

# APPRENTICESHIPS

## A GUIDE FOR EMPLOYERS



# APPRENTICESHIP

Our apprentices are our future workforce, Managers, Directors, apprentices are key to our economy and prosperous future.

Apprentices gain valuable skills and knowledge to support businesses across Wales. Their training is tailored to the employer business needs therefore, making a direct positive impact for the business.

As Managing Director of ITeC Digital Training, I speak to employers and apprentices daily and I am always amazed with the positive impact apprentices provide for businesses. Having worked within the Work Based Learning Sector for over 36 years, it is great to obtain feedback from previous apprentices and to find out how their careers have progressed, especially within the IT sector. Some become Managers or business owners and recruit their very own apprentices!

Helen Necrews  
Managing Director, ITeC Digital Training



# FRAMEWORKS

- IT User Design & Graphics Level 2 & 3
- IT User ECDL Level 2 & 3
- IT User Social Media & Marketing Level 2 & 3
- IT Practitioner Level 2, 3 & 4
- Software & Web Development Level 2, 3 & 4
- Social Media Level 3
- Digital Marketing Level 3 & 4

# DURATION OF FRAMEWORK

- Level 2 - 14 Months
- Level 3 - Range 15 - 21 Months  
Depends on the framework
- Level 4 - 24 Months



# GETTING STARTED

Once we receive contact from a referral partner or an employer, our referral team will make an initial contact and discuss the following requirements

- Role & job description
- Apprenticeship frameworks
- Recruitment options
- Apprenticeship for existing members of staff



# WHATS NEXT

The next step in the employer process, is for ITeC Digital Training to complete a Health and Safety appraisal which is valid for 4 years.

The H&S appraisal is in two parts:

Section 1 - Management of H&S - checking policies and procedures e.g:

- Public and employers liability details
- Health & safety policy
- Risk assessments including COVID-19
- Fire management details
- First aid

Section 2 - Workplace Visit

\* During the COVID-19 lock down period a video of the premises, fire exits, etc would be acceptable.



**ITEC**

DIGITAL

# EMPLOYER CHECKLIST

Once the H&S appraisal is the in progress you will be contacted by our compliance team who will discuss what it required of you prior to the apprentice starting.

This will include the following:

- Digital sign up platform (Smart Assessor)
- Apprentices contract of employment
- Employers privacy notice
- Health & Safety contract
- ECO code
- Employer incentive

\*Employer incentive funding is only available until 28/02/2022

# EMPLOYER INDUCTION PAPERWORK

After the apprenticeship induction has taken place with the learner, our compliance team will be in touch on the same day and help guide you through our digital sign up platform to complete the forms listed below

- SME form
- Prohibition form
- Apprenticeship agreement
- Workplace checklist

# CONTACT US



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