

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX, 18 months. This may reduce depending on previous experience and skills.

We work closely with employers to design a programme of delivery that meets that needs of your specific apprenticeship programme. This can involve attendance at East Surrey College or may be fully delivered in the workplace.

## ENTRY REQUIREMENTS:

4 GCSE grade 9-3 (A\*-D) that includes English and Maths. You must be employed in the air transport sector for a minimum of 30 hours a week. It is essential you have the right mind-set for working full time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others.

## WILL I GAIN ANY QUALIFICATIONS?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

## APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

The course provides all the basic practical skills and knowledge needed to work in the aviation sector. The course will cover essential skills, knowledge and behaviours required across nine areas. These include: Security, Safety, Compliance and Legislation, Aviation Systems and Disruption, Incidents and Emergencies.

## END POINT ASSESSMENTS ELEMENTS:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your Apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.



## EQUIPMENT NEEDED:

Your employer will give you a job specific list if required.

## WHERE CAN IT LEAD?

Progression from this apprenticeship is expected to be into an aviation operations manager role.

## COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

*Other companies:*

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

## WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing [employerservices@esc.ac.uk](mailto:employerservices@esc.ac.uk).

To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website [www.esc.ac.uk/apprenticeship-vacancies](http://www.esc.ac.uk/apprenticeship-vacancies).

Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

