

Developing skills to build a career in the Voluntary & Community Sector



Apprenticeships – The proven way to train your workforce

This project is led by the East Midlands Learning and Skills Partnership which is made up of the Sub-Regional Voluntary and Community Sector Learning and Skills Consortia operating in the East Midlands. These are: Derbyshire Learning & Development Consortium; VOCOLLS, Leicestershire; enable, Nottinghamshire; Lincolnshire and Rutland Learning and Skills Consortium, Lincolnshire and Northamptonshire Skills and Learning Consortium.

Each organisation is responsible for driving forward a Voluntary and Community Sector (VCS) Workforce Development Strategy in their county and has a track record of managing and delivering workforce development activities to meet VCS organisational needs.



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East Midlands
Learning & Skills Partnership

For more information visit
www.emlearning.org.uk
or call 0115 934 9543

What is an Apprenticeship?

An Apprenticeship is a work-based training programme designed around the needs of an employer, which lead to recognised qualifications. You can train both new and existing employees. Most of the training is 'on the job' at your premises and the rest can be provided by a local college or specialist training provider.

All apprentices must learn key skills that support individuals in their job. These include Communication and Application of Number. They may also include other key skills such as Information and Communication Technology, Working with Others and Problem Solving.

There are three levels of Apprenticeship available: Apprenticeships (equivalent to five good GCSEs); Advanced Apprenticeships (equivalent to two A-Level passes) and Higher Apprenticeships (work towards NVQ Level 4)

For more information visit:
www.apprenticeships.org.uk
or call 08000 150 600

WHAT IS AVAILABLE UNDER THE VCS APPRENTICESHIP PROGRAMME?

Are you looking for a well trained, flexible and diverse workforce?

This is a unique Apprenticeship programme open to volunteers and existing voluntary and community sector employees aged over 19, who have low or no prior qualifications, or hold higher level qualifications not relevant to working in the voluntary and community sector.

The programme lasts between 8 and 18 months depending on the starting point and needs of your apprentice. They may need to attend a college or training provider on a day release arrangement. But their knowledge and work experience is assessed through a portfolio of evidence and observations in the work place. The Technical Certificate is assessed by exam multiple choice questions and Key Skills assessed by a test and/or portfolio.

The Apprenticeship programme is fully funded by the European Social Fund (ESF) along with support for travel, childcare and family care costs.



What courses are available and what qualifications can your apprentice achieve?

The VCS Apprenticeship programme is offering Apprenticeships (Level 2) and Advanced Apprenticeships (Level 3) in:

Youth Work

NVQ Level 2 and 3

Technical Certificate:

Either City & Guilds Supporting Youth Work or Level 2/3 or ABC Certificate in Youth Work Level 2/3

Key Skills:

- Communication Level 1/2
- Application of Number Level 1/2
- IT Level 1/2
- Working with Others Level 1/2
- Improving own Learning and Performance Level 1/2
- Problem Solving Level 1/2

Customer Service

NVQ Level 3 in Customer Service

Technical Certificate:

Level 3 Certificate in Customer Service or Level 2 Certificate in Business Administration

Key Skills:

- Application of Number Level 1/2
- Communications Level 1/2

Administration

NVQ Level 2/3 in Business and Administration

Technical Certificate:

Level 2/3 in Business Administration

Key Skills:

- Level 1/2 Application of Number and Level 1/2 Communications

IT

NVQ Level 2/3 in ICT Professional Competence

Technical Certificate:

Level 2/3 Certificate in ICT Systems and Principles

Key Skills:

- Communication Level 1/2
- Application of Number Level 1/2

Health and Social Care

NVQ Level 2/3 Health & Social Care

Technical Certificate:

Certificate in Health & Social Care level 2/3

Key Skills:

- Communication Level 1/2
- Application of Number Level 1/2

Childcare

NVQ Level 2/3 in Children's Care Learning and Development

Technical Certificate:

Level 2/3 Certificate in Children's Care, Learning and Development

Key Skills:

- Level 2 Application of Number
- Level 2 Communications

If you have an area of work that you feel could be satisfied by following the Apprenticeship programme please ask your Workforce Development Adviser.

NVQ EQUIVALENT QUALIFICATIONS

Level 1	5 GCSEs at grades D–G
Level 2	5 GCSEs at grades A*–C
Level 3	2 A Levels / 1 vocational A Level
Level 4/5	HNC, HND and degree level

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How do I as the employer check the eligibility of my employee or volunteer?

They must be:

- Over 19
- Living or working in the East Midlands
- Employed or a volunteer for a charity, voluntary or community organisation for 16 hours or more per week

Every apprentice and organisation will be supported by a VCS Workforce Development Advisor and each will receive a tailored programme to meet their needs.

There are a number of initiatives available to organisations, offering guidance and funding to develop the skills of their volunteers and employees. Please ask your VCS Workforce Development Advisor about the Train to Gain service and Skills Pledge.



European Union
European Social Fund
Investing in jobs and skills

How to apply?

You may wish to talk this opportunity through with your Workforce Development Adviser:

NOTTINGHAMSHIRE & NORTHAMPTONSHIRE

Lynn Williams or **Claire Dady** – Enable

Tel: 0115 934 8495

Email: lynn@enable.uk.net or claired@enable.uk.net

DERBYSHIRE

Sarah Martin – Derbyshire Learning & Development Consortium

Tel: 01332 265 960

Email: sarah.martin@consortium.org.uk

LEICESTERSHIRE

Mick O'Hara – Vocolls

Tel: 0116229 3019

Email: mick@ccp.org.uk

LINCOLNSHIRE

Janet Farr – CG Partnership

Tel: 01673 843489

Email: janet@cgpartnership.com

Or you can download an Application from
www.emlearning.org.uk or
www.enable.uk.net
or call **0115 934 9543**

