



Value through people

Apprenticeships offer you:

- ♦ Motivated young employees aged 16-24 to be trained in skills relevant to your industry
- ♦ Possible government funded training for both new and existing employees
- ♦ Reduced recruitment and training costs

Recruitment:

- ♦ You can get assistance with recruiting from your local Connexions Careers Centre, Jobcentre Plus as well as ourselves your local Training Provider.
- ♦ Your own recruitment process can be used.
- ♦ Train your existing staff.

Training:

- ♦ The Employee Development Forum will assist employers in managing their apprenticeship training and administration.
- ♦ Training can take place on-site and/or by day release.
- ♦ Two types of training are available:
 - ♦ Apprenticeship (equivalent to 5 GCSE's grades A-C)
 - ♦ Advanced Apprenticeship (equivalent to 2 A-Levels)
- ♦ Apprenticeships available through The Employee Development Forum are:
 - ♦ Mechanical
 - ♦ Electrical
 - ♦ Electronic
 - ♦ Welding
 - ♦ Fabrication
 - ♦ Instrumentation
 - ♦ Manufacturing
 - ♦ Installation & Commissioning
- ♦ The Employee Development Forum will visit you regularly to ensure that your Apprenticeship programme is operating smoothly, benefiting both you and your Apprentice.

Employment and Employer Responsibilities:

- ♦ Apprentices are employed full time; employers pay the average salary for the job, subject to ability, age and experience.
- ♦ You will be expected to support the training and work experience of your Apprentice by providing relevant work experience as part of the course and making an agreed financial contribution.
- ♦ You will be expected to ensure that the working environment meets legal and health and safety requirements.

Employers' Guide

Recruit an apprentice or train your existing staff

Skill shortages mean recruiting a skilled workforce is harder than ever. Thousands of businesses have recognised the value of growing their own talent; they have recruited Apprentices on a programme of structured learning and work experience - in over 50 different vocational areas.



Getting Advice:

- ♦ Call The Employee Development Forum on **01403 791 292** or visit **www.theedf.com**
- ♦ Employees/employers can access training and funding information and advice and guidance from the following:
 - ♦ Learning and Skills Improvement Service - www.lsis.org.uk
 - ♦ Skills Funding Agency - www.skillsfundingagency.bis.gov.uk
 - ♦ Young People's Learning Agency - www.ypla.gov.uk
 - ♦ Apprenticeships - www.apprenticeships.org.uk
 - ♦ National Apprenticeship service
- ♦ National Learning Advice (all adults) learndirect information and advice about all types of courses call **0800 100 900** or visit **www.learndirect.co.uk**
- ♦ National Minimum Wage Helpline can advise you on setting salaries. Please call **0845 6000 678**

The Employee Development Forum Ltd

The Employee Development Forum will provide excellent support to you through our direct links with the assessors and with your Apprentice. We also carry out the initial Apprenticeship application and interview process. Successful candidates are put forward to your for selection. Likewise, if you have a young employee who would like to do an Apprenticeship, you can call us with the details. We can also offer you facilities to interview prospective Apprentices.

You are welcome to contact The Employee Development Forum on **01403 791 292** to discuss your Apprenticeship requirements



The Employee Development Forum Ltd

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