

NA College



APPRENTICE

WELCOME PACK

WELCOME

The great thing about completing an apprenticeship is getting real work experience, learning new skills and earning money.

Off the job training means you get valuable work experience while working towards your industry recognised apprenticeship and qualifications.

At NA College, we believe that education and training allow all individuals to fulfil their potential.

We hope that you enjoy your apprenticeship journey. If you need advice, please feel free to contact us on 0191 4661188.

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ABOUT:

NA College is an independent training provider specialising in training within the Engineering, Advanced Manufacturing and Logistics sectors.

Our Apprenticeship offers a variety of qualifications from level two, progressing to level five.

We aim to create an environment in which our apprentices can flourish; through learning, and developing the flexibility and skills required to meet current and future job roles. We offer pathways into a variety of careers including production operatives, supply chain technicians, improvement technicians, practitioners and specialists, as well as business administrators and team leaders.



MORE ABOUT NA COLLEGE

Check out our website for details of our vision, mission and business objectives.

OUR VALUES

- V** - Value & Trust. Shared values bond us as an organisation to our clients, staff members, leaders and stakeholders, making us sustainable.
- A** - Accountability, Responsibility, Transparency. Key attributes of good governance. These challenge us to excel.
- L** - Learn & Inspire. Using how to learn to excel and encourage all to be the best they can be.
- U** - Understanding & Awareness. Increasing our understanding to raise our awareness of industry needs creates an agile plan.
- E** - Equality & Respect. Forms the basis of all our internal and external partnerships.

WHY CHOOSE NA COLLEGE

- A variety of apprenticeship options delivered by industry experts.
- Learn industry skills that employers need and that support progression.
- Learn in a safe and supportive environment
- Countless experiences working with local and national employers including
- Nissan, Adient, Vantec, Gestamp, Egger.
- Higher level apprenticeships are available.
- Progression to further apprenticeship levels is encouraged.
- Access to our support services
- Employer satisfaction

WHAT IS AN APPRENTICESHIP

WHAT DOES AN APPRENTICESHIP CONSIST OF?

An apprenticeship is a paid job where you learn and gain valuable knowledge, skills and behaviours via structured learning at college and onsite at your employer's premises.

A list of all available apprenticeship standards can be found here: <https://www.nacollege.ac.uk>

AN APPRENTICESHIP INCLUDES:

- Paid employment with paid holiday entitlement. Wages differ from apprenticeship to apprenticeship, always check the job details. For information on minimum apprentice wage, check: <https://www.gov.uk/employing-an-apprentice/pay-andconditions-for-apprentices>.
- Hands-on experience in your chosen sector.
- Approx 6 hours per week off the job training or pro rata if PT.
- Support to complete of maths and English Functional Skills (If required).
- Formal assessment which leads to a nationally recognised qualification.

KNOWLEDGE, SKILLS AND BEHAVIOURS

In all apprenticeships, you will be expected to develop your knowledge, skills and behaviours applicable to your job role. This will be continually assessed throughout your apprenticeship journey, and you may be expected to collate a portfolio of evidence, this will depend on the Assessment Plan requirements.

You must be able to demonstrate that you have the expected knowledge, skills and behaviours in your chosen area of study before you can attempt your End Point Assessment.

An End Point Assessment organisation is appointed at the start of your apprenticeship and provides guidance and support to the training provider to ensure the apprentice is prepared for their assessment at the end of their apprenticeship.

WHO CAN APPLY?

An apprenticeship is a great paid work opportunity for people over the age of 16 in England who are:

- Early in their career
- Looking to upskill in their current job
- Looking for a career change
- Not in full time education

FUNCTIONAL SKILLS

(If required)

NA College offers a dedicated team of Functional Skills tutors, who provide support and tuition to all apprentices who have not yet achieved level 2 in maths and English.

Proof of prior attainment is required by any apprentice who states they have achieved these subjects in the past.

QUALIFICATION

(If applicable)

Some apprenticeships have formal mandatory qualifications attached. The apprentice will be registered with the relevant Awarding Body and will be assessed by their assigned tutor - this may include observations, written assignments, witness testimonies and evidence from your day-to-day work. These must be achieved before you can attempt your End Point Assessment.

GATEWAY

Gateway takes place before your End Point Assessment can start. Your employer and tutor will review your knowledge, skills and behaviours to see if you have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment.

END POINT ASSESSMENT

End Point Assessment tests the knowledge, skills and behaviours that an apprentice has gained during their training. The end point assessment is bespoke to each apprenticeship standard and might include some tests, professional discussions or practical activity.

LEARNER JOURNEY

NA College



OFF THE JOB TRAINING

Off-the-job training is defined as:

“learning which takes place during the normal day-to-day working environment and leads towards the achievement of an apprenticeship”.



WHAT CAN YOU EXPECT AS PART OF THE INITIAL ASSESSMENT AND INDUCTION TO YOUR APPRENTICESHIP?

An initial assessment is the process of identifying your individual learning and support needs to help structure your learning. This will include a training needs analysis and skills scan relating to your job role and English and maths initial assessments.

The other things we will discuss in your induction will include:

- Planning your training to ensure that the knowledge, skills and behaviours are applied throughout your apprenticeship
- Both yours and your employer’s commitment to the apprenticeship
- Any additional learning support needs you may have (ALS)
- Short and long-term goals
- Preparing for Gateway and EPA
- Appeals, complaints and Safeguarding including British Values

WHAT SUPPORT WILL YOU RECEIVE?

NA College has lots of support available to you when completing your apprenticeship. Our learner support team will be on hand to discuss any additional support that you may need.

WHICH APPRENTICESHIPS DOES NA COLLEGE OFFER?

A full list of our apprenticeship offer can be found on our website at:

WWW.NACOLLEGE.AC.UK

This can include:

- Teaching of theory (1 - 1 teaching sessions, e-learning, employer training)
- Practical training (shadowing, mentoring, employer training)
- Time researching, writing assessments and assignments
- Preparing for EPA through test papers and by participating in professional discussions relating
- to job role

You and your employer will commit to approximately 6 hours per week (based on a 30-hour working week) of off the job training and learning.

It is the apprentice’s responsibility to log and evidence these hours.

KEY EMPLOYERS AND

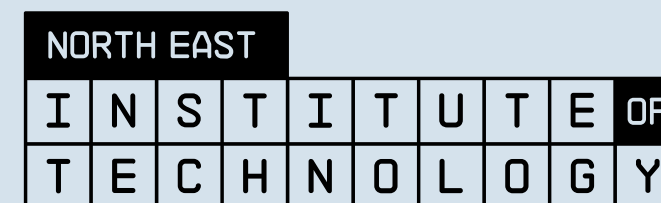
STAKEHOLDERS WE WORK WITH

We work with a variety of key sectors from Engineering, Advanced Manufacturing, Business Skills and Supply Chain.

This is by no means an exhaustive list, and our relationship with local and national employers is ever evolving.

FOR MORE INFORMATION, CHECK OUR WEBSITE:

www.nacollege.ac.uk



WHAT IF YOU NEED SUPPORT WHILST COMPLETING YOUR APPRENTICESHIP?

Review meetings take place as a three-way review with your Tutor/Assessor, Line Manager and yourself. These are planned every 12 weeks.

They will track your progress towards the aims and goals of your apprenticeship and recap on your learning, including safeguarding and prevent.

Whether you are dealing with difficult family circumstances, juggling conflicting priorities, or need support with an impairment or need special equipment, NA College will help where they can but offer information, advice, guidance and support to external agencies when required.

EXAMPLES OF THE KINDS OF SUPPORT WE CAN PROVIDE INCLUDE:

- Special exam arrangements
- Trained and experienced learning support assistants
- Specialist software and equipment
- Note takers/scribes
- Maths, English
- Course Lead to monitor progress
- Learner Support room
- Prayer room
- Dealing with a crisis or immediate concern
- Getting access to specialist help

This list is not exhaustive.

STAYING SAFE AT NA COLLEGE

At NA College, we have a duty of care to keep our learners safe. It our responsibility to make you aware of what safeguarding means, what to look out for and how to report a concern.

SAFEGUARDING

- CRIMINAL EXPLOITATION
- SEXUAL ABUSE
- CHILD SEXUAL EXPLOITATION
- CHILD TRAFFICKING
- ONLINE ABUSE
- GROOMING
- NEGLECT
- DOMESTIC ABUSE
- PHYSICAL ABUSE

If you have any concerns about your own safety or that of others, you can report it to a Safeguarding Officer on the following number: 0191 4661188.

PREVENT

Strategy and Extremism and Radicalisation
The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to "prevent people from being drawn into terrorism".

Radicalisation is when someone starts to believe or support extreme views, and in some cases, participates in terrorist groups or acts. These views are often in opposition to our fundamental British values.

EQUALITY AND DIVERSITY

Everyone should have an equal opportunity to access high quality education that supports their individual needs and people should not be disadvantaged due to their background, culture or community. At NA College, we celebrate diversity and ensure that we embed equality and diversity into our learning programmes.

BRITISH VALUES

British Values are defined as:

- DEMOCRACY
- RULE OF LAW
- MUTUAL TOLERANCE AND RESPECT
- INDIVIDUAL LIBERTY

NA College expects our apprentices to adhere to British Values and embed them into their practice in college and the workplace.

HEALTH AND SAFETY

As a training provider, we adhere to health and safety legislation -The Health and Safety at Work Act 1974 - to protect our staff and apprentices from getting hurt or ill at work.

Before you start your apprenticeship, NA College will visit your employer to ensure the workplace is safe for you to work in and that the appropriate insurance is in place.

USEFUL CONACTS

Main Reception: 0191 4661188

Safeguarding Officers: safeguarding@nacollege.ac.uk

Absences: If you are absent on your college day, please leave a message on 0191 4661188 so a member of teaching staff is aware. It is also recommended to notify your employer.

E-SAFETY

E-safety is often defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (e.g. Text messages, gaming devices, email etc). In practice, e-safety is as much about behaviour as it is electronic security.

Keeping you SAFE Online

The college has an 'acceptable use policy' and you should be familiar with it. At home you may be exposed to more risks

PHOTOS

If you publish a picture or video online, anyone can change it or share it.

UNKNOWNNS

It's not a good idea to open files that are from people you don't know. It could be a virus, or inappropriate material.

TELL

It's never too late to tell someone if something makes you feel uncomfortable. Tell a parent or tutor, then report it online to the owner of the website.

SCAM

SPAM/Junk emails and texts - don't believe them, reply to them or use them.

ASK

Before you join a chatroom, get a new email address, shop online or do other things on the internet, you will usually need to give out some personal information.

LIES

Some people lie online. Keep online mates online. Don't meet up with strangers without being accompanied by an adult you trust.

PAUSE

Think before you post something online or send an email. Anyone can read it and it can be forwarded or copied to anyone. If you don't want your parent/carer to read it or see it...DON'T POST IT.

LAW

Remember every photo, video, piece of music and line of text was created by someone. You ALWAYS need permission to use other people's stuff. The safest way is to create your own.

PERSONAL INFO

It's best not to give out your personal details to online friends. Personal stuff includes your real name, your email address, your age, your phone number, where you live, or your gender.

CHECK OUT YOUR APPRENTICE AGREEMENT. CAN YOU PROVIDE THE ANSWERS?

My Assessor

My Tutor (if different from above)

My work mentor

My apprenticeship title and level

Date apprenticeship commenced

My mandatory qualification(s) to complete (if applicable)

My end point assessment organisation

My apprenticeship duration

My end point assessment content

PREVENT AND BRITISH VALUE TASK

As part of your Induction, it is important you understand the Prevent Duty and British Values. Click on the link below to complete the modules and to learn more about this subject. At the end of the presentations, you will be asked some questions to check and confirm your understanding. Save and forward your certificates to your tutor or add to your e.portfolio.

<https://www.etflearners.org.uk/login/index.php> ETF registration

<https://www.etflearners.org.uk/> access to the four Side by Side modules.

CHECK OUT YOUR KNOWLEDGE

The main reason for health and safety legislation is to protect people at work and those who are affected by work activities.

Can you identify some health and safety legislation below, the first one has been completed for you:

Health and Safety at Work Act (HASWA)

Hazards are something with the potential to cause harm. In your apprenticeship, you may come across some hazards.

Please provide a list of hazards that you may experience in your workplace, this first one has been completed for you:

Moving Vehicles

You may find some helpful information here:

<https://www.gov.uk/government/organisations/health-and-safety-executive>



NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. At the bottom of the page, there is a decorative border consisting of two overlapping wavy shapes: a light blue one on top and a darker blue one below it. There is no handwriting or other markings on the paper.

NOTES

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