. Understanding that apprentices are not expected to be experts when they start and that they need to learn is essential. Also, the systems you use might not be familiar outside of your organisation. Giving the apprentice the appropriate support and resources is likely to reduce the chance of confusion or stress

On-the-job training

On-the-job training is training received by the apprentice from their employer. This is to enable them to perform the work for which they have been employed to do. This training allows the apprentice to carry out their job duties but is not the teaching of the apprenticeship which is carried out by the training provider.

The learning around the knowledge, skills and behaviour of the apprenticeship is taught by the training provider. These can then be applied on the job.

6-hours per week of training is off-the-job, but the apprentice is also doing 30+ hours training on-the-job and there must be coherence between the two to reinforce and embed learning.

Off-the-job training

Off-the-job training is defined as learning which is undertaken outside of day-to-day work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours.

The off-the-job training must be directly relevant to the apprenticeship.

The 6-hours per week off-the-job training provides the time to focus and develop the required skills, knowledge and behaviours to achieve the apprenticeship. There are lots of activities that can contribute to off-the-job training. The key thing to remember is that it must be relevant to the apprenticeship.

Training

Knowledge, skills and behaviours

Knowledge, skills and behaviours form the basis of the apprenticeship's on-and-off-the-job training. An end-point assessment tests an apprentice's competency against the knowledge, skills and behaviours.



Knowledge

The information, technical detail someone needs to have and understand. Some knowledge will be occupation-specific, whereas some may be more generic.



Skills

the practical application of knowledge needed to successfully do their duties. They are learnt through on- and/or off-the-job training or experience



Behaviours

Mindsets, attitudes or approaches needed. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across apprenticeships than knowledge and skills. For example, team worker, adaptable and professional.



Curriculum

Apprentices joining the UKMHA Apprenticeship Scheme will be placed on the Fork Lift Truck and Powered Access Apprenticeship Course at SMB College Group, Coalville.

Fork Lift Truck and Powered Access Apprenticeship Standard

SMBs Level 3 apprenticeship programme is designed to give apprentices a well-rounded knowledge of the FLT maintenance and repair sector which helps them gain competency across different areas of their role.

Fork lift truck and powered access standard ST0387 (FLT Level 3 programme) is a 3-year programme with target 24 weeks delivery at the Stephenson Campus, Coalville (excluding end point assessment).

SMBs Fork Lift Truck Delivery Team will also visit apprentices onsite every 10 – 12 weeks. Their role is to:

- support workplace activities
- monitoring the progress of your apprentices
- offer support for the mentors during their visits

Apprentices who enrol onto the UKMHA FLT Level 3 programme will:

- attend two-week blocks (Monday-Friday) and return home over the weekend*. Block training is ordinarily every 6/7 weeks
- attend college on 5 x two-week blocks throughout each year of the apprenticeship (two or three blocks will be planned in year 3)
- Work hard, hit deadlines, build revision material and portfolio activity, participate in developing their knowledge and skills with our support (College and Employer)

*Travel am Monday / return pm Friday

End Point Assessment

End-point assessment (EPA) is an independent assessment that takes place at the end of the apprenticeship training. This is to test that the apprentice is competent in their occupation.

All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

Apprentices, like any student, should be aware of the nature and demands of the assessment they are working towards from the very start. All apprenticeships should start with the goal of achieving the best grade possible. It is important for apprentices to be familiar with what is needed to achieve those grades.





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