

Train or recruit your young Business and Administration talent with Spark!

An Apprentice will cost approx. £8,500 per annum*

Sign up an existing young member of your team (aged 24 or under) to the Spark! Business and Administration Apprenticeship training programme today.

Or why don't you work in partnership with Spark! to recruit a talented young person from the local community ready for an entry level Business and Administration Apprenticeship in your business.

Whichever option you choose, you'll experience good value for money and a high quality training partner, as well as the potential of a £1,500 grant.**

Option 1: Put an existing member of your staff on the Spark! training programme



Option 2: Work with Spark! to recruit a young person to a new Apprentice post



What skills will an Apprentice in Business and Administration develop and bring to your business?

- Organising projects & meetings and using computer software to process data
- Supervising and managing an office facility, including organising finances
- Dealing with customers, as well as supervising & managing colleagues

* Salary cost 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.

** Through Spark! until March 2013 the National Apprenticeship Service (NAS) can provide a grant of £1,500 to assist businesses in meeting the costs of taking on an Apprentice aged 16 to 24 years old for the first time.

For more information visit: www.sparklondon.org/apprenticeships

Call or email Michelle Matty, Head of Hounslow Learning

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Exploring the detail...

Spark! – established in 1980 and 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 deliver a high quality programme in Business and Administration, or 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's training centre to work towards nationally recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can apply.

"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. 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

Levels of Apprenticeships

Spark! offer: Intermediate Apprenticeships equivalent to 5 A*-C GCSEs; Advanced Apprenticeships equivalent to 2 A-Levels; and Higher Apprenticeships, work-based learning qualifications at level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

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.

Screening and work experience

All participants new to your organisation undergo a robust initial assessment process, including 2 weeks voluntary work placement with you as the potential employer. They also complete a nationally recognised qualification in Health and Safety.

Job role and training

All apprentices must be given a minimum 1 year contract, 30 hrs per week. Spark! advises employers on contracts, job descriptions, appropriate tasks, risk assessment and insurance information. Employers approve day release for the off the job training programme at Spark's training centre in Brentford.