



LONDON'S ORIGINAL  
EDUCATION BUSINESS PARTNERSHIP

# ( APPRENTICESHIPS )

## GOOD FOR BUSINESS.

**Spark! - winner of the 2011 London Councils Apprenticeship Awards - manages the apprenticeship programme on behalf of the London Borough of Hounslow. We provide support for employers and currently delivers a high quality programme in Business and Administration and Customer Service. At present Spark! has 30 Apprentices in learning.**

**Apprenticeships** are designed with the help of the employers in the industry. They offer a structured programme that takes trainees through the skills they need to do a job well.

**As employees**, apprentices earn a wage and work alongside experienced staff to gain on the job skills and knowledge. Off the job, apprentices attending training at Spark! training centre to work towards nationally recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can apply.

### Levels of Apprenticeships

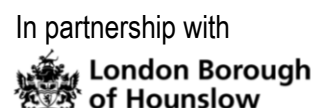
**Intermediate Apprenticeships** (equivalent to 5 A\*-C GCSEs). Apprentices work towards work-based learning qualifications at level 2, Functional Skills and, in most cases, a relevant knowledge based qualification at level 2. These provide the skills you need for your chosen career and allow entry to an Advanced Apprenticeship.

**Advanced Apprenticeships** (equivalent to 2 A-Levels). Advanced apprentices work towards work-based learning qualifications at level 3 Functional Skills and, in most cases, a relevant knowledge based certificate at level 3. To start this programme, the applicant should ideally have five GCSEs (grade C or above) or have completed an Intermediate Apprenticeship.

**Higher Apprenticeships.** Higher apprentices work towards work-based learning qualifications at level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

**“Being a small business it has helped us enormously to have someone like Marigona. She has proven herself to be an asset to the team. We are delighted to be working in partnership with Spark! to develop the skills and attributes that will help her succeed in the future. The Spark! team have made the whole process very simple and have made Marigona feel very welcome at the training sessions.”**

**Abul Khayer, Refurb-Phone**



**“I have met some fantastic people, I’m learning new skills that will benefit me in future work and the experience that I am gaining is priceless.”**

**Aidan Coyle, Business and Administration Advanced Apprentice now attending University**

### **Funding and costs**

Apprenticeship funding is available from the Skills Funding Agency/National Apprenticeship Service. If the apprentice is aged 16–18 years old, you will receive 100 per cent of the cost of the training; if they are 19-24 years old, you will receive up to 50 per cent and will be charged £2500 for the remainder.

If you are eligible for funding, this is paid directly to Spark! as the organisation that trains and supports the Apprentice.

### **New government incentive for employers**

The National Apprenticeship Service (NAS) can provide a grant of £1500 to assist businesses in meeting those initial costs of taking on a young

person aged 16 to 24 years old. There are 40,000 Apprenticeship Grants for Employers available up to March 2013. If you are interested in getting your hands on the grant to help recruit and train your first apprentice then please e-mail [Michelle.Matty@sparklondon.org](mailto:Michelle.Matty@sparklondon.org) in the first instance.

### **FAQs**

**Work Experience** – All participants undergo a robust initial assessment process, including 2 weeks voluntary work placement with potential employer and complete a nationally recognised qualification in Health and Safety

**Job role** – All apprentices must be given a minimum 1 year contract, 30 hr week. Spark! advises employers on contracts, job descriptions, appropriate tasks, risk assessment and insurance information

**Salary** – Must be met by the employer, funding is only available to pay for the training. Whilst the minimum wage is £2.50, we recommend for a Business Administration Apprentice in Hounslow be paid a starting salary of £8,500.

**Training** – Employers approve day release for the off the job training programme at Spark! training centre.

**“NOW MORE THAN EVER IT IS IMPORTANT WE WORK TOGETHER TO DEVELOP YOUNG PEOPLE AND BUILD THE SKILLS YOU NEED FOR YOUR BUSINESS TO THRIVE.”**

### **Further information**

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