

**My**Apprenticeship **My**Future **My**Success **My**Career

**My**Myerscough



**Apprenticeships 2020/21**



# 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 lacking the skills and experience 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, 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.



## 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 Herdsperson

## Animal Care

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

## Arboriculture (Trees & Timber)

Tree Surgeon, Forestry Worker,  
Woodsmen

## Business & 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

## Golf Greenkeeping



Greenkeeping staff

## Horticulture – Operative

Grounds Maintenance

## Horticulture - Landscaping



Landscape Gardener

## Horticulture - Parks, Gardens and Green Spaces

Parks and Grounds Staff

## Landbased Engineering Operations



Grounds Care / Dealership Mechanic

## Horticulture - Production

Nurseries and Garden Centre Staff

## 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 and  
Small Animal 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.
- Over 510 apprenticeship standards have been published or are in development, with over 165 ready for delivery.
- More than 1300 employers are involved in designing the new Apprenticeships standards.



- 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.
- 87% of employers said they were satisfied with the programme, 76% say that productivity has improved and 75% reported that apprenticeships improved 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.
- 97% of apprentices said their ability to do the job had improved, and 92% 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:

### Level 2 Apprenticeships (Intermediate)

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.

### Level 3 Apprenticeships (Advanced)

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 level as they are not eligible to receive funding for an Apprenticeship.

### How is training delivered?

The Apprenticeship programme may involve one-to-one discussions, practical demonstration, assignment work, assessments (practical and theory), online learning as well as formal taught sessions and workshops at our College campus.

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, Veterinary Nursing and APL 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. The National Minimum Wage for Apprentices must be paid to all Apprentices who are under 19 or in the first year of their Apprenticeship. Individuals not

falling into these categories should be paid the National Minimum Wage for Their Age. 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, a Level 2 Apprenticeship usually takes around 12 to 24 months and a Level 3 Apprenticeship around 12 to 36 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 proven to be 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 the 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?

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

However, at the end of completing a standard Apprenticeship, the student receives an NVQ qualification as well as any additional qualifications gained throughout the course.

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

### What are Apprenticeship 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 delivery of Apprenticeships.





# Further Information



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.

## 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 the employer and the age of the Apprentice

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 minimum 5% towards the negotiated cost of the Apprenticeship training.

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

## What are 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 came into power, which will oversee the implantation of reforms and drive Apprenticeship standards. April 2017 also saw the introduction of the Apprenticeships levy, which supports 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 service 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.

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?

Employers with 49 staff or less, who offer apprenticeships to 16 to 18 year olds, will receive 100% of the cost of the training from the Government up to the maximum funding bands. Employers will have to pay 5% of the cost of the Apprenticeship training for those aged 19 and over and the Government will pay the remaining 95%, 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 5% of the negotiated Apprenticeship training costs.



# Apprenticeships in the News

Throughout the year and specifically during National Apprenticeship Week 2018 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.

## Myerscough is a cut above in Student Greenkeeper of the Year Awards



Two Myerscough College apprentices were named the best student greenkeepers in the country after they both scooped a prestigious national industry award.

Jason Norwood won the Toro Student Greenkeeper of the Year, while Tom Bromfield won the Young Student Greenkeeper of the Year accolade. Both Jason and Tom are studying apprenticeships in Work-based Horticulture (Sportsturf/Greenkeeping) with Myerscough College. Jason works at Ridding Park Golf Club in Harrogate, while Tom is based at Trentham Golf Club.

The Toro Student Greenkeeper of the Year Awards is a national contest hosted by the British and International Golf Greenkeepers Association, BIGGA.

## Cody blossoms thanks to scholarship

A Myerscough College apprentice kicked started his career after being awarded a scholarship to continue in his chosen industry of horticulture.

Cody Smith won a Student Scholarship of £1,000 while completing a worked based apprenticeship – Level 2 Diploma in Work based Horticulture at Myerscough College, while working at Abi and Toms Garden Plants.

The money was awarded by the David Colegrave Foundation, a charity who support the development of the ornamental horticultural industry in the UK by offering scholarships to those who are set on a career in the profession.

## Pitch perfect Myerscough apprentice wins national IOG award

A Myerscough College apprentice was honoured with a national accolade at the prestigious Institute of Groundsmanship (IOG) Industry Awards.

Callum Allsop was named the Toro Most Promising Sports Turf Student of the Year, at a ceremony as part of the annual national sportsturf exhibition, Saltex, at the NEC in Birmingham. Callum is currently on an apprenticeship in Work-based Horticulture-Sportsturf, and works in the Premier League with Leicester City FC.

The Institute of Groundsmanship (IOG) Industry Awards acknowledge the passion, dedication and challenges faced by grounds staff, volunteers and professionals across all levels of sport.

## Luke is a first for turf with Myerscough College



A Myerscough College apprentice has become the first learner nationally to complete the end point assessment process for the new Level 2 Sports Turf Operative Apprenticeship with LANTRA.

2019/20 Luke Weston works as part of the Grounds Team at Magdalen School. The new apprenticeship standard for Sports Turf Operative was approved for delivery in 2016. Myerscough College with its strong reputation in the sector was again one of the first providers to offer the new programme to learners across the country.

The new programme was designed by the Institute of Groundsmanship (IOG) with some key employers and stakeholders as being a benchmark for operatives within the industry.

## Myerscough farriers show their metal in international competition



Myerscough College apprentice farriers enjoyed individual and team success at the annual BFBA International Farriery Competition.

The British Farriers and Blacksmiths Association's annual event is held at Stoneleigh Park in Warwickshire, and sees teams and individuals from all over the world, including Sweden, Belgium, the USA, Canada and Ireland, compete to be crowned the BFBA International Champion.

Myerscough College's Henri Allison clinched first place in the International Individual Apprentice Competition, while the England team were crowned champions of the International Apprentice Team Horseshoe Forging Competition and International Apprentice Team Horseshoe Forging Championship. 19-year-old Henri also represented the England team, alongside fellow Myerscough apprentices, 20-year-old Tom Pigford and 21-year-old Dominic Welch. They are all studying an Advanced Apprenticeship in Farriery with Myerscough College.

## Landscaping apprentice Sam paves his way to excellence



A Myerscough College landscaping apprentice was recognised for his 'world class standard' of work at WorldSkills in Kazan, Russia.

Sam Taylor was awarded a Medallion of Excellence, in recognition of his workmanship being of international class.

Sam was recognised as being among the UK's best and brightest young skilled apprentices and students after being selected to represent Team UK at the 'Skills Olympics', a global event that saw more than sixty countries do battle and go for bronze, silver and gold in 56 different skills disciplines.

The event takes place every two years, is considered to be the ultimate litmus test to compare countries' readiness to compete economically, and changes the lives and careers of those that compete. 19-year-old Sam has been undertaking his Advanced Apprenticeship in Work-based Horticulture – Landscaping – with Myerscough College, and is based at Garden TLC, in Oldham.

## Myerscough plant maintenance apprentices recognised in national ceremony

Three Myerscough College plant maintenance apprentices received recognition for outstanding commitment to their work in a national ceremony.

The 'Stars of The Future' Awards is an annual event organised by the Construction Plant-Hire Association, in conjunction with training providers from across the country who offer plant maintenance courses. Nominees were assessed on their attitude and quality of work throughout the year, both at their college and in the workplace environment.

The Level 3 winner was Michael Barton, from Chippindale Plant, while the Level 2 winner was Paul Talent from Riwal. Both Michael and Paul attend Myerscough College on block release from their employer during their apprenticeships.

Congratulations also went to Kye Connop from Ainscough, for winning the Special Recognition Award.

## Local MP Ben Wallace visits Myerscough College



Apprentices and work-based learning staff got the chance to meet local MP, the Rt Hon Ben Wallace, on a visit to Myerscough College.

The Member of Parliament for Wyre and Preston North was invited to Myerscough to meet staff and learners, and to find out more about the key role that apprenticeships play in the land-based sector.

Mr Wallace was given a guided tour of the College's equine facilities, where he met equine apprentices, before chairing a lively discussion on the subject, attended by senior apprenticeship staff, Myerscough's Chief Executive and Principal, and other invited guests, including three apprentices currently employed by Myerscough in Employer and Corporate Services.

# Other Information

## Traineeships

These 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 eligible 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.
- Is not in retention of a Level 2 qualification.

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 Apprenticeship 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 including receiving applications on your behalf, short listing suitable candidates, inviting candidates to interview and 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 give 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 adult skills guide or on the Myerscough College website. Below is a list of our most popular courses:

- Level 3 Award in Emergency First Aid at Work
- Introduction to Evaluating Trees for Hazards
- Driving Licence Category: B + E (Car and Trailer) Training
- Self-Propelled Mower Operator Training
- 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 Aerial Rescue
- NPTC Pesticide Application PA1 Foundation
- NPTC Pesticide Application PA6a Hand Held Applicators
- NPTC Pesticide Application PA2 Boom Sprayers

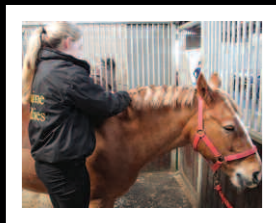
Courses are delivered at Myerscough College, at local venues, or in the workplace. Contact us for more information or with any training requirements as we can always build a programme to suit your needs.



# Choose Myerscough

## Make us your number one choice!

- £35 million campus development programme
- OFSTED rated GOOD (March 2017) with 'highly effective' teaching
- OFSTED rated GOOD for Care & Support of Residential Students
- 98% of learners in employment or study within six months of graduation
- National Centre of Sporting Excellence in football, golf, rugby, cricket and basketball
- QAA Higher Education Review highlighted two commendations and 10 areas of good practice – one of the best reports in the country
- Prestigious Gold TEF (Teaching Excellence Framework) Award 2018



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