

MyApprenticeship MyFuture MySuccess MyCareer

My Myerscough

Apprenticeships 2018/19

# Introduction

# A clear vision

Delivering high quality Apprenticeships that meet both employer and individual learner needs is something we are highly passionate about at Myerscough College. Recognised as one of the largest providers of workplace learning in the land-based sector, Myerscough College's Apprenticeship training is focused on delivering key benefits for employers and learners alike.

As Apprenticeships continue to gain strong government backing as a cornerstone of skills development for young people, this guide gives guidance on the range of Apprenticeships available to applicants, along with the support, funding and recruitment services available at Myerscough College to help employers recruit Apprentices.

For young people struggling to access an Apprenticeship opportunity or employers unsure about whether or not to take on an Apprentice, Traineeships could be the answer.

Traineeships are a training scheme to help young people undertake meaningful work

experience and develop their employability and life skills with the aim of progressing into Apprenticeships.

Myerscough College has a dedicated team of workplace tutors and support staff with a high level of industry skills, experience and passion for workplace learning. This delivery team is spread throughout the country to ensure many of our Apprenticeship opportunities can be accessed wherever you are in England, as part of a work-based training model that is tailored to meet individual learner, employer and situational needs.

This guide contains more information on the College's innovative delivery model that places learner and employer requirements at the heart of Myerscough College provision.

We trust you will find this guide useful and informative in helping you to make either individual career choices or skills development plans for your business.



**Jacob Botting (Bespoke Outdoor Spaces) – World Skills Landscaping Gold Medal winner**



**Tara Massey (Manchester City FC) – AoC Apprentice of the Year 2017**

## Myerscough College has a clear vision for Apprenticeships

- To highlight their value and quality to public and private sector enterprises and promote the benefits of Apprenticeships to a wider business audience
- To drive the creation of increased Apprenticeship opportunities in relevant sectors on a local, regional and national basis
- To assist employers looking to recruit an Apprentice by offering a high quality free recruitment service focused on matching individual learner and employer aspirations and needs
- To deliver high quality Apprenticeships, as part of a blended learning model, focused towards meeting individual learner and employer needs and delivering a valued learning experience
- To develop advanced level skills that will improve business performance
- A commitment to ensuring a quality Apprenticeship provision that really is the way forward for training new and existing staff within the workplace

# Apprenticeships available in:

## Agriculture



Farm Worker, Assistant Herdperson

## Animal Care

Pet Shop Worker, Kennels / Catteries Worker / Zoo or Animal Park Staff

## Arboriculture (Trees and Timber)

Tree Surgeon, Forestry Worker, Woodsman

## Business and Administration

Administrator / Office Assistant

## Cleaning & Support Services

Cleaning Operatives and Facilities Staff

## Construction

### Plant Maintenance

Plant Maintenance / Plant Mechanic type roles

## Customer Service

Customer Adviser, Counter Assistant, Sales roles

## Equine Studies & Horse Care

Stable Yard / Riding Centre / Riding Stud Staff

## Facilities Management

Estates Supervisor / Buildings Management roles

## Farriery

Farrier

## Floristry

Florist / Creative and Floral Design Staff

## Food Industry Skills

Food Production Operative, Food Service roles

## Golf Greenkeeping



Greenkeeping staff

Horticulture –  
Amenity & General  
Grounds Maintenance

Horticulture - Production  
Nurseries and Garden Centre Staff

## Horticulture - Landscaping



Landscape Gardener

## Horticulture - Parks, Gardens and Green Spaces

Parks and Grounds Staff

## Landbased Engineering Operations



Grounds Care / Dealership Mechanic

Local Environmental Services  
Street Cleansing and  
Grounds Maintenance

## Management

Team Leader / Supervisor and  
Operations / Department Manager role

## Railway

### Engineering Technician

Railway Service Engineer

## Sportsturf Operative



Grounds staff within Football, Rugby, Cricket, Tennis and other sports venues

## Sustainable Resource Management -

### Waste and Recycling

Waste Sorting, Refuse Collection, Recycling Operations, Scrap Metal

## Veterinary Nursing

Veterinary Nurse; Small Animal and Equine options

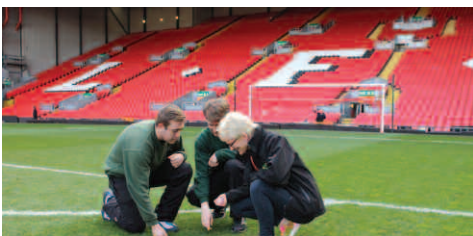
Apprenticeships help businesses grow their own talent and effectively plan for the future.

# Key Facts about Apprenticeships



## Did you know?

- There has never been a better time to employ an Apprentice, or start an Apprenticeship.
- Some of the country's top employers are offering work experience, Traineeships and Apprenticeships to help give young people the best start in their career.
- Up to 28,000 Apprenticeship vacancies are available online at any one time.
- There were nearly 2 million on-line applications in 2015 to 2016.
- Apprenticeships are available in 1500 job roles, covering more than 170 industries, from advertising to youth work and from environmental engineering to legal.



- More than 1300 employers are involved in designing the new Apprenticeships standards.
- Over 200 New Apprenticeship standards have been published so far, of which over 60 are higher and Degree Apprenticeships.
- 19% of Advanced Apprentices progress to higher education.
- Almost 9 out of every 10 Apprenticeship employers hoping to achieve business benefits tell us that Apprenticeships deliver – including 89% reporting that it has helped their business improve the quality of their product or service.
- After finishing, the majority of Apprentices (90%) will stay in employment (including 2% self-employed), with seven in ten (71%) staying with the same employer.
- A quarter of former Apprentices had received a promotion (23%) within 12 months of finishing and for intermediate and advanced Apprentices, three quarters reported taking on more responsibility in their job after completing their Apprenticeship.
- 89% of Apprentices are satisfied with their Apprenticeship.
- 85% of Apprentices said their ability to do the job had improved, and 83% of Apprentices said their career prospects had improved.
- Traineeships have been developed by employers making them a great stepping stone to an Apprenticeship or other job.
- Traineeships are continuing to grow with over 5,000 starts in the first quarter of the 2016 to 2017 academic year.
- 84% of providers and 94% of employers consider Traineeships an effective way of increasing young people's chances of finding paid jobs and Apprenticeships.



# Further Information

## Myerscough College can deliver Apprenticeships at different levels:

### Intermediate Level 2 Apprenticeships

Designed to build and consolidate knowledge and competence of operational roles within an industry. Level 2 Apprenticeships are designed specifically with the employer in mind, making it easy to re-skill and up-skill an existing workforce as well as creating new Apprenticeship roles.

### Advanced Level 3 Apprenticeships

Perfect for people in a supervisory or managerial role, or for employees looking to attain the skills required to reach a supervisory or managerial level. Advanced Level 3 Apprenticeships cover all aspects of learning designed to support career progression and managerial development.

### Who are Apprenticeships for?

Apprenticeships are for new and existing staff. They are open to all ages above 16 years old and not in full-time education, although Government funding is prioritised to certain groups. Individuals with a qualification in the same or similar subject range are not able to complete an Apprenticeship at the same are not eligible to receive funding for an Apprenticeship.

### How is training delivered?

The Apprenticeship programme may involve 1:1 discussion, practical demonstration, assignment

work, assessment - practical and theory - online learning as well as formal taught sessions and workshops.

Most of our Apprenticeships are delivered as workbased provision with training and assessment in the workplace using the latest blended learning techniques and use of an extensive virtual learning platform and on line e-portfolio. It is expected that Apprentices will spend 20% of their employment time engaged in training towards their Apprenticeship.

Some schemes, including Construction Plant Maintenance, Landbased Engineering, Farriery, Railway Engineering and Veterinary Nursing involve attendance at College on a block release basis. Please contact us for specific details.

### What about wages?

All Apprentices are employed, and must have an up to date contract of employment. Ideally, a salary should be offered that reflects the job role and the skills and experience of the candidate, whilst recognising the training opportunity being offered. A minimum wage of £3.50\* per hour must be paid to all Apprentices who are under 19 or in the first year of their Apprenticeship.

\*From April 2017. Likely to be reviewed in April, 2018.

Individuals not falling into these categories should be paid the National Minimum Wage. Apprentices must be employed for at least 30 hours per week and for a sufficient period of time that allows them to complete their Apprenticeship.

### How long do Apprenticeships take to complete?

The duration of an Apprenticeship depends on the standard or framework being followed and the ability of the individual Apprentice. An Apprenticeship can take between one and four years to complete depending on the level of Apprenticeship, the Apprentice's ability and the industry sector.

Each Apprenticeship will have a minimum 'length of stay' which is the minimum period of time the Government determines it can take a candidate to complete. This period is dependent on several factors including age, experience and previous qualifications and will vary from scheme to scheme. Wherever possible prior learning is accredited to avoid duplication and enhance the learning experience.

As a guide, an Intermediate Level 2 Apprenticeship usually takes around 12 to 24 months and an Advanced Level 3 Apprenticeship around 24 months. As our Apprenticeships are tailored to individual need completion time can vary from candidate to candidate. No Apprenticeship can last less than 12 months.

### Why choose Apprenticeships?

Apprenticeships are a great way to improve the productivity, loyalty and quality of a workforce through on the job training and learning. They are designed specifically around the occupational needs of your business. Apprenticeships are a cost effective way to deliver skills for new employees and experienced staff. As a result, Apprentices are eager, motivated, flexible and loyal to the company that invests in them.

### What exactly is an Apprenticeship?

An Apprenticeship is not a qualification in itself but a number of separately certified qualifications, courses and workplace training, making up the framework.

Apprenticeships develop practical and theoretical skills designed to help employees reach a high level of competency and performance.

### Who pays for the training?

Apprenticeships can be funded in a number of ways, and this can range from part funding to full funding depending on the size of your employer.

Currently funding is available through the Skills Funding Agency to support the delivery of training, and can be accessed to support the development needs of new or existing employees. Employers with 50 staff or more are expected to contribute a min 10% towards the negotiated cost of the Apprenticeship training.

# Further Information

Those with a payroll in excess of £3 million will fund Apprenticeships through their levy account within the Digital Apprenticeship System (DAS).

## Explain the much publicised Apprenticeship reforms?

The government has set a challenging target of recruiting 3 million Apprentices by the year 2020. Reforms to Apprenticeships continue to grow momentum and we are now seeing the introduction of a new range of Apprenticeship Standards which will replace the Apprenticeship Frameworks currently available. Current frameworks will be phased out as Apprentices move across to the new standards.

In 2017 the newly formed Institute for Apprenticeships will come into power, which will oversee the implantation of reforms and drive Apprenticeship standards. April 2017 also saw the introduction of the Apprenticeships levy, which will support this initiative and forms a key part of wider initiatives to increase business participation in Apprenticeships.

## What is the Apprenticeships levy?

Businesses whose annual payroll costs exceed £3 million will be required to contribute 0.5% of their payroll. Levy monies will help fund the recruitment of enthusiastic young people into the

UK workforce as well as support the skills development of your existing employees. Small businesses will continue to receive Apprenticeship funding via a new digital voucher system, and will continue to make a percentage contribution towards the cost of Apprenticeships. The new digital apprenticeship service will allow employers to pay for their training via digital voucher.

Myerscough College can help you minimise the risk and maximise the benefits of this levy.



## What about apprenticeship funding for small businesses that do not have to pay the levy?

From May, 2017, employers with 49 staff or less, who offer apprenticeships to 16 to 18 year olds, will receive 100 per cent of the cost of the training from the Government up to the maximum funding bands. Employers will have to pay 10% of the cost of the Apprenticeship training for those aged 19 and over and the Government will pay the remaining 90 per cent, up to the maximum funding bands. This support applies to all age groups.

There will also be a new £1000 incentive for taking on an Apprentice aged 16 to 18. The incentive also applies to care leavers, and those with an EHCP who are aged 19-24.

Employers with more than 50 staff who are not levy payers will be expected to pay a min 10% of the negotiated Apprenticeship training costs.

## What are Apprenticeship 'Trailblazer' standards?

Following a series of consultations the way Apprenticeships are delivered are gradually changing as Apprenticeship standards are introduced. Under the new system employers will play an enhanced role in the planning and deliver of Apprenticeships.

New Apprenticeship standards are gradually being introduced across a range of programmes.

Myerscough College became the first land-based college to introduce a standard, enrolling the first learner onto the New Golf Greenkeeping Apprenticeship.

The guiding principles behind the new standards are:

- Employer-led Apprenticeship standards that truly meet the needs of industry
- A simpler system of funding administered by employers
- Employer ownership of provider choice

The key benefits to employers of the reforms:

- Apprenticeship content is business specific and tailored to business needs
- Ownership of funding and buying power for training
- Access to higher and degree level Apprenticeships

Myerscough College are currently involved in the design and implementation of a large number of Apprenticeship standards across our range of land-based provision and further announcements will be made once they are approved and ready for delivery.

# Apprenticeships in the News

Throughout the year and specifically during National Apprenticeship Week 2017 the work of our Apprentices was highlighted in both local and national media. Here is a selection of news stories featuring some of our amazing Apprentices at workplaces across the country.

## It's a World Skills Gold for Apprentice Jacob

A Myerscough College learner has been named the best in the UK after winning gold at the Association of Professional Landscapers (APL) WorldSkills UK finals. Jacob Botting was announced as the 'Best in the UK' in landscaping at a prestigious award ceremony over the weekend. The 2016 WorldSkills competition saw Jacob, a second year Level 2 Landscaping Apprentice, initially impress the judges with his build at the RHS Tatton Flower Show, where he competed alongside the other finalists from across the country to make the final as part of the annual Skills Show at the NEC in Birmingham.

Jacob, who is employed with Bespoke Outdoor Spaces Ltd as part of his apprenticeship, then beat off stiff competition from the other finalists from across the country to be named 'Best in the UK' and land a coveted gold medal.

## Katie is simply the best



A Myerscough College learner has been honoured with a national accolade at the prestigious Institute of Groundsmanship (IOG) Industry Awards 2016.

In an almost exclusively male dominated industry, Katie Croft recently completed her Level 2 Apprenticeship in Groundsmanship at Manchester City Football Club and was named winner of the Toro Most Promising Sports Turf Student of the Year at a prestigious Oscar-style at the IOG Industry Awards dinner at the National Conference Centre, within the National Motorcycle Museum, as part of the annual SALTEX exhibition.

## Apprentices shape a future in ancient craft of Farriery



The art of farriery might seem like an ancient craft but caring for the hooves of a horse is critical for their health and wellbeing and at Myerscough College a team of apprentices are eager to break into the industry.

The Billsborrow campus offers a world renowned course in the study of farriery and there are currently 100 students undertaking an apprenticeship in the tough craft.

Learners come from across the country to train as Apprentices under the direction of Myerscough College tutors.

## Myerscough trio are World Skills Landscaping finalists

Three Myerscough College learners have made the final of the 2017 Association of Professional Landscapers (APL) WorldSkills Landscape Gardening Competition.

Ryan Bell, Daniel McGeoghegan and Samuel Taylor all made it through their semi-final last month, where they had to take part in industry led training sessions, alongside building test pieces to showcase their skills, focusing on the latest developments and innovations in the industry. They were given tasks to complete including paving, decking, walling and plant identification, procurement and working to a client's brief.

After all three impressed the judges they now go through to the national final, which is once again to be held at The Skills Show at the NEC Birmingham, in November. The winner of the UK finals could be eligible for selection to represent the nation at WorldSkills, the largest international skills competition, in 2019 in Kazan, Russia.

## Myerscough on track to deliver Railway Apprenticeships

Myerscough College has launched a brand new railway engineering apprenticeship designed to equip learners with the skills necessary to gain employment in the industry.

The rail engineering technician apprenticeship, a three year course, aims to provide the qualifications and skills needed for apprentices to meet the current skills requirement for the industry. Myerscough has welcomed the first cohort of sixteen learners to its Preston campus at the beginning of their journey. The College is working in partnership with the National Training Academy for Rail (NTAR) to deliver the programme. The new rail engineering technician Level 3 apprenticeship was approved in March 2015 and has been developed and designed with input from the trailblazer group, which included a range of key employers from the sector.

Learners will attend Myerscough College full time for the first year of the programme and then be assigned to key employers in the sector with NTAR and industry partner Northern Rail for years 2 and 3, to gain further enhanced technical skills and to prepare for end point assessment.

## AoC recognition for Sportsturf Apprentice Tara

The AoC's Student of the Year awards highlight exceptional students from across the country, with Myerscough learner Tara Massey Highly Commended in the Apprentice of the Year category for the quality of her work during her Intermediate Apprenticeship in Horticulture - Sportsturf – Groundsmanship. Tara has spent her Apprenticeship as part of the grounds team at Manchester City Football Club, as one of only two female apprentices of their kind amongst Premier League football clubs, the other also being a Myerscough learner.

## Gold again at Southport Flower Show

Myerscough work-based staff and learners were given the task of bringing to life the winning entries in the annual Schools Design-a-Garden Competition, with both finished show gardens given Gold and Silver-Gilt medals respectively.

The competition is for junior school pupils in years 3, 4, 5 and 6 and this year they were tasked with designing an attractive, eco-friendly garden, with 'The Curious Garden' as the theme.

James McManus, from SS Peter + Paul's Catholic Primary School, Mawdesley, won the Gold medal while Nicole Harvey, from Holy Cross Primary School, Oldham, won the Silver-Gilt medal.

## New Horizons for Agriculture Apprentice Sophie



Sophie Thornsby, 20, from Todmorden, has worked for N&R Sutcliffe, based at Pex Tenement Farm throughout her apprenticeship in agriculture and quickly became an asset to the family dairy farm, increasing her skills and knowledge with the herd.

Next up for Sophie is the amazing opportunity to spend a six-month placement in New Zealand working on a large dairy farm.

Sophie left Todmorden High School in 2014 with a raft of GCSEs but chose an apprenticeship in agriculture in preference of A level study. Sophie gave us the reasons for this choice, her opinions on Apprenticeships and advice for other school leavers making often tough career choices:

"I loved working with animals and knew straight away after my work experience that this was the career for me. Being around the livestock is amazing, and seeing them develop and flourish is a great feeling. Don't get me wrong it's really hard work and sometimes the weather can be a nightmare but I always have a smile on my face and love my job."

## Myerscough Apprentices Bloom at Rhapsody

As part of the 2017 National Apprenticeship Week, we visited the team at Rhapsody Floral Design in Ecclestone, near Chorley. They have taken on apprentices for several years now with two starting just recently.

The ladder of success that an apprenticeship can bring is very apparent at Rhapsody, with all current members of staff having trained or are being trained as apprentices, including owner, Rachael Cook.

Rachael left school at 16 and went straight into a Level 2 Floristry Apprenticeship & then progressed onto the Level 3, all the while working at Rhapsody. When the owner retired, Rachael, who was now fully qualified, took over the shop & almost seven years later has never looked back.

# Traineeships



Traineeships are an ideal opportunity for young people who are motivated to get a job but who lack the skills and experience that employers look for. If you have been unsuccessful applying for Apprenticeships due to lack of skills and experience then you might be a good candidate for a Traineeship.

You could be suitable for a Traineeship if you are:

- Aged 16 - 24 years, unemployed (or work less than 16 hours per week) and have little work experience
- Motivated to work
- Aged 16 - 23 inclusive and are qualified below Level 3

Myerscough College offers a Traineeship programme to develop the necessary skills for moving into an Apprenticeship or other education, employment or training opportunity across our range of specialist sectors. Our traineeships last anything from six weeks to six months (maximum) with the content tailored to your individual needs.

- Work preparation training which ensures you are ready and have the confidence to take the first step in your career, such as an Apprenticeship
- English and maths support to help give you the literacy and numeracy skills needed for the workplace
- A meaningful work experience placement which provides insight and experience of the world of work

## Financial Support

Work experience placements are unpaid but employers are encouraged to support expenses such as transport and meals and

depending on your circumstances you may be able to access financial support from the Myerscough College 16 – 19 Bursary Fund or the 19+ Discretionary Learner Support Fund.

If you are currently receiving out of work benefits then you will still be eligible to apply.

## Why choose Myerscough College?

Myerscough College is much more than an apprenticeship training provider. We have a specialist Employer Services Team with expertise in Apprenticeship delivery across a wide range of industries. We offer training needs analysis which helps us to understand your business objectives and discuss how we can help you achieve your goals through training solutions and advice.

Training packages on offer range from apprenticeship programmes to individual requirements of your workforce to bespoke training.

## Recruitment Management Service

Employer Services can provide a One Stop Shop for employers to recruit apprentices.

- Meet to discuss your requirements. Whether you are a small business looking to grow or a large public sector organisation, Myerscough College can tailor a unique apprenticeship scheme or training package to suit the occupational and industry specific requirements of your company.
- Assistance with job description and signposting for advice on employment contracts
- Vacancy advertising and promotion – Vacancies are advertised on the Find an Apprenticeships website, Myerscough College website, Young Persons Service,

Industry, Schools, External Partners, BBC Radio, Job Centres and through our extensive social media networks.

- Selection and screening of candidates includes receiving applications on your behalf. Short listing suitable candidates. Inviting candidates to interview, conducting interviews with you.
- Candidates are initially assessed for English and maths skills to determine their eligibility for the programme.
- Ineligible candidates may be offered a traineeship programme with work placement.

Note: An initial short period of paid work experience is permitted before enrolment starts to ensure the employer, employee relationship exists and that both parties are committed to the Apprenticeship.

Myerscough College embraces a blended learning delivery model consisting of training and assessment in the workplace, 'off the job' technical workshops, online learning supported by electronic portfolio assessment and interactive learning resources.

It is an innovative model that continually evolves to meet learner and stakeholder requirements. The embracing of technology and innovation has increased the efficiency of delivery whilst enhancing the effectiveness of experience and outcome for learners.

## Innovation and Delivery Methods

Myerscough College is constantly at the forefront of the use of technology across our range of Apprenticeships provision. Our e-portfolio systems gives the learner, employer and assessor real time access to training resources and performance indicators, as well as a dedicated online learning channel which includes videos, interactive learning packages, workbooks, referencing and background information and additional resources identified as appropriate during the initial Apprenticeship assessment.

Our e-portfolio is cloud based and can be accessed from a range of devices including PC/laptop, tablets, and Android and Apple smartphones. There are also a range of apps to support learners in gathering evidence and to

enhance and simplify the learning experience. Tutors also use other software to improve communication channels and enhance the learning experience.

## Industry Experienced Tutors

Myerscough College's established national work based training model is co-ordinated through a network of regionally based work based tutors with extensive industry experience in their specialist sectors. This gives the employer piece of mind that training and learning is being delivered by an expert who understands needs, pressures and unique requirements of the sector.

## Short Courses for Industry

At Myerscough College we deliver a large range of short courses tailored to industry.

A list of these courses can be found in our short courses for industry guide or on the Myerscough College website.

Below is a list of our most popular courses:

- Playground Operations Inspection and Maintenance Training
- Introduction to Evaluating Trees for Hazards
- Driving Licence Category: B + E (Car and Trailer) Training
- Self-Propelled Mower Operator Training
- Understanding Canine Aggression for Dog Wardens
- Ground Based Chainsaw Operator
- Certificate of Competence in Brush Cutter Operations
- City and Guilds NPTC Level 2 Award in Chainsaw Maintenance and Cross Cutting
- City and Guilds NPTC Level 2 Award in Felling and Processing Trees up to 380mm
- City and Guilds NPTC Level 2 Award in Felling and Processing Trees over 380mm
- City and Guilds Award in Tree Climbing and Ariel Rescue
- NPTC Pesticide Application PA1 Foundation
- NPTC Pesticide Application PA6a Hand Held Applicators
- NPTC Pesticide Application PA2 Boom Sprayers

Courses are delivered at Myerscough College, at local venues or in the workplace. Contact us for more information or with any training requirements as we can always build a programme to your needs.



# Choose Myerscough

## Make us your number one choice!

- One of the largest land-based Apprenticeship providers in the UK
- OFSTED rated GOOD (March 2017) with 'highly effective' teaching
- OFSTED rated OUTSTANDING for Care & Support of Residential Students
- Top 10% of colleges nationwide for academic success
- 96% of Employers would recommend Myerscough College to others
- Awarded prestigious 'Leaders in Diversity' accreditation (March 2017)
- Farmers Weekly top-ten centre for studying Agriculture
- World Skills Gold medal winner in Landscape Gardening (November 2016)
- Multiple national awards for Sportsturf, Landscape & Construction Apprentices
- Triple Gold medal winners at Southport Flower Show



Myerscough  
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