

Apprenticeships - an individual's guide

Why consider apprenticeships?

An apprenticeship enables you to achieve a nationally recognised qualification whilst developing your knowledge, skills and behaviours and earning a salary. Apprentices can be employed for specific roles or existing employees can complete an apprenticeship to further their personal development.

The benefits include:

- Growing your skills, knowledge and behaviours to receive a recognised qualification;
- Enhancing your career prospects;
- Ongoing and personalised tutor support;
- Time off-the-job to do something new to apply your learning and support your achievement of the qualification;
- Greater motivation within your role; and
- It's free!



What Apprenticeships are available?

Apprenticeships cover 15,000 different job roles across 170 industries. To find what specific apprenticeships are available, log on to the government website.

Aston University also offer 'Degree Apprenticeships' which include:

- Digital and Technology Solutions
- Chartered Manager Degree Apprenticeship
- Manufacturing Engineer Degree Apprenticeship
- Research Scientist MRes Degree Apprenticeship

For a full list of apprenticeships at Aston visit <https://www.aston.ac.uk/staff-public/hr/development/apprenticeships>

How does 'off-the-job' training work?

Over the course of your apprenticeship, you are entitled to have on aggregate at least 20% of your working week (subject to maximum of 6 hours) allocated to your study and this must be supported by your manager.

You have to keep a record of off-the-job training completed and training can include, and is not limited to:

- Attendance at classroom training sessions including lectures and induction training if the apprentice is new to role

- Role playing
- Simulation exercises like case studies or management games
- Online learning including e-learning, watching videos and webinars;
- Completing workbooks and writing assignments
- Reading and research
- On-site visits from a tutor
- Shadowing
- Mentoring
- Leading meetings
- Involvement with projects and working groups
- Networking events
- Industry visits and related training
- Participation in competitions and attendance at award ceremonies
- Reflective learning and self-evaluation (if imparting new knowledge, skills and behaviours)

How does off-the-job training work when you are on holiday?

When calculating the required amount of off-the-job training, your statutory leave entitlement should be deducted (pro-rata for part time workers). It should be clear how the amount of off-the-job training required has been worked out and it must be recorded in your evidence pack.

For more information visit the Apprenticeships page or email orgdev@aston.ac.uk