

Heritage Engineering Technician - Apprenticeships

Employers Guide to Taking on an Apprentice

After two years of hard work the 'Heritage Engineering Technician' (HET) Trailblazer Group, has received approval from the 'Institute for Apprentices' for the new '**Heritage Engineering Apprenticeship**'.

This New Standard replaces the '**Classic Vehicle Restoration Apprenticeship**' with effect from the 23rd August 2018. It will be delivered over 36 to 48 months and has been approved at 'Funding Band 29' which equates to £26,000 per apprentice towards the cost of apprenticeship training.

It has been designed by the industry for the industry to ensure that essential skills and knowledge are passed on to the next generation of Heritage Engineers.

Heritage Skills Academy has established a reputation as the UK's leading Training Provider for the delivery of Vehicle Restoration Apprenticeships. Based at 'Bicester Heritage' we have been involved from the start in the development of the 'New Standard' and offer a comprehensive service from our initial visit to your workshop to establish your requirements through to advertising, interviewing, short listing and delivering the full apprenticeship.

To help promote the 'Heritage Engineering Apprenticeship' offer we have tried to answer some of the questions employers ask when considering taking on an apprentice.

We have a limited number of places available on our Classic Vehicle Apprenticeship programmes starting in November 2018 and February 2019.

For more information, if you have a vacancy for an apprentice, or someone wishing to begin an apprenticeship, please call Janice Richardson on 01438 718224 or email: jj@heritageskillsacademy.co.uk.

John Pitchforth

John Pitchforth
Managing Director

Frequently asked questions

WHERE DOES THE FUNDING COME FROM?

The funding for apprenticeships is paid by the 'Education & Skills Funding Agency' (ESFA).

This is a government agency with responsibility for ensuring that Training Providers have the necessary infrastructure to deliver high quality apprenticeship training.

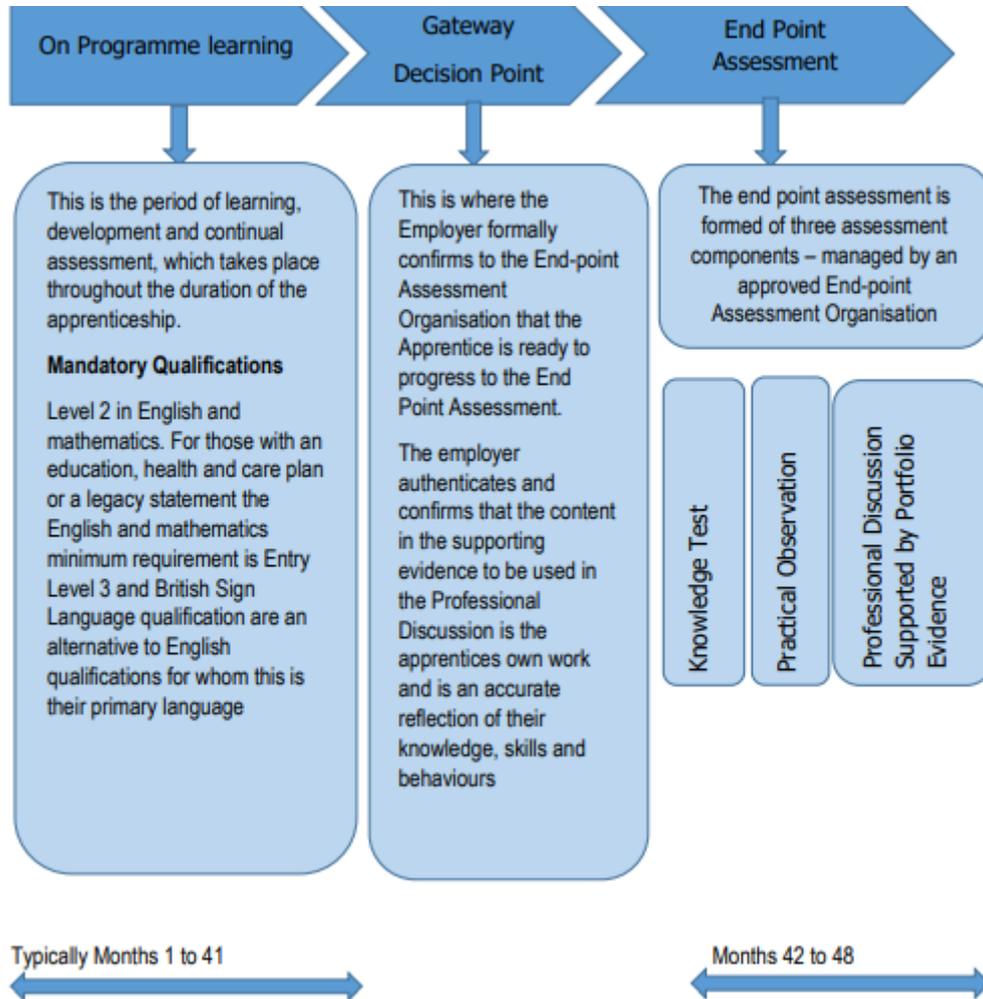
WHAT IS A HERITAGE ENGINEERING APPRENTICESHIP?

The 'Heritage Engineering Apprenticeship Standard' replaces the 'Classic Vehicle Restoration Apprenticeship Framework'

The new Standard:

- Was approved for delivery on 23rd August 2018
- Is Level 3 (i.e. the new Standard incorporates Level 2 and Level 3)
- Is delivered over 42 to 48 months
- Has a maximum funding band of £26,000
- The Standard covers four Sectors
 - Heritage Engineering Vehicle Technicians
 - Heritage Engineering Aviation Technicians
 - Heritage Engineering Marine Technicians
 - Heritage Engineering Steam Technicians
- **Within each Sector there are specific Routes for:**
 - Mechanical
 - Coachbuilding
 - Trim
- **The Standard within each Sector and Route consists of:**
 - Core Knowledge
 - Core Skills
 - Behaviors
 - Sector Specific Knowledge & Skills
- **To complete the apprenticeship, apprentices must successfully complete the 'End Point Assessment' which includes:**
 - Knowledge Assessment
 - Practical Observation
 - Professional discussion
 - Portfolio of Evidence

- Overview of the apprenticeship Journey



WHO IS ELIGIBLE TO BE AN APPRENTICE?

Anyone over the age of 16 is entitled to apply for an apprenticeship.

There is no upper age limit, therefore experienced applicants without qualifications can apply and gain a qualification along with applicants of any age wishing to make a career change.

HOW DO EMPLOYERS ACCESS THE FUNDING?

Employers do not have direct access to the funding, only the choice of who it is spent with.

Employers can only use funds to pay for apprenticeship training and assessment for apprentices.

The funding is allocated by the 'ESFA' for the apprentice on behalf of the employer and drawn down by the employers chosen Training Provider.

HOW MUCH WILL IT COST AN EMPLOYER?

Apprentices aged 16 to 18

- No cost to the employer for the delivery of the training

Apprentices aged 19+

- Employers must make a 10% contribution to the Training Provider towards the cost of the delivery of the training (This is a government requirement and the release of the 90% is subject to evidence of receipt by the Training Provider – this equates to £722 / year)

Additional costs not covered by the funds

- Wages (see Appendix A) – All Heritage Skills Academy Employers offer a minimum hourly rate of £5.00 / hr
 - Residential accommodation for block release
 - Travel costs to and from training
 - Subsistence costs whilst on block release
 - £120 towards PPE and HSA uniform
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WHO CHOOSES THE TRAINING PROVIDER?

The employer chooses the training provider based on the:

- Requirements of the business
 - Reputation of the provider within the industry
 - Relevance of the apprenticeship programme to their specific requirements
 - Quality of the programme they deliver and the package of support they offer
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WHAT ARE THE EMPLOYERS RESPONSIBILITIES?

- To ensure the apprentice has a contract of employment and is paid in line with at least the national minimum wage rates
 - Carry out induction training & to comply with all relevant statutory duties in respect of supervision, Health & Safety training, welfare and PPE
 - Maintain adequate Employers Liability/Public Liability Insurance
 - Working week not to exceed 40 to 46 hours per week including paid college attendance (dependent upon age)
 - To release the apprentice from work to attend formal paid off-the-job training
 - To offer a holiday entitlement of at least 20 days per annum plus bank holidays (as per government legislation)
 - 19+ Learners only: To pay a 10% contribution towards the cost of training (as dictated by the ESFA)
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WHAT ARE THE APPRENTICES RESPONSIBILITIES?

- To attend work and college and to effectively use any study time in the working day as agreed with the employer
 - To work in a diligent and trustworthy manner to achieve the training qualifications within the programme timescale
 - To behave in a responsible manner and to promote the Employer's best interests
 - To request advice and assistance immediately if needed from the Employer or Training Provider
 - To abide by the principles of Heritage Skills Academy Equality & Diversity Policy
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WHAT IS 'HERITAGE SKILLS ACADEMY'S OFFER TO YOU?

- To visit each employer, establish their training needs, explain the apprenticeship process and ensure each party understands their role
- Market vacancies on behalf of the employer
- Conduct initial assessments and shortlist candidates
- To organize interviews and trials with employers
- To deliver high quality off-the-job training and work based assessment over 3+ years
- To produce world class Heritage Engineering Technicians

WHAT TO DO NEXT?

If you would like us to visit you or have any questions please contact Janice Richardson on 01438 718224 or email her jj@heritageskillsacademy.co.uk and ask for more information.

We currently have places available for apprentices wishing to complete their third year with HSA at Bicester Heritage and for those wishing to begin their apprenticeship journey.

HSA has start dates for apprenticeships in:

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|------------|------|-------------|------|
| • November | 2018 | • July | 2019 |
| • February | 2019 | • September | 2019 |
| • April | 2019 | | |

As examples, we are currently working with the following employers:

A J Glew
Browns Classic Solutions
Beaulieu Motor Museum
Classic Restoration & Service Ltd
Desmond Smail
Hightone
Hillier Hill
Iconic
Jonathan Wood & Thoroughbred Restorations

Kenworthy & Co Vintage Motor Works Limited
Nicholas Mee
P&A Wood
Pride & Joy Classic Cars
Classic Performance Engineering
Project Shop
Royce Service and Engineering
Vintage and Prestige
William Medcalf Ltd

(Appendix A)

National Minimum Wage Rates

With effect from April 2018, £3.70 is the minimum apprentice wage, for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

National Minimum Wage rates Apr 2018 – 2019

The National Minimum Wage rate per hour depends on your age and whether you're an apprentice

Year	25+	21 to 24	18 to 20	Under 18	*Apprentice
2018	£7.83	£7.38	£5.90	£4.20	£3.70

*This rate is the minimum for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

The rates will be updated every April - the current rates apply from April 2018.

The national living wage is set at £7.83 an hour for workers aged 25 and older.