

### **What are Apprenticeships?**

Apprenticeships are a way for young people and adult learners to earn while they learn in a real job, gaining valuable experience and accredited qualifications. They are vocational programmes designed specifically for the workplace.

### **Who can do an Apprenticeship?**

Anyone living in England, aged 16 years or over and not in full-time education can become an apprentice.

### **What Apprenticeships do Runway offer?**

- Business Administration
- Customer Services
- Team Leader/Supervisor
- Accounting
- Teaching Assistant
- Recruitment
- Childcare
- Adult Care

### **How is the qualification delivered?**

Our apprenticeships are work-based so they are delivered entirely in the workplace. A Runway tutor/assessor would visit you in the workplace every 3/4 weeks, either face to face or virtually. Your tutor/assessor will work with you in a number of ways – observation, written questions, verbal, witness testimonies from managers and work evidence, as well as delivering workshops and tutorials and signposting you to additional resources to develop your knowledge, skills and behaviours.

### **How long does the Apprenticeship last and what happens at the end of the Apprenticeship?**

Our apprenticeships last between 1 and 2 years on average. Towards the end, your manager, tutor/assessor and you will meet to decide if you are occupationally competent and if so, you will be put forward for your End Point Assessment. Once the apprenticeship is complete, you may continue working at the same organisation or you may move on elsewhere.

After finishing, the majority of apprentices (85%) will stay in employment, with two-thirds (64%) staying with the same employer. Employers think that qualified apprentices are 15% more employable than those with other qualifications.

### **How much are Apprentices paid?**

Apprentices must be paid at least the National Apprenticeship Minimum Wage of £4.15 per hour and would be employed for a minimum of 30hrs per week. However many employers chose to pay more than this.

### **What individual elements are covered within the Apprenticeship?**

- Some apprenticeships include a mandatory diploma, others do not
- Functional Skills in maths & English
- Knowledge, Skills and Behaviours for the sector
- End Point Assessment (once all the learning has been completed)

### **How do I apply?**

Check [www.runwaytraining.co.uk](http://www.runwaytraining.co.uk) to view current vacancies and submit your application via email to [enquiries@runwaytraining.co.uk](mailto:enquiries@runwaytraining.co.uk). If there are no vacancies that take your fancy right now, you can still send your CV and will be able to advise you of other vacancies.

You can also call 01732 402 402 to register your interest in roles.