



**NATIONAL
COLLEGE
CREATIVE
INDUSTRIES**

APPRENTICESHIPS

EMPLOYER SUPPORT PACK

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ABOUT THIS SUPPORT PACK

This support pack has been developed for employers who are thinking of taking on an apprentice for the first time. This pack should also ensure that both you and your apprentice benefit from working together and form a very successful partnership.

The National College Creative Industries is committed to working with the industry to reduce skills gaps and shortages. Work is ongoing to increase the pool of new talent available to the industry and to provide financial and training support for employers committed to apprenticeships.

By working together we can help your apprentice to successfully achieve their apprenticeship and develop a fully qualified and professional workforce.

We can offer expert advice and guidance to support you with the recruitment of the right apprentice for your business and help you to understand what you need to do to support, encourage and guide your apprentice through their apprenticeship training programme.

WELCOME TO NATIONAL COLLEGE CREATIVE INDUSTRIES APPRENTICESHIPS

National College Creative Industries is committed to working with employers to provide opportunities for apprentices in the creative industries. Meeting industry demand to provide a diverse and highly skilled professional workforce to fill the sector skills gap and, by working with employers, we hope to support the future growth of this exciting industry.

National College Creative Industries apprenticeship programmes aim to shine a light on the broad range of backstage and offstage jobs as well as providing outstanding training for the next generation of creative professionals.

With our industry-standard facilities and highly experienced staff, we hope that we can support the sector, the employers and future talent to help those who are interested in the creative industries to achieve their potential.

If you would like to discuss any of our activities or to tell us about your organisation's requirements, please call 020 3675 6750.

We look forward to working with you.

Jane Button
Principal and CEO of National College Creative Industries



WHAT IS NATIONAL COLLEGE CREATIVE INDUSTRIES?

National College Creative Industries has been founded by leading employers. Our curriculum is designed by the industry for the industry, providing specialist hands-on training in the technical skills that are required by the creative and cultural sector.

The creative industries are thriving in the UK and are worth £84.1 billion per year to the UK economy. The industry needs new, highly trained talent to meet the current skills gap.

At National College, we understand the range of skills and experience required to develop the most employable graduates to work within the industry.

The creative and cultural sector is an exciting and growing industry with a range of opportunities for talented and skilled individuals:

- Creative occupations will increase by 307,000 workers by 2022.
- There are currently 35 vacancies per 1,000 jobs in the digital and creative industries.
- The BBC's skills survey 2015 identified specific gaps for broadcasting, including camera, lighting and sound.
- Around 30,000 skilled offstage and backstage workers were needed in 2017, with a forecast shortage of 6,000.

Mission:

National College Creative Industries offers a progressive, dynamic model of industry-led and governed education giving graduates direct line of sight to employment.

Vision

To provide the creative industries with a diverse and highly skilled professional workforce; responding to the sector skills gaps through industry-led and designed education.

Our Values:

- Career focused.
- Industry-led.
- Driving workforce diversification.

Founding Employers



WHAT IS AN APPRENTICESHIP?

Apprenticeships are work-based training programmes that combine work and training.

It is important that your apprentice undertakes the right apprenticeship for them so that they achieve and complete their learning goals.

At National College Creative Industries we offer two levels of apprenticeships.

Intermediate apprenticeships

These usually take 12 months to complete. Apprentices work towards a number of components that make up their Apprenticeship Framework or Standard. For Apprenticeship Frameworks these include:

Certificate in their chosen pathway at Level 2 completed in the workplace. These qualifications rely on the opportunity to practise and develop relevant skills in the workplace and are assessed against an agreed set of industry standards.

The Award in Principles of Creative and Cultural Industries at Level 2 is completed through online learning with the Industry Practitioner and this will include the Employer Rights and Responsibilities workbook.

All apprentices complete practical and theory assessments in the workplace with the employer. They will need to pass these assessments to demonstrate their knowledge and understanding of a range of topics or units. Our Industry Practitioner will discuss and agree with you the units that each apprentice will be undertaking.

Some apprentices will be required to study Functional Skills in English, Maths and ICT at Level 1 if they do not already hold a qualification in these subjects. These will be delivered by Industry Practitioners in small group sessions. Formal exams will be managed the National College Creative Industries team.

Advanced apprenticeships

These usually take 18 months to complete. Apprentices work towards a number of components that make up their Apprenticeship Framework or Standard. For Apprenticeship Frameworks these include:

- The Level 3 Diploma will be completed in the workplace with the employer.
- The Certificate in Principles of Creative and Cultural Industries at Level 3 is completed through online learning with the support of the Industry Practitioner.
- Apprentices without a GCSE or Level 2 qualification in English, Maths or ICT will be required to study these subjects. These will be delivered by Industry Practitioners in small group sessions. Formal exams will be managed the National College Creative Industries team.

Apprenticeships:

- Help to tackle the current skills shortage within the creative industry.
- Attract new talent into the industry.
- Offer a structured programme of training and study.
- Allow young people to learn while they earn.
- Provide nationally and internationally respected qualifications.
- Ensure that your workforce has the right mix of skills and qualifications.
- Develop a committed, motivated and competent workforce.



RECRUITING THE RIGHT APPRENTICE

We want you to have the best possible experience when taking on an apprentice with the National College Creative Industries.

As an employer, ensuring you have a good foundation and capacity to help them progress through each stage of an apprenticeship is important. When you recruit an apprentice they will need to have a clear view of the training on offer, the attributes and personal skills to fulfill the position successfully.

We are on hand to help guide you through the recruitment process and help with any questions you may have.

We can offer support and guidance when advertising for the position to assist you to recruit the best possible candidates for the roles. We will commit to advertising the vacancy on the Digital Apprenticeship Service as well as the National College Creative Industries website. We will also contact our own database of applicants who have expressed an interest in an apprenticeship opportunity. We would also recommend you

consider advertising vacancies in the following places:

Creative Choices website <https://ccskills.org.uk/>

National Apprenticeship Matching Service website: <https://www.gov.uk/recruit-apprentice>

The team at the National College Creative Industries can support employers by screening candidates to check their eligibility for an apprenticeship programme and whether they meet the entry requirements based on their prior qualifications. Once we have completed the screening process we will provide employers with a shortlist of suitable candidates. This support will save you valuable time and allow you to focus on recruiting the right apprentice for your organisation.

If your search for the right apprentice is not successful, we can provide guidance support on next steps.

SUPPORTING YOUR APPRENTICE'S PERSONAL AND WORK SKILLS DEVELOPMENT

Your apprentice will have learning and development built into their apprenticeship. However, it is still essential that you support training and development on the job. Work shadowing experienced colleagues can be very productive.

Your Industry Practitioner will conduct regular progress reviews in the workplace. It is important that you play an active role in supporting your apprentice during these reviews. They will provide you with a formal record of the progress your apprentice is making. They will also record goals, actions and training activities to help the apprentice see how they have progressed.

Your Industry Practitioner will be working with you and your apprentice on their qualification. They will also work in partnership with any functional

skills tutors to monitor and discuss progress, work tasks, strengths and areas for development. Working in partnership with them will enhance the experience for all parties and will help the apprentice to develop their skills, confidence and trust.

At National College Creative Industries we also have our Student Industry Standards Coordinator to support apprentices with all their pastoral care needs.

SAFEGUARDING - WHAT DOES NATIONAL COLLEGE CREATIVE INDUSTRIES DO?

We take our role seriously in promoting the health and well-being of our learners.

The college is strongly committed to safeguarding all young people, adult learners and staff against harm, bullying/harassment beyond legal compliance. We will therefore actively promote the well being of all staff and apprentices and ensure that this is central to our planning, decision making and day to day activities.

The college's safeguarding responsibilities include:

- Practising safe recruitment, selection and vetting procedures that include checks into the eligibility and suitability of appropriate staff.
- Ensuring that all employers and work placement providers have been risk assessed for safety and suitability.

- Working in partnership with learners and other agencies in promoting a safe learning environment.

We will safeguard all learners by:

- Valuing them, listening to them, respecting them and taking appropriate interventions where required.
- Providing safeguarding guidelines through our procedures and policies.
- Sharing information about concerns with designated agencies, and involving learners and their parent/carers appropriately.

AS AN EMPLOYER, WHAT CAN YOU DO TO SAFEGUARD YOUR LEARNERS?

Employers need to:

- Have a safeguarding policy in place.
- Be aware of our Designated Safeguarding Lead. We will give you their contact details when each apprentice starts their work placement.
- Act promptly to any situation or issue which has arisen to safeguard all employees and apprentices.
- Promptly report to us any disclosures or issues.

Experience tells us that if we work together and agree effective targeted support, most situations can be resolved. Prompt interventions and appropriate support will ensure that the apprentice remains on their apprenticeship programme, achieves their learning goals and remains an effective and valued member of your team.





HELP AND SUPPORT FOR YOUR APPRENTICE

We will provide your apprentice with the following:

- Initial assessment of basic literacy and numeracy, used solely for the purpose of identifying any potential support needs in these areas that your apprentice may require during their apprenticeship programme.
- Individual apprenticeship plan setting out their prior learning and what they have to do to achieve their apprenticeship framework.
- Regular reviews of progress carried out by your designated Industry Practitioner. These reviews

make sure that your apprentice is progressing at the required rate with their apprenticeship, provide opportunities to identify any support for learning that may arise and agree actions to progress the apprentice at college and work. We also use the reviews to monitor personal effectiveness, health & safety and fairness, inclusion and respect.

- Individual apprentice training schedule which will be used to keep you informed of what is being taught and how relevant activities can support the practice and development of work-based skills at the same time.

HEALTH, SAFETY AND WELFARE

Apprentices should be treated no differently from any other employee within your organisation in respect of health, safety and welfare. Employers must comply with the requirements of the Health & Safety at Work Act 1974.

Some issues that employers need to consider when employing apprentices

- Lack of safety awareness.
- First experience of a working environment.
- Minimum age limit of 18 on some duties.
- Young people may not appreciate their own limitations and capabilities.
- The requirement for a greater level of supervision depending on the work being undertaken and conditions.
- Temptation to arrive at work whilst unfit due to several factors (alcohol, drugs, tiredness, medication).
- The possibility of creating dangerous situations because of an eagerness to please.

All apprentices must be given a health and safety induction when starting in a new workplace. This should include:

Use of tools, machinery and equipment

- Suitable and sufficient information, training and instruction must be provided.
- Apprentices must be supervised until they are competent to use equipment on their own.

Company health and safety information

- Issued to your apprentice and your procedure explained.

Work prohibitions and restrictions

- Any specific health and safety restrictions should be advised in writing to the apprentices.

Employer and apprentice health and safety responsibilities

- Apprentices should be reminded of their responsibilities at each review.

Personal Protective Equipment (PPE)

- All apprentice PPE to be issued by the employer free of charge.

Minimum recommended items of PPE that apprentices should be issued with to enable them to work safely while learning their skills.

FUNDING AND THE APPRENTICESHIP LEVY

What is the Apprenticeship Levy?

In April 2017, the government changed the way that apprenticeships are funded. Some employers are now required to contribute to the apprenticeship levy, and there have been changes to the funding for apprenticeship training for all employers. The levy requires all employers operating in the UK, with a pay bill over £3 million each year, to invest in apprenticeships. This change affects employers in all sectors. The levy is only paid on annual pay bills in excess of £3 million, which means that fewer than 2% of UK employers contribute to it. Whilst the introduction of the Apprenticeship Levy may sound complicated, there's plenty of information and resources available to help you figure out how this potentially affects your organisation and how to navigate the levy now it's been introduced.

If you don't need to pay the levy

You have the option of paying for your training direct to The National College, charges and payment instalments are discussed in person. Alternatively The National College will put you in touch with our funding partner to arrange delivery of the apprenticeship between them and yourself with us delivering part of the training alongside them.

If you pay the levy

You'll receive funds to spend on training and assessing your apprentices. The government will add 10%. You will need to register with the new Digital Apprenticeship Service.

Further information on apprenticeship funding can be found at the following GOV.UK websites:

- <https://www.gov.uk/education/apprenticeships-traineeships-and-internships>
- <https://www.gov.uk/government/publications/apprenticeship-levy/apprenticeship-levy>
- <https://estimate-my-apprenticeship-funding.sfa.bis.gov.uk/>

OUR EMPLOYER PARTNERS

National College Creative Industries works with employers across the UK providing apprentices for roles in the creative industries. Those employers are both levy and non-levy paying organisations that have as few as one apprentice in their team with larger employers having as many as 20 apprentices supported by National College Creative Industries.

Employers we work with include:

- | | | | |
|---|-------------------------------|-------------------------------------|--------------------------------------|
| ▪ Academy Audio Ltd, Buckinghamshire | ▪ Guildhall Art Gallery | ▪ O2 Islington | ▪ Sir William Borlace School, Marlow |
| ▪ The Backstage Centre, Essex | ▪ Kings Centre, Eastbourne | ▪ O2 Manchester Appollo | ▪ Southend Theatre |
| ▪ Barbican | ▪ Live Nation | ▪ O2 Southampton | ▪ Stratford East Theatre |
| ▪ Battersea Arts Centre | ▪ London Metropolitan Archive | ▪ Orleans House Gallery, Twickenham | ▪ The Gate Theatre, London |
| ▪ Brockhill Performing Arts College, Kent | ▪ London Transport Museum | ▪ Portsmouth Guildhall | ▪ Theatre Royal Norwich |
| ▪ Cambridge Junction | ▪ Lyric Hammersmith | ▪ Roundhouse | ▪ Theatre Severn, Shrewsbury |
| ▪ Croydon Council | ▪ National Theatre | ▪ Royal Albert Hall | ▪ Ticketmaster |
| ▪ Donmar Warehouse Project | ▪ New Wolsey Theatre, Ipswich | ▪ Royal Museums Greenwich | ▪ Welwyn Hatfield Borough Council |
| ▪ Frensham Heights School, Surrey | ▪ O2 Academy Liverpool | ▪ Royal Opera House | ▪ White Light |
| ▪ Green Spark Productions, Suffolk | ▪ O2 Academy Newcastle | ▪ Sadler's Wells | ▪ Winchester City Council |
| | ▪ O2 Brixton | ▪ Shaftesbury Theatre | |

If you are an organisation working outside of the creative industries looking to employ apprentices, we would happy to discuss your options. Please contact us for an initial conversation and our experienced team will be able to provide impartial advice and guidance.

APPLY NOW

www.creativeindustries.ac.uk

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