



Securing the Future of Manufacturing

An Employer Guide to Apprenticeships in England

Process and Manufacturing * Process and Nuclear * Science and Engineering *
Food and Drink * Fashion and Textiles

MANUFACTURING IN THE UK

The manufacturing sector is diverse, comprising a wide-ranging number of different industries, technologies and activities, all of which make major contributions to the economy. In 2009, manufacturing as a whole generated some £140bn in gross value added (11% of the total for the UK), and employed some 2.6 million people, representing over 8% of total UK employment. A strong and growing manufacturing sector will prove essential for the rebalanced economy as the country comes out of the recession.

To lead the way, manufacturing companies will need to continue to develop the best people with the best skills. Using Apprenticeships can help all kinds of manufacturing businesses to develop their people and maximise their productivity.

WHAT IS AN APPRENTICESHIP?

Apprenticeships are work-based training programmes, which allow all kinds of people to earn and learn at the same time by combining on and off the job training.

They are designed by employers for employers, and are created to meet the specific needs of industry.

Apprenticeships are for:

- People of all ages, from school leavers to experienced workers
- People new to the industry and who need job-specific training for the first time
- People who are unemployed and who are looking to learn new skills to get into work
- Existing workers who need retraining or upskilling
- Existing workers as a means of continual professional development

There is a common misconception that Apprenticeships are only for young people. School leavers will clearly benefit from the training and qualifications offered through Apprenticeships, but older and established workers can also benefit from developing their skills, and so can people who are unemployed and looking for work.

Companies often want their people to train for new roles or upskill to deliver the demands of new working systems, especially in harder times when restructuring is common. Apprenticeships offer these people an unrivalled framework to help their development into new or changed roles, and provide means of planning and monitoring continual professional development and adapting to changing technology.



WHAT SKILLS DO APPRENTICES LEARN?



Each Apprenticeship framework is designed to develop a range of skills, including technical abilities relevant to specific job roles.

Each Apprentice is assessed in four different ways to make sure that they build a rounded set of skills:

- On their **competence**, usually through a qualification such as a National Vocational Qualification (NVQ) or other assessment of their performance
- On their **knowledge**, usually through a technical qualification or other training
- On their '**key and functional skills**', which can include communications, application of number, information and communications technology, working with others, and problem-solving
- On their knowledge of **employment rights and responsibilities**, and relevant health and safety requirements

WHAT ARE THE BENEFITS OF APPRENTICESHIPS?

Apprenticeships help to:

- Improve productivity and competitiveness by making sure people have the right skills for their jobs
- Motivate people through recognising the skills that they have provide relevant and high-quality training across whole industries
- Develop people as part of expansion or succession planning

Manufacturing Apprenticeships are thought of very highly by companies who use them:

- 77% believe Apprenticeships make their businesses more competitive
- 76% say that Apprenticeships help develop higher productivity
- 80% feel that Apprenticeships reduce staff turnover
- 83% of employers rely on Apprenticeships to provide skilled workers for the future
- 65% of employers believe that Apprenticeships help them fill vacancies more quickly
- 88% believe that Apprenticeships lead to a more motivated and satisfied workforce
- 74% say that Apprentices make a valuable contribution to the business within their first few weeks



WILL APPRENTICES TAKE UP A LOT OF MY TIME AND MONEY?

No more than employing any other member of staff, and the long term rewards are much greater. A lot of the management of training for Apprentices is done by the Training Providers - your main responsibilities will just be to provide:

- An induction into the company, and into their specific job role
- Time for the on-the-job training relevant to their NVQ qualification
- Suitable supervision, including Health and Safety instruction, information and training
- Flexibility for the Apprentice to attend off-site training, if required

Most Apprentices are employed directly by the company they work in, and are paid a salary that reflects their skills, experience, age and ability.

In some industries, pay and conditions are regulated by collective agreements between Unions and employers.



HOW CAN I FIND OUT MORE?

Sector Skills Councils can help by:

- Advising which Apprenticeships are right for you based on your business activities and the people that need training
- Explaining the ways that Apprenticeships can work for you
- Advising on local training providers who can help manage and deliver the Apprenticeship
- Explaining the Government funding that is available for Apprenticeships
- Advising you about your role and responsibilities if you choose to employ Apprentices

Funded Apprenticeship frameworks are available for a wide range of manufacturing industries, as shown in the tables below. For more information, please contact the Sector Skills Councils indicated

Process and Manufacturing							
Building Products	Coatings & Paint	Extractive and Mineral Processing	Furniture, Furnishing & Interiors	Glass & Related Industries	Glazed Ceramics	Paper and Board	Printing

For more information, contact **Proskills** on 01235 833844 or at info@proskills.co.uk

Process and Nuclear				
Chemicals	Nuclear	Petroleum	Pharmaceutical	Polymers and Signmaking

For more information, contact **Cogent** on 01925 515200 or at ian.lockhart@cogent-ssc.com

Science and Engineering							
Aerospace	Automotive	Basic Metals	Boat & Shipbuilding	Electrical Equipment	Electronics	Mechanical Equipment	Other Transport Equipment

For more information, contact **Semta** on 0845 6439001 or at customerservices@semta.org.uk

Fashion and Textiles									
Apparel	Dry Cleaning*	Footwear	Laundry*	Leather Goods	Leather Production*	Saddlery	Tailoring	Textiles	Textile Care Services (Laundry & Dry Cleaning)*

For more information, contact **Skillset** on 020 7713 9800 or at apprenticeships@skillset.org

*Available from April 2011

Food and Drink						
Baking	Brewing	Business Improvement	Fish and Shellfish	Food Industry	Meat and Poultry	Milling

For more information, contact **Improve** on 0845 6440448 or at info@improveltd.co.uk