



# Apprenticeships

## WHAT IS AN APPRENTICESHIP?

An apprenticeship is a work-based training programme designed around the needs of employers, which leads to a nationally recognised qualification for the employee.

## HOW DOES IT BENEFIT MY BUSINESS?

- Improved productivity
- Staff retention
- Relevant Skills
- Avoid skills shortages

## HOW MUCH DOES IT COST?

Training for 16-18 year olds is completely free! (Government funded) and if you take someone on over 19 then subsidised training is also available – typically £200 per candidate.

Every Step Ltd is a well established **award winning** training provider based in Colchester, providing **innovative e-learning** and professional training solutions to **individuals** as well as **small and large businesses** in the public and private sectors.

Modern day Apprenticeships include National Vocational Qualifications (NVQ's), Functional Skills (English & Maths) and sometimes Technical Certificates. We offer Intermediate Apprenticeship training at Level 2 and Advanced Apprenticeship training at Level 3.

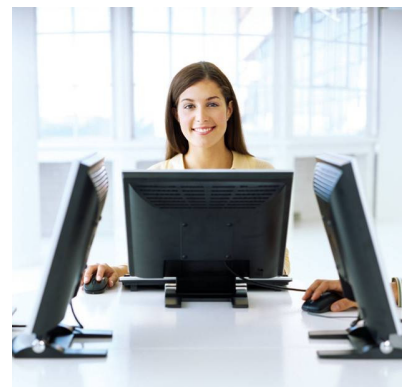
Every Step Ltd uses a mixture of **on-the-job instruction** and **online courses** supported by a **personal tutor** who also provides formal assessment.

This enables people to increase their skills and qualifications whilst at work - to minimise business disruption.

We work with employers to create programmes of learning to meet the needs of the employer and the learner, every qualification is different as they **are tailored to each organisations individual needs**.

Our training programmes include:

- Business and Administration
- Diploma in IT User Skills (ITQ)
- Team Leading
- Management



We specialise in the delivery of online courses which offers a degree of flexibility of where and when a course can be undertaken.



**ADDITIONAL  
SERVICES  
AVAILABLE**

**NVQ Training**

**Functional Skills  
training**

**Learndirect  
e-courses**

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## What's involved?

As the employer you must give your apprentices an induction into their role and provide **on-the-job training**. You are also responsible for paying your apprentices' wages. This must be a minimum of £100 per week for 40hrs or £2.50 per hour, but an apprentice cannot work for less than 30 hours or more than 40 hours a week.

Employers who take on a 16-18 year old apprentices **only pay their salary**. The Government will fund their training and Every Step will support you both with a trained Assessor who can provide this training all in the workplace without any day release!

## How do I recruit an Apprentice?

Apprenticeship vacancies is the official online recruitment system for Apprenticeships in England. The system enables quality vacancies from employers like you to be viewed and applied for nationally by thousands of candidates that register onto the system, making it easy for you to attract and recruit apprentices. And what's more **there is no charge** for using this service!

## Where do I go from here?

If you have decided that you want to take on an Apprentice, then just give us a call and we'll do the rest.

Our Business Manager will arrange to come and visit your site to provide a Health & Safety check and complete the necessary paperwork.

You will need to complete the job specification form and then Every step will advertise your vacancy on the national apprenticeship website and advise you of all applicants on a daily/weekly basis.

Once the Apprentice starts work, we will provide an induction to provide an overview of the Apprenticeship and training and help you to select the relevant units that apply to their work for their qualification.

**Call us on 01206 710943**

