

East Riding College

Apprenticeships Prospectus

2012



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East Riding College

BEVERLEY • BRIDLINGTON • HULL



Welcome to East Riding College

Apprenticeships are fast becoming the key method by which new and existing employees gain skills and knowledge in their chosen field. Government support for them is such that the range of apprenticeships on offer has expanded rapidly over recent years and they are now available to suit most job roles.



They are highly respected in industry and business leaders view them as crucial to developing the skills needed to support the economic recovery.

They are, of course, still available in traditional fields such as construction, hair and beauty, and catering, but now a large number of apprentices work in administration, retail and customer service, and very many other areas besides.

Both apprentice and employer benefit greatly from the apprenticeship approach to training. The apprentice is able to earn as they develop their skills, receiving training from their employer and earning formal qualifications from the College. The employer, meanwhile, is able to train the apprentice according to the needs of their business and then benefit from having a highly qualified member of staff.

East Riding College is a highly regarded provider of apprenticeships to employers across the Yorkshire and Humber region. In the past year alone, we have earned an excellent Ofsted report, been named one of a select group of Beacon Colleges and secured Training Excellence accreditation. Whether you are considering becoming an apprentice or are considering apprenticeships as a training route, our team of knowledgeable business advisors and tutors will support you throughout the training to ensure you achieve the best results.

Derek Branton
Principal



The East Riding College mission

East Riding College will be a leader in the economic and social development of the region, working in partnership to provide access to the highest quality education and skills training to meet the needs of individuals, employers and the wider community.

Equal opportunities

East Riding College operates an equal opportunities policy. We welcome applications from everyone. We believe College life is improved by having people from different backgrounds and interests working and studying together, sharing their experiences and learning from each other.

Safeguarding

The College aims to provide a safe learning environment for all, including young people and vulnerable adults. Safeguarding learners is a priority and we work with the Local Safeguarding Children Board to identify young people and vulnerable adults who are suffering or likely to suffer harm so that appropriate intervention measures can be taken or appropriate support put in place.

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Employing an apprentice

The right fit for your business

Taking on an apprentice makes absolute business sense. That's why so many are choosing the apprenticeship route to train their new or existing employees. Apprenticeships cover nearly 200 subjects from accountancy to zoology (well, animal care) and everything in between. As well as what you would expect – retail, customer service and administration – they cover a wide range of niche roles. Think of just about any job role and there's an apprenticeship to fit.

What's involved?

Apprentices spend the bulk of their working week doing their job, learning the skills that are essential to your business. They will work towards an NVQ, which will assess their ability to do the work, and also a technical certificate, which tests their knowledge of the subject. They also learn key skills, such as literacy, numeracy and IT. The technical certificate and key skills are usually learnt during a day at College, though increasingly these are delivered in the workplace.

Affordable and productive

The government's support for apprenticeships means they are heavily subsidised. The training cost for 16 to 18-year-old apprentices is zero and for adults it can be as little as £250, maybe less, and the special wage rate introduced by the government means you could employ someone from £2.60 per hour (for time at work and College attendance).

We will help you recruit new apprentices

East Riding College has an established network for advertising apprenticeship vacancies to ensure you attract the best possible candidates. We can help you advertise, shortlist and select the most promising people to ensure your new employee is hard-working, conscientious and a credit to your organisation.



Great for training existing staff

As well as being an excellent way to train up new employees, they are the most cost-effective way of training existing staff in a large number of areas. They are available at levels two (intermediate apprenticeship), three (advanced apprenticeship) and four (higher apprenticeship) so they enable the apprentice to progress from learning basic skills to the more advanced and those needed for more senior, supervisory roles.

Excellent feedback

The feedback from those who employ apprentices is overwhelmingly positive: 83 per cent rely on their apprenticeships programme to provide the skilled workers that they need for the future and 81 per cent say they make their businesses more productive.

So, when you are sat wondering how to make your training budget stretch to meet your development needs, look no further. Reap the benefits of employing an apprentice, as thousands upon thousands of organisations already do.

**To discuss apprenticeships or to advertise an
apprenticeship vacancy, call our employer engagement
team on 01482 306619 and ask for our business advisers**

Being an apprentice

Earn a wage while you learn the ropes

Being an apprentice is the perfect way to keep learning and building up your skills while earning a wage at the same time. Your employer will pass onto you the skills and experience they have learned over many years and you will attend classes at College or, increasingly, in your workplace. You will work towards an NVQ qualification to demonstrate your ability to do your job and, during your day of classes, you will study for a technical certificate to gain the relevant knowledge. You will also learn key skills, such as literacy, numeracy and IT, which are in demand from employers.

How much will I be paid by my employer?

Currently, the weekly pay can start at £2.60 per hour (for time at work and College attendance), which will be increased throughout the apprenticeship.

Do I need a job before I start?

Not always - there are a number of routes to starting an apprenticeship. You may get a job with a business which puts you straight onto an apprenticeship or you may already work for a company which decides an apprenticeship is the best way to develop your skills.

You could also apply for an apprenticeship vacancy, which is usually advertised on behalf of an employer by East Riding College or the National Apprenticeship Service. See which vacancies are available at www.eastridingcollege.ac.uk/apprenticeships

What can I do next?

If you would like to build on the skills learnt in your level two apprenticeship, known as an intermediate apprenticeship, you can progress to level three and level four apprenticeships, known as advanced and higher apprenticeships, respectively. These enable the apprentice to progress from learning basic skills to the more advanced and those needed for more senior, supervisory roles. Advanced and higher apprentices also generate UCAS points towards degrees and other higher education courses at most universities and colleges.



How do I apply?

All you need to do is complete and send in an application form. To apply online, go to www.eastridingcollege.ac.uk and find the apprenticeship you want, click "apply now" and fill in the form. Alternatively, you can request a hard copy form by calling 0845 120 0037.

If you already have a job and your employer supports your apprenticeship application, we will enrol you onto the programme. If you do not have a job, we will hold your details on file and look out for appropriate apprenticeship vacancies as they arise. You can keep an eye on our latest vacancies by visiting www.eastridingcollege.ac.uk/apprenticeships, liking us on Facebook at www.facebook.com/eastridingcollege or following @ercollege on Twitter.

What are the entry requirements?

The main requirement for an apprenticeship programme is that you must not already be qualified at level four or above, with a higher national certificate or diploma, or a degree, and so on. Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in.

Additional learning support

Apprentices take part in an initial assessment at the start of the programme with the aim of identifying whether you need any support with your learning. Support may be provided for learners with a range of needs, such as dyslexia and dyspraxia.

Careers advice

Apprenticeships can lead you on to university and a wide range of more advanced courses. Our trained guidance officers will talk to you about your options and help you plan your next steps.

Learning Resource Centres

Our Learning Resource Centres are home to a wide range of reference materials and course texts as well as DVDs and interactive CD-ROMs to support your studies. They also have lots of computers available and photocopying services to support learners at the College. Even if you aren't in College you can access the extensive range of e-books in our online library 24-7-365 via the College virtual learning environment.

Open events

Talk to our tutors, have a look at our great facilities and simply get a feel for the atmosphere of the College. Open events are a relaxed and informal opportunity for you to ask questions and get advice. Come on your own, come with friends or come with family. We can't wait to meet you.

- **Saturday, May 12, Gallows Lane, Beverley, 9.30am to noon**
- **Saturday, May 19, St Mary's Walk, Bridlington, 9.30am to noon**
- **Tuesday, July 3, Gallows Lane, Beverley, 4pm to 7pm**
- **Tuesday, July 10, St Mary's Walk, Bridlington, 4pm to 7pm**

More ways to find out more!

If you're still thirsty for knowledge about East Riding College, here are some more ways to find out about us.

Like us on Facebook: [EastRidingCollege](#)



Follow us on Twitter: [@ERCollege](#)



Watch our YouTube channel: [EastRidingCollege](#)





Apprenticeships

Intermediate and Advanced Apprenticeships in Accountancy

Beverley and Bridlington
12 to 24 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in finance and accounting related positions. These include accounts assistant, cashier, purchase ledger clerk, sales ledger clerk, trainee accounting technician and assistant accountant.

What will I study?

Intermediate apprenticeship units include:

- Banking procedures
- Basic principles of costing
- Preparing and recording financial documentation
- Maintaining and reconciling the cash book
- Working effectively in accounting and finance
- Providing basic cost and revenue information
- Computerised accounting

Advanced apprenticeship units include:

- Principles of accounts preparation
- Principles of cash management
- Principles of VAT
- Professional ethics in accounting and finance
- Preparing final accounts for sole traders
- Cash management
- Preparing and completing VAT returns

How will I be assessed?

Assessment is a mixture of multiple choice questions and numeric activities to prove competence. The AAT Learn Plus e-portfolio is used for a number of assessments where work is uploaded and sent for internal assessments. Learn Plus assessments include spreadsheet software, computerised accounts (SAGE), working effectively in accounting and finance and internal control and accounting systems.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Business Administration

Beverley, Bridlington and workplace
12 to 24 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in administrative roles in a variety of organisations. For the intermediate apprenticeship, these include administrators, office juniors, receptionists and junior legal or medical secretaries. Advanced apprentices will work in roles such as administration officers and team leaders, and personal assistants and secretaries, including legal or medical secretaries.

What will I study?

Intermediate apprenticeship units include:

- Managing customer relations
- Managing diary systems
- Organising business travel and accommodation
- Storing, retrieving and archiving information
- Researching and reporting information
- Organising and supporting meetings
- Using IT systems

Advanced apprenticeship units include:

- Taking minutes and delivering a presentation
- Organising and reporting data
- Contributing to decision-making in a business environment
- Negotiating in a business environment
- Supervising a team in a business environment

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ and on-line tests and assignments for the technical certificate. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements:

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree. You could also progress to the Level Four NVQ in Business Administration or Level Three NVQ in Management..



Intermediate and Advanced Apprenticeships in Beauty Therapy

Beverley and Bridlington
12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of people working in a range of roles in the beauty therapy sector in areas such as manicure, pedicure, skin care and massage. The advanced apprenticeship builds on the skills and knowledge learnt in the intermediate apprenticeship but also prepares you for running your own salon.

What will I study?

Intermediate apprenticeship units include:

- Working in beauty-related industries
- Following health and safety practice in the salon
- Client care and communication in beauty-related industries
- Promoting products and services to clients in a salon
- Salon reception duties
- Providing facial skin care
- Removing hair using waxing techniques
- Providing manicure treatments

Advanced apprenticeship units include:

- Working with colleagues within the beauty related industries
- Monitoring and maintaining health and safety practice in the salon
- Providing body massage
- Providing facial electrotherapy treatments
- Providing body electrotherapy treatments
- Providing massage using pre-blended aromatherapy oils
- Providing Indian head massage
- Applying micro-dermabrasion

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Children and Young People's Workforce

Beverley and Bridlington
12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of people working in a range of roles within this sector. For the intermediate apprenticeship, these roles include early years worker or assistant in an early learning or childcare setting, care worker or assistant, assistant youth support and community worker. For the advanced apprenticeship, these include nursery worker or supervisor, childminder, nursery nurse or nursery teaching assistant.

What will I study?

Intermediate apprenticeship units include:

- Child and young person development
- Safeguarding the welfare of children and young people
- Understanding partnership working in services for children and young people

Advanced apprenticeship units include:

- Principles for implementing duty of care
- Understanding child and young person development
- Understanding how to safeguard the wellbeing of children and young people
- Understanding how to support positive outcomes for children and young people

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Apprenticeships

Intermediate Cleaning and Environmental Services (two pathways)

Workplace

12 to 24 months

What is the course about?

This apprenticeship is aimed at people working in cleaning roles such as hygiene operative, specialist cleaner, window cleaner, industrial cleaner, caretaker, specialist carpet and flooring cleaner, and environmental services roles, such as neighbourhood services assistant or operative, which involve a combination of cleaning and horticultural skills.

What will I study?

Units include:

- Ensuring your own actions reduce the risks to health and safety
- Supporting the work of the team
- Controlling the use of resources
- Cleaning floors manually
- Cleaning furniture, fittings and vertical surfaces
- Maintaining plants outdoors
- Preparing ground for seedlings
- Using and maintaining non-powered and hand held powered tools

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements:

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course. You could also progress to the to Level Three NVQ in Cleaning Supervision or Level Two NVQ in Team Leading.

Advanced Apprenticeship in Creative Digital Media

Beverley and Bridlington

12 to 24 months

What is the course about?

The Advanced Apprenticeship in Creative and Digital Media is aimed at learners who are interested in turning their creative and digital pastimes or enthusiasm into a career in the creative media industries. Ranging from production and editing to animation, camerawork, radio and photo imaging, this advanced apprenticeship will deliver the skills required by employers to compete and progress in a digital world.

What will I study?

This advanced apprenticeship covers new entrant roles in a range of sectors, including:

- TV
- Archive
- Animation
- Interactive media
- Film
- Photo imaging
- Radio

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ and on-line tests and assignments for the technical certificate. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements:

See page 6.

What next?

Further training following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Intermediate and Advanced Apprenticeships in Construction – Brick

Beverley and Bridlington
12 to 24 months

What is the course about?

This is aimed at people working as bricklayers carrying out tasks such as setting out basic structures, building brick and block walling, laying domestic drainage, placing and finishing concrete and rendering surfaces.

What will I study?

Intermediate apprenticeship units include:

- How to carry out safe working practices in construction
- Interpreting working drawings to set out masonry structures
- Thin joint masonry cladding
- Building solid walling, isolated and attached piers
- Building cavity walling forming masonry structures

Advanced apprenticeship units include:

- Information, quantities and communicating with others
- Building methods and construction technology
- Structural and decorative brick work
- Repairing and maintaining masonry structures
- Erecting complex structural carcasings components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Construction – Wood

Beverley and Bridlington
12 to 24 months

What is the course about?

These apprenticeships develop the skills of people working in roles such as site carpenter, bench joiner and shop fitter.

What will I study?

Intermediate apprenticeship units include:

- Information, quantities and communicating with others
- Building methods and construction technology
- First fixing operations
- Second fixing operations
- Building maintenance
- Circular saws and their uses

Advanced apprenticeship units include:

- How to carry out safe working practices in construction
- First fixing operations
- Second fixing operations
- Erecting complex structural carcasings components
- Maintain non-structural and structural components
- Setting up and using fixed and transportable machinery

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Apprenticeships

Intermediate Apprenticeship in Construction – Maintenance Operations

Beverley and Bridlington
12 to 24 months

What is the course about?

The aim of this qualification is to recognise the knowledge, skills and competence demonstrated by an individual in the workplace. The maintenance operations apprenticeship provides the opportunity to prove their competence for individuals who are working as a multi-skilled operative, within three of the following disciplines: carpentry and joinery; painting and decorating; plumbing; drainage; wall and floor tiling; plastering; roofing or trowel occupations such as bricklaying or stonemasonry.

What will I study?

- Conforming to general safety in the workplace
- Practical construction skills, brick, plaster, timber
- Safe use and operation of power tools
- Marking up, measuring and material suitability

How will progress be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three courses and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Customer Service

Beverley, Bridlington and Workplace
12 to 24 months

What is the course about?

These apprenticeships aim to develop the skills and knowledge of people working in customer service roles such as administrative assistant, bank or building society customer adviser, bar staff or manager, business adviser, conference and banqueting assistant or manager, and contact centre operator.

What will I study?

Intermediate apprenticeship units include:

- Providing customer service within the rules
- Giving customers a positive impression of yourself and your organisation
- Promoting additional products or services to customers
- Going the extra mile in customer service
- Dealing with customers in writing or using ICT
- Dealing with customers face to face
- Dealing with customers by telephone
- Delivering reliable customer service

Advanced apprenticeship units include:

- Improving the customer relationship
- Applying risk assessment to customer service
- Processing customer service complaints
- Promoting continuous improvement
- Leading a team to improve customer service

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree. You could also progress to the Level Four NVQ in Customer Service or Level Three NVQ in Business Administration.



Intermediate and Advanced Apprenticeships in Engineering (Manufacture)

Beverley

12 to 36 months

What is the course about?

This qualification is for individuals working in manufacturing in roles such as manufacturing production planner, mechanical engineer, mechanical engineering technician, plastics process operative or production engineer.

What will I study?

Intermediate apprenticeship units include:

- Preparing for manufacturing operations
- Receiving and checking incoming materials
- Controlling manufacturing operations
- Recording and reporting inspection and test results
- Producing shaped products
- Producing moulded products
- Making products using computer controlled equipment

Advanced apprenticeship units include:

- Business systems for technicians
- Communication for technicians
- Electrical and electronic principles
- Mathematics for technicians
- Project
- Mechanical principles and applications

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate Apprenticeship in Exercise and Fitness

Beverley and Bridlington

12 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in a variety of roles in the leisure industry, such as gym instructors, personal trainers and similar positions.

What will I study?

Intermediate apprenticeship units include:

- Dealing with accidents and emergencies
- Evaluating and developing your own practice in instructing exercise and fitness
- Motivating and supporting clients to develop and maintain their fitness

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course.



Apprenticeships

Intermediate and Advanced Apprenticeships in Food Manufacture

Workplace

12 to 18 months

What is the course about?

These qualifications are offered at all levels for roles that deliver continuous improvement, increased productivity and lean manufacturing. They are ideally suited to individuals working in food manufacturing in such roles as food operative, team supervisor, technical assistant, technical manager, team leader and production manager.

What will I study?

Intermediate apprenticeship units include:

- Working effectively with others in food operations
- Maintaining product quality in food operations
- Maintaining workplace food safety standards in food operations
- Understanding how to maintain workplace health and safety in food operations
- Contributing to problem resolution in food manufacture

Advanced apprenticeship units include:

- Developing working relationships with colleagues in food manufacturing
- Contributing to continuous improvement of food safety in operations
- Providing coaching and mentoring for achieving excellence in food operations
- Diagnosing problems in food operations
- Controlling waste minimisation in food operations

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three courses and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Hairdressing

Beverley and Bridlington

12 to 24 months

What is the course about?

This course builds on the hairdressing skills learned in the NVQ level two and other level two courses. It is geared towards senior stylists and technicians, in addition to salon owners and managers who want to get accredited.

What will I study?

Intermediate apprenticeship units include:

- Working in the hair industry
- Following health and safety practice in the salon
- Shampooing and conditioning the hair and scalp
- Cutting women's hair
- Colouring and lightening hair
- Perming and neutralising hair

Advanced apprenticeship units include:

- Ensuring your actions reduce risks to health and safety
- Promoting additional products or services to clients
- Providing hairdressing consultation services
- Creating a variety of looks using a combination of cutting techniques
- Providing hair extension services
- Providing colour correction services
- Colouring hair using a variety of techniques

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Intermediate and Advanced Apprenticeships in Health and Social Care

Beverley and Bridlington
12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of people working in a variety of roles in the adult care sector. For the intermediate apprenticeship these include care worker, domiciliary services or day services, substance misuse worker and mental health support worker. For the advanced apprenticeship, roles include senior care worker, senior support worker, relief team leader, social services and outreach development worker.

What will I study?

Intermediate apprenticeship units include:

- Communication and rights in health and social care services
- Individual needs in health and social care sectors
- Cultural diversity
- Understanding body systems
- Lifespan development
- Therapeutic and creative activities
- Influences on health

Advanced apprenticeship units include:

- Developing effective communication
- Equality, diversity and rights
- Health, safety and security
- Development through the life stages
- Fundamentals of anatomy and physiology
- Sociological perspectives
- Psychological perspectives

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Hospitality and Catering

Workplace
12 to 24 months

What is the course about?

These apprenticeships are available in three routes: Food and drink service, for those working as a waiter, head of waiting staff or food and beverage manager; food processing and cooking, which is aimed at school cooks and people who only need to reheat food; professional cookery, for craft chefs, kitchen assistants and sous chefs.

What will I study?

Food and drink service units include:

- Maintaining a safe, secure and hygienic environment
- Preparing tables and serving food at the table
- Preparing and clearing the bar area and serving alcoholic and soft drinks
- Supervising functions and food service
- Leading a team to improve customer service

Food processing and cooking units include:

- Maintaining food safety when storing, preparing and cooking food
- Processing and cooking various basic hot and cold food and sandwiches
- Maintaining an efficient use of food resources

Professional cookery units include:

- Maintaining food safety when storing, preparing and cooking food
- Preparing and cook fish, meat and poultry for basic dishes
- Preparing, cooking and finishing basic hot sauces
- Preparing cooking and finishing bread and dough
- Preparing and cooking pastry
- Kitchen documentation

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Apprenticeships

Intermediate Apprenticeship in ICT Professionals

Beverley and Bridlington
12 to 24 months

What is the course about?

This apprenticeship is aimed at people who are working as an IT technician, installing and upgrading software, troubleshooting and fixing problems, and maintaining hardware and networks, and at IT developers, who develop websites, games or software.

What will I study?

Units include:

- Installing, configuring and maintaining software
- Testing ICT systems
- Business concepts
- Developing personal and organisational effectiveness
- Customer care in ICT
- Interpersonal and written communication
- System operation
- User profile administration
- PowerPoint
- Spreadsheet or word processing
- Website design

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements:

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course. You could also progress to a level four IT qualification.

Intermediate and Advanced Apprenticeships in Vehicle Maintenance and Repair (Light Vehicle)

Beverley
12 to 36 months

What is the course about?

The intermediate apprenticeship is for people working as light vehicle service technicians who carry out routine maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records. The advanced apprenticeship is aimed at light vehicle diagnostic technicians who carry out similar but more complex tasks.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Intermediate and Advanced Apprenticeships in Vehicle Maintenance and Repair (Motorcycle)

Bridlington

12 to 36 months

What is the course about?

The intermediate apprenticeship is for people working as motorcycle service technicians who carry out routine maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records. The advanced apprenticeship is aimed at motorcycle diagnostic technicians who carry out similar but more complex tasks.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.

Intermediate and Advanced Apprenticeships in Team Leading and Management

Workplace

12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of practising supervisors, team leaders and managers who are responsible for managing a team to achieve targets and planned outputs.

What will I study?

Intermediate apprenticeship units include:

- Leadership
- Motivation
- Planning and organising
- Developing yourself
- Health and safety
- Effective communications

Advanced apprenticeship units include:

- Communicating information and knowledge
- Setting objectives and providing support for team members
- Managing conflict in a team
- Making effective decisions
- Procuring supplies

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree. You could also progress to the Level Five or Level Seven NVQ in Management.



Apprenticeships

Intermediate and Advanced Apprenticeships in Retail Skills

Workplace

12 to 24 months

What is the course about?

The intermediate apprenticeship develops the skills and knowledge of people working as a sales assistant, dealing with customers in all aspects of retail sales. The advanced apprenticeship is aimed at supervisors, team leaders, department managers or the store manager at a small outlet and has three pathways: Sales, management and visual merchandising.

What will I study?

Intermediate apprenticeship units include:

- Helping customers choose products
- Maximising product sales
- Providing information and advice to customers
- Keeping stock on sale at required levels
- Displaying stock to promote sales to customers
- Processing payments for purchases

Advanced apprenticeship units include:

- Developing productive working relationships with colleagues
- Allocating and checking work in your team
- Organising the receipt and storage of goods
- Auditing stock levels and stock inventories
- Monitoring and helping improve food safety in a retail environment
- Sourcing required goods and services

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: personal learning and thinking skills.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree. You could also progress to the Level Three or Level Five NVQ in Management.

Intermediate and Advanced Apprenticeships in Supporting Teaching and Learning in Schools

Beverley and Bridlington

12 to 24 months

What is the course about?

The intermediate apprenticeship develops the skills and knowledge of people working as a teaching assistant, classroom assistant or learning support assistant. The advanced apprenticeship is for people in similar roles but also behaviour support coordinators, welfare support assistants and team leaders.

What will I study?

Units include:

- The roles and responsibilities of learning support assistants
- Institutional policies
- Exploring a range of different learning needs
- Planning support
- Working with other people
- Providing support using and adapting resources
- Promoting positive behaviour
- Reviewing and assessing learners' progress
- Evaluating support programmes and your own practice

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Intermediate Apprenticeship in Travel and Tourism

Beverley and Bridlington
12 to 24 months

What is the course about?

This apprenticeship is aimed at people working in a travel agency as a travel consultant or in a supervisory capacity.

What will I study?

Units include:

- Worldwide travel and tourism destinations
- Principles of customer service in hospitality, leisure, travel and tourism
- Travel and tourism support services
- Business travel planning
- Travel planning
- UK travel and tourism destinations
- Air fares and ticketing

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course.

Intermediate and Advanced Apprenticeships in Warehouse

Workplace
12 to 24 months

What is the course about?

These apprenticeships are for people who are employed in warehousing or storage roles, such as staff who undertake a range of warehouse activities and those in supervisory roles.

What will I study?

Intermediate apprenticeship units include:

- Develop effective working relationships
- Wrap and pack goods
- Assemble orders for dispatch
- Use equipment to move goods
- Keep stock at required levels

Advanced apprenticeship units include:

- Supervise the receipt, storage or dispatch of goods
- Take responsibility for health, safety and security
- Allocate and check work in your team
- Organise the preparation of documentation
- Improve performance

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

See page 6.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree. You could progress to Level Three Retail Management / Sales or NVQ Level Five Management.

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