

Frequently Asked Questions

Are there different levels of Apprenticeships?

Yes, there are three levels of Apprenticeship available for those aged 16 and over at Guildford College:

- **Apprenticeships** (equivalent to five good GCSE passes) Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in most cases, a relevant knowledge-based qualification such as a BTEC. These provide the skills they need for their chosen career and allows entry to an Advanced Apprenticeship.
- **Advanced Apprenticeships** (equivalent to two A-level passes) Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC. To start this programme, the applicant should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.
- **Higher Apprenticeships** (from the equivalent to a foundation degree to a bachelor's degree) Higher apprenticeships are the best combination of on the job training and employees studying for a higher level qualification. To start a higher apprenticeship, applicants need to have entry qualifications typically at Level 3 such as A-levels, Advanced Level Diploma, NVQ level 3 or an Advanced Apprenticeship.

Do they lead to further qualifications?

Apprentices can progress to Higher Education, including university degrees.

How are Apprenticeships developed?

Business representatives from the relevant industry sector work with the Sector Skills Councils to develop the course content. Because they genuinely understand your business, the training will be relevant for your industry.

So, what are Apprenticeships?

They are work-based training programmes designed around the needs of employers, which lead to national recognised qualifications.

What are my responsibilities as an employer?

You must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentice's wages.

What does Guildford College do?

Throughout the Apprenticeship the College will be able to support and guide you. We will work with you to:

- help you decide which Apprenticeship is right for you
- agree a training plan with your apprentice
- recruit an apprentice or support your existing staff into Apprenticeships
- manage the assessments
- ensure that national quality standards are met and deliver integrated, coherent training

Where do they take place?

This is up to you. Most of the training is 'on the job' at your premises. The rest will be provided by Merrist Wood College, either on a day-release basis to Merrist Wood College, or in some cases delivered in your workplace by our trainers and assessors.

Who are they for?

You can use Apprenticeships to train both new and existing employees. Funding is available to train apprentices.

Who runs them?

Apprenticeships are designed by the Sector Skills Councils (part of the Skills for Business network), while the National Apprenticeship Service helps to fund the training.

Will there be a mountain of paperwork?

No. There is a need to ensure that the training provided is of a high quality, and that the public funding provided is used for training – but this is not a bureaucratic process.
