

Employer's Guide to **APPRENTICESHIPS**

MC Apprenticeships & Training are the apprenticeship and training arm of Middlesbrough College and TTE, supporting over 2000 businesses across the North East and beyond with specialist apprenticeship and training solutions.



We are rated Ofsted OUTSTANDING for apprenticeships!

Introduction to **APPRENTICESHIPS**

Apprenticeships are an established and effective way to recruit and train people on the job. By building apprenticeship programmes into your organisation, you are not only helping individuals develop a career, but you are also making a strong business decision which will create benefits for your growing team.

Our mission: Transforming lives through high quality training that is closely aligned to the needs of the region.



Dental Nursing (Level 3)

Our vision: To harness and develop the talent of the North through expert apprenticeship and training solutions. Take the next step and see how we can help support your business through apprenticeships and training.

If you're ready to take the next step in recruiting an apprentice, we're here to help!



Business Administration (Level 3)

Your free **RECRUITMENT SERVICE**

1

Initial meeting and qualify your vacancy

Our Skills Development Managers work with you to determine the right fit for your business needs. From the right level to the appropriate qualification, and the units apprentices will study. They will also explain the apprenticeship fees applicable and the funding that may be available to your business. We will ensure it fits your business needs, and you understand the delivery options including potential class start dates.

* 1-2 business days from enquiry

2

Advertise

Once qualified, we will advertise your vacancy through our **free** recruitment service and the National Apprenticeships website.

This will include promotion on various websites, job boards and social media platforms if appropriate.

Note: If you are upskilling an existing member of your team, then go directly to step 4.

* We generally advertise roles for up to 4 weeks, but this can be quicker.



Understanding **APPRENTICESHIPS**

For more information on
Apprenticeship funding
for employers scan here.



Apprenticeships combine paid work with training, giving learners real experience and a recognised qualification. They can be tailored to your business and help build a skilled, motivated workforce.

Anyone aged 16+, new starters or existing staff wanting to develop their skills.

Training is mainly delivered in the workplace, supported by 20% off-the-job learning at college and a dedicated training adviser.

How do apprenticeships benefit your business?

- Increase productivity and efficiency
- Develop a motivated, skilled and qualified workforce
- Give your business the competitive edge
- Reduce training and recruitment costs
- Freshen up your workforce
- Increase motivation and staff retention
- Improve overall profitability

Apprenticeship Levels

Foundation Apprenticeships

Level 2 (GCSE)

Level 3 (A Level)

Level 4–5 (Higher)

Level 6–7 (Degree)



3

Selection and shortlist

We will identify and put forward suitable candidates for your role and work with you to plan the interviews. We can support with interviews and facilitate them on site if required. We will invite the shortlisted candidates for you to interview, and feedback to them once you've made your decision. We can support and discuss additional requirements for your recruitment process.

* This part of the process can take up to 2 weeks, however we can complete this quicker when possible.

4

Recruit

Congratulations, you've hired an apprentice! We will support you with enrolling them with MC Apprenticeships & Training/TTE. Our delivery team will make contact to discuss training plans and the delivery schedule.

* If this is related to a scheduled class-based apprenticeship, full details of the start date and enrolment instructions will be provided at this stage.

5

Ongoing support

During their apprenticeship, we will support the learner with their study requirements. Your account manager will be available throughout the term of the apprenticeship with ongoing support through regular catch up meetings to ensure everything is running smoothly.

* All timings are subject to change, and we aim to complete this process within the time frames provided, if not quicker. If you have your own candidate then the timescales may be reduced.

How we can help:

APPRENTICESHIPS

Please note, our apprenticeship offering may change, if you have a query or question regarding our offering, please contact our apprenticeships team on 03453 40 40 40

Apprenticeship standards we currently offer:

Beauty

- Level 2 Beauty Therapist
- Level 3 Advanced Beauty Therapist

Business and Accounting

- Level 2 Administration Assistant
- Level 2 Accounts/ Finance Assistant (AAT2)
- Level 3 Accounts Assistant (AAT3)
- Level 3 Business Administrator
- Level 4 Professional Accounting (AAT4)

Catering and Hospitality

- Level 2 Catering and Hospitality Foundation Apprenticeship
- Level 2 Commis Chef
- Level 2 Production Chef
- Level 2 Food and Beverage Team Member
- Level 2 Hospitality Accommodation Team Member
- Level 3 Hospitality Supervisor
- Level 3 Senior Production Chef

Childcare, Healthcare and Education

- Level 2 Health & Social Care Foundation Apprenticeship
- Level 3 Dental Nursing
- Level 3 Early Years Educator
- Level 3 Senior Healthcare Support Worker
- Level 4 Children, Young People and Families Practitioner

Construction

- Level 2 Building Service Engineering Foundation Apprenticeship
- Level 2 Onsite Trades Foundation Apprenticeship
- Level 2 Bricklayer
- Level 2 Carpentry and Joinery
- Level 2 Wood Product Manufacturing Operative
- Level 3 Construction Support Technician
- Level 3 Civil Engineering Technician
- Level 3 Installation & Maintenance Technician
- Level 3 Plumbing & Domestic Heating Technician
- Level 4 Construction Site Engineering Technician
- Level 4 Construction Quantity Surveying Technician
- Level 4 Construction Site Supervisor
- Level 4 Construction Design and Build Technician

Engineering & Manufacturing

- Level 2 Engineering & Manufacturing Foundation Apprenticeship
- Level 2 Lean Manufacturing Operative – (Inspection Quality, Production Assembly, Production Processing, Logistics Material/Handling)
- Level 2 Engineering Operative – (Maintenance, Mechanical Manufacturing Engineering, Electrical and Electronic Engineering, Fabrication, Processing or Finishing, Technical Support)
- Level 2 Welder (Arc Processes)
- Level 2 Science Manufacturing Process Operative
- Level 3 Engineering Design Technician – (Mechanical, Electrical, Engineering, Structural, Control and Instrumentation)
- Level 3 Machining Technician
- Level 3 Metal Fabricator
- Level 3 Engineering Fitter
- Level 3 Pipe Welder
- Level 3 Plate Welder
- Level 3 Laboratory Technician
- Level 3 Mechatronics Maintenance Technician
- Level 3 Engineering Maintenance Technician – Single Discipline
- Level 3 Engineering Maintenance Technician – Dual Discipline
- Level 3 Process Industry Manufacturing Technician
- Level 4 Lead Maintenance Technician
- Level 4 Engineering Manufacturing Technician

IT, Digital, Marketing and Media

- Level 2 Hardware, Network & Infrastructure Foundation Apprenticeship
- Level 2 Software & Data Foundation Apprenticeship
- Level 3 Content Creator
- Level 3 Cyber Security Technician
- Level 3 Digital Support Technician
- Level 3 Information Communications Technician
- Level 3 Multichannel Marketer
- Level 3 Network Cable Installer (Newcastle delivery only)
- Level 3 Software Development Technician
- Level 4 Marketing Executive
- Level 4 Network Engineer
- Level 4 Software Developer
- Level 4 Artificial Intelligence (AI) and Automation Practitioner
- Level 5 Audio Visual Technician

If you have any questions, please contact
apprenticeships@mbro.ac.uk
03453 40 40 40

Alternatively scan the QR code to complete an enquiry form!

