



Herefordshire and Worcestershire
Group Training Association



Choose your direction...

with an HWGTA Apprenticeship

Your guide to
HWGTA Apprenticeships



Your future
STARTS
here!



Welcome to HWGTA Apprenticeships

ABOUT HEREFORDSHIRE AND WORCESTERSHIRE GROUP TRAINING ASSOCIATION

Intermediate Apprenticeships (Level 2) , Advanced Apprenticeships (Level 3) and Higher Apprenticeships (Level 4) are government subsidised training programmes.

You earn while you learn!

The Government states that you must stay in full-time education or training until you're 18: starting an apprenticeship is one of those options. These programmes result in several vocational qualifications for the individual, thus creating a competent and valued member of staff for the employer.

To complete an Apprenticeship programme, you have to be employed. We will help you find a paid job where you will receive training either in the workplace, at HWGTA or at a local college, which will result in several vocational qualifications for you. Your employer will get a competent and valued member of staff, so everyone is happy.

Who are we?



We are an Ofsted "Outstanding" (March 2016), training provider, delivering workplace qualifications, including Apprenticeships, across Herefordshire (HGTA) and Worcestershire (WGTA).

Ofsted (2016) said that:

- *HWGTA Apprentices develop excellent personal and social skills through a range of highly engaging enrichment activities.*
- *HWGTA Apprentices are very proud of their achievements as most earn a graduate level salary at the end of their apprenticeship.*
- *HWGTA Apprentices' achievement of qualifications is outstanding; the mix of qualifications they achieve enhances their employment and promotion prospects significantly.*
- *HWGTA Apprentices become highly skilled engineers or business administration and accounts executives; their progression into higher level programmes, a variety of sustainable job roles in the field and promotion is excellent.*
- *HWGTA Apprentices' attitudes to learning and work are excellent; their progress and progression are very strong as a result of high-quality learning experiences.*



Contents

“Choosing to do an Apprenticeship was most certainly the best decision for me! I thoroughly enjoyed being able to work and gain a qualification at the same time”



Why choose an Apprenticeship	pages 4-6
Supporting you	pages 7
HWGTA Apprentice Council	pages 8
Apprenticeship Entry Requirements	pages 9
Functional Skills	pages 10
5 Easy Steps to Apply	pages 11
Apprenticeships	pages 12-25
Accountancy	pages 14-15
Business Administration	pages 16-17
Customer Service	pages 18-19
Engineering	pages 20-21
Management	pages 22-23
Warehousing	pages 24-25
Work Experience	pages 27
HWGTA Residential Trips	pages 28-29
Annual Apprenticeship Awards	pages 30
FAQs	pages 31

Like US...



Build your life, not just your career

Follow US...



Fast track your application: info@hgta.org or call: Hereford - 01432 274310 • Worcester - 01905 729993

A young man with curly brown hair and safety glasses is working in a workshop. He is wearing a light blue short-sleeved shirt and dark trousers. He is standing in front of a red tool cabinet filled with various tools, including wrenches and sockets. He is holding a red plastic bag and appears to be working on a piece of machinery. The background shows a white wall with a fire extinguisher and some brooms.

What is an Apprenticeship?

**Get new skills. Get paid.
Simple as that. Job done!**

Are you aged between 16-64?

Are you keen to get into real work?

Are you worried that you are not getting the
qualifications you need to meet your future career?

**If you answered yes to the above then
an Apprenticeship could be the answer!**

An Apprenticeship is an established and recognised way of getting a job and progressing your career - without having to attend a college or university full time.

An Apprenticeship is a real job with training, so you earn while you learn and pick up recognised qualifications as you go. Depending on your age, Apprenticeships are learning programmes financially supported by the government or an employer. If you are aged between 16 and 64 and live in England, there are no tuition fees and therefore, no student debt accumulated at the end of your learning.

So an Apprenticeship is a two-way process. At HWGTA we provide you with the knowledge, skills and training for you to get your qualifications, while your employer gives you practical experience in a real workplace situation.

All Apprentices have to be employed and so as well as gaining job specific qualifications at HWGTA, you will also gain invaluable work experience with an employer, which, in today's employment market, is a major benefit.

We will help you find a paid job where you will receive training either in the workplace, at HWGTA or at a local college, which will result in several vocational qualifications for you. Your employer will get a competent and valued member of staff, so everyone is satisfied.

The main benefits of Apprenticeships are:



You will earn a salary



You will get paid holidays



You will receive training



You will gain qualifications that employers really value



You will gain "real work" experience that employers are looking for



No student debt

There are three types of Apprenticeship you can apply for depending on your current skills and qualifications:

- **Intermediate Level Apprenticeships**
- **Advanced Level Apprenticeships**
- **Higher Apprenticeships**

Opportunities for career progression are increasing with the expansion of Higher Apprenticeships. Equivalent to degrees, more of these specialised and highly skilled Apprenticeships are being offered each year, giving you the chance to continue your professional development and fully realise your potential.

Like US...



Build your life, not just your career

Follow US...



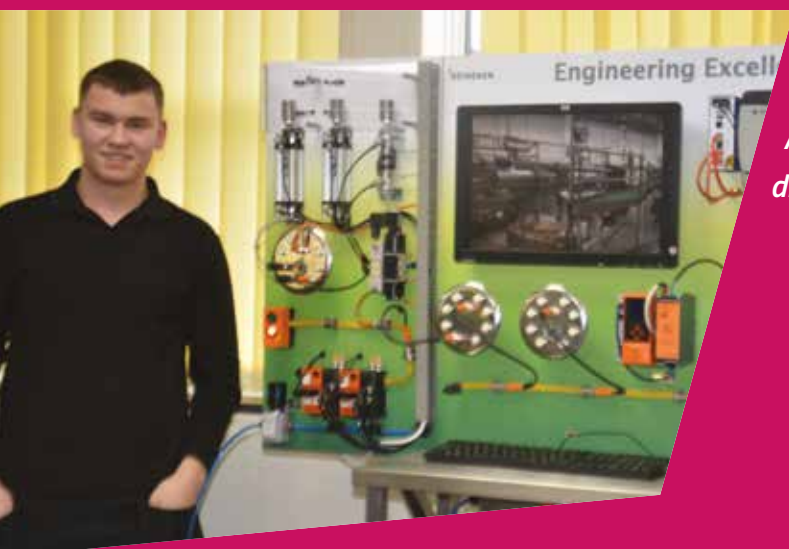


Open Evenings

Everyone is welcome to our Apprentice Open Evenings held at Herefordshire Group Training Association and Worcestershire Group Training Association - come for a chat, find out more, talk to our current Apprentices and meet the employers looking for Apprentices. check www.hgta.org for latest Open Evenings information

Apprenticeships available in:

Accountancy ■ Business Administration
Customer Service ■ Engineering
Management ■ Warehousing



“Attending an Open Evening at HWGTA, helped me decide that an Apprenticeship was the best direction for me to take.” Liam





Supporting you - help when you need it

Equality & Diversity

Herefordshire and Worcestershire Group Training Association is committed to eliminating discrimination and encouraging diversity amongst our workforce and learners.

Our aim is that our workforce and learners will be truly representative of all sections of society and each employee and learner feels respected and able to give their best.

To that end, the purpose of this policy is to provide equality and fairness for all in our employment or participating in our training programmes and not to discriminate on grounds of: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

We oppose all forms of unlawful and unfair discrimination.

All employees and learners, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit

will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop to their full potential and the talents and resources of the workforce/learners will be fully utilised to maximise the efficiency of the organisation.

Safeguarding

The Association will use its best endeavours to safeguard learners deemed to be 'children' through the implementation of this policy.

Children are learners up to the age of 18 and school pupils taking part in vocational training with the Association.

- ***The Association will ensure, so far as is reasonably practicable that any placement used is aware of, and complies with the requirements of this Safeguarding policy.***
- ***Placement providers for learners under 19 will be reviewed on an individual basis to assess and minimise risk.***
- ***Staff and placement providers will receive guidance and where appropriate training on child protection issues.***

Like US...



Build your life, not just your career

Follow US...



Apprentices' views are sought and used to improve our Apprenticeships. Herefordshire and Worcestershire will each have a Council with effective communication between the two sites.

HWGTA Apprentice Council

HWGTA Apprentice Council have been involved in raising money for various charitable causes, such as Sport and Comic Relief, Children in Need, Macmillan Cancer Support and ELY Memorial Fund (Herefordshire) and the purchase and installation of a defibrillator at HGTA.

Apprentices' views and needs are sought and used to improve our apprenticeship programmes within Herefordshire and Worcestershire. This includes feedback on our marketing, social media, policies and procedures.





Apprenticeship entry requirements

Levels of Apprenticeship

Apprenticeships have equivalent educational levels.

Name	Apprenticeship Level	Equivalent Educational Level
Intermediate	Level 2	GCSE
Advanced	Level 3	A Level
Higher	Level 4, 5, 6 & 7	Foundation degree & above
Degree	Level 6 & 7	Bachelor's or Master's degree

Entry requirements

Level	Entry requirements
Intermediate Level 2 Generally considered to be equivalent to five GCSE passes (between 9-4)	Applicants need to be over 16 years old and show they have the ability to complete the programme.
Advanced Level 3 Generally considered to be equivalent to 2 A level passes	Some industries want Apprentices who have three or more GCSEs, but other employers don't specify any formal qualifications. Some may ask for previous experience in the industry. Always check the vacancy on www.findApprenticeship.service.gov.uk/Apprenticeshipsearch as it will outline the qualification requirements.
Higher Level 4 and above Equivalent to an HNC, a foundation degree or the first year of an undergraduate degree	Entry requirements can include at least 5 GCSE grades 9-4 (A-C) and Level 3 qualifications, including A levels, NVQ/SVQ Level 3, or a BTEC National. Some will expect or require applicants to have subjects related to the particular Apprenticeship.
Degree Level 5 and above Equivalent to a full degree	Entry requirements can include at least 5 GCSE grades 9-4 (A-C) and Level 3 qualifications, including A levels, NVQ/SVQ Level 3, or a BTEC National. Some employers have specific entry requirements.

Like US...



Build your life, not just your career

Follow US...



Fast track your application: info@hgta.org or call: Hereford - 01432 274310 • Worcester - 01905 729993

Functional Skills are qualifications in English, Maths and ICT that equip learners with the practical skills needed to live, learn and work successfully.

What are Functional Skills?

What?

Functional Skills are the essential skills needed for English, Maths and ICT, vital for young people and adults to participate in life, learning and work.

Why?

The government introduced Functional Skills as part of its response to meet employers' concerns that young people and adults were leaving secondary education without having achieved a sound understanding of the basics of these three subjects.

Who?

Apprentices from the age of 16 onwards are expected to complete Functional Skills as part of the framework of their course. However, those who have recently achieved a GCSE grade 4 or above (or equivalent) may be exempt.

How?

Functional Skills subjects are taught based on curriculum guidelines and assessed by examination. The course is normally completed within a year and where possible is made relevant to the Apprenticeship. Likewise, the main programme aim has elements of Functional Skills embedded. Depending on students' abilities and the level of the Apprenticeship, Functional Skills may be studied at level 1 or level 2 as appropriate.





5 easy steps to apply

1

LOOK

Have a look through our prospectus, website and Facebook www.hwgta.org/Apprentices to find the right Apprenticeship course for you.



2

ATTEND

Come along to one of our open evenings in either Hereford or Worcester. Talk to students and lecturers to find out how we can help you achieve your full potential.



3

APPLY

Apply online via our website at www.hwgta.org/Apprentices/how-to-apply or call us - Hereford: 01432 274310 or Worcester: 01905 729993.



4

ASSESSMENT AND INTERVIEW

Once we have received your application you will be invited to attend an assessment and interview at HWGTA. Our aim is to match you with a suitable vacancy, in the hope to gain an interview with the employer.



5

OFFER

If you are successful, a start date and induction will be arranged in one of our Training Centres.



Like US...



Build your life, not just your career

Follow US...



My experience...

Hi, I'm Beth and I am employed by Yamazaki Mazak UK Ltd.

“I am thoroughly enjoying my 3 year Machining Apprenticeship and I am keen to work hard. I feel I have a duty to my company to perform to my absolute best! After winning the award for HWGTA Apprentice of the Year 2017, I have kept my motivation to carry on doing well in my Apprenticeship and after completing it. I would not have been able to achieve this without all the support and guidance from HWGTA and my company.”

Beth



We provide training for workplace qualifications across Herefordshire (HGTA) and Worcestershire (WGTA). We design our training provision in direct consultation with our customers.

HWGTA Apprenticeships

Apprenticeships are for people aged 16 or over, who are living in the UK and would like to gain hands-on experience in a particular field of study, whilst studying towards a national industry recognised qualification.

Find out what Apprenticeships are all about, what they can do for you and how to become an Apprentice with one of our Apprenticeships:



Accountancy



Business Administration



Customer Service



Engineering



Management



Warehousing



Your future
STARTS
here!



Accountancy

Top benefits for applying:

- ➔ Gain an industry recognised qualification valuable to employers. Association of Accountancy Technicians (AAT)
- ➔ Stay ahead of graduates with an Accounting Apprenticeship you will qualify faster than if you had gone to university
- ➔ Professional qualifications; foundation to degree level and solid work experience and a portfolio of skills
- ➔ Working alongside finance professionals you will qualify with a well rounded set of skills and experience that will make you a highly sought after employee

Accountancy Apprenticeship



Level 2/3/4 Accountancy Apprenticeship

General Information

- Apprenticeship lasts 1-3 years.
- Training is completed largely in the workplace and through day-release. Apprentices must complete 20% off job training.
- As well as an AAT qualification, this Apprenticeship also includes other qualifications such as functional skills and the opportunity to attend a residential course.
- Most successful applicants will start their training at level 2 and are able to progress to Levels 3 and 4 subject to job role and competency.

Career Options

- Finance Controller
- Auditor
- Accountant
- Data analyst
- Credit controller

Entry requirements

- Good GCSE grades (Grade C minimum for Maths and English) or equivalent are required
- Commitment, determination and enthusiasm!

Recruitment

- Apply to HGTA/WGTA by carefully completing our application form.
- All applicants undergo assessment and interviews.
- Recruitment is between February and July, to start an Apprenticeship during September.
- Companies make the final recruitment decision and all Apprenticeship places are employed positions.

Level 2 Apprenticeship Accountancy

Main Components

- AAT accredited
- Foundation level to accounting
- Basic accounting principles and techniques
- Ideal if new to finance
- Units & Synoptic Assessments

Level 3 Apprenticeship Accountancy

Main Components

- AAT Accredited
- Technical training in accounting across a range of complex accounting tasks
- Ideal for progression from entry level or developing from existing workplace knowledge
- Units & Synoptic Assessments
- End Point Assessment

Level 4 Apprenticeship Accountancy

Main Components

- AAT Accredited
- Professional status qualification
- Specialisms in areas such as TAX, Credit Control and Auditing
- Units & Synoptic Assessments
- End Point Assessment


Like US...



Build your life, not just your career

Follow US...





“Without this Apprenticeship I would not have been able to gain the huge variety of skills and comprehensive knowledge that I have” Megan

Business Administration

Top benefits for applying:

- ➔ Studying a Business Administration Apprenticeship you will gain a professional qualification and learn key business knowledge
- ➔ Develop in roles such as Finance, Marketing, Customer Service and Business Innovation
- ➔ Apprenticeships offer a debt free, direct route into employment
- ➔ Every type of company, of any size needs Administrators to ensure the smooth running of the business

Business Administration Apprenticeship



General Information

- Apprenticeship lasts 1-2 years.
- Training is completed largely in the workplace and through day-release at HGTA/WGTA. Apprentices must complete 20% off job training.
- As well as a vocational qualification, this Apprenticeship may include other qualifications such as first aid and an opportunity to attend a residential course. Functional skills may be mandatory.
- Most successful applicants will start their training at Level 2 and progress through to Levels 3 and 4.

Career Options

- Receptionist
- Office Manager
- Personal Assistant
- Sales Executive
- Administrator
- Marketing Assistant
- Personnel Assistant Administrator
- Any vocation could benefit from this qualification

Entry requirements

- Good GCSE grades are desirable
- Commitment, determination and enthusiasm!
- Level 3 Apprentices must have prior experience in administration and an appropriate job role

Recruitment

- Apply to HGTA/WGTA by carefully completing in full our application form.
- All applicants undergo assessment and interviews.
- We offer a rolling programme enabling starts all year round.
- Companies make the final recruitment decision and all Apprenticeship places are employed positions.

Level 2 Apprenticeship Business Administration

Main Components

- A Level 2 Vocational qualification in Business Administration* (**This includes both theory and practice assessments*)
- Relevant English, Maths and ICT recognised awards
- Employment Rights & Responsibilities (ERR)
- Personal Learning & Thinking Skills (PLTS)

Level 3 Apprenticeship Business Administration

Main Components

- A Level 3 Vocational qualification in Business Administration* (**This includes both theory and practice assessments*)
- Relevant English, Maths and ICT recognised awards
- Employment Rights & Responsibilities (ERR)
- Personal Learning & Thinking Skills (PLTS)

Level 4 Apprenticeship Business and Professionalism Administration

Main Components

- A Level 4 vocational qualification in Business Administration
- Technical certificate knowledge based qualification
- Relevant English and Maths recognised awards


Like US...



Build your life, not just your career

Follow US...





“Becoming an Apprentice was a real turning point for me. I love the fact that I can earn while I learn.” Jo

Customer Service

Top benefits for applying:

- ➔ Working in any sector and industry
- ➔ Interaction with the public
- ➔ Advising on business products and services
- ➔ Building and maintaining customer relationships
- ➔ Account management
- ➔ Transferable skills for any future career
- ➔ After sales care and support

Customer Service Apprenticeship



General Information

- Apprenticeship takes 1 - 2 years to complete.
- Training is completed largely in the workplace and through day-release at HGTA/WGTA. Apprentices must complete 20% off job training.
- As well as vocational qualifications, this Apprenticeship may include other qualifications such as first aid at work and an opportunity to attend a residential course. Functional skills maybe mandatory.
- Most successful applicants will start their training at Level 2 and progress to Level 3 or other subject qualifications.

Career Options

- Receptionist
- Office Manager
- Personal Assistant
- Sales Executive
- Administrator
- Account Manager
- Marketing Assistant
- Customer Services Advisor
- Any vocation could benefit from this qualification

Entry requirements

- Good GCSE grades are desirable
- Commitment, determination and enthusiasm!
- Successful applicants must enjoy working with people
- Level 3 Apprentices must have prior experience in Customer Services and an appropriate job role

Recruitment

- Apply to HGTA/WGTA by carefully completing in full our application form.
- All applicants undergo assessment and interviews.
- We offer a rolling programme enabling starts all year round.
- Companies make the final recruitment decision and all Apprenticeship places are employed positions.

Level 2 Apprenticeship in Customer Service

Main Components

- Vocational recognised Qualification at level 2
- English & Maths functional skills
- Workplace skills and assessment on the job
- Independent End Point Assessment

Level 3 Apprenticeship in Customer Service

Main Components

- Vocational recognised Qualification at level 3
- English & Maths functional skills
- Workplace skills and assessment on the job

Like US...



Build your life, not just your career

Follow US...





“Without this Apprenticeship I would not have been able to gain the huge variety of skills and comprehensive knowledge that I have” Ellis

Engineering



Top benefits for applying:

- ➔ Gain an industry recognised qualification valuable to employers
- ➔ Achieve real qualifications that secure your on-going employment
- ➔ Excellent career progression opportunities potentially to degree level
- ➔ Working alongside experienced Engineers you will qualify with a set of skills that make you a highly sought after employee

General Information

- Apprenticeships take between 2 and 4 years.
- Training takes place initially in our own well-equipped Training Centres - 42 weeks full time for Level 3 or 20 weeks in blocks for Level 2.
- Apprentices gain additional qualifications including First Aid and Functional Skills and attend regular physical activities, including a one week residential course.

Career Options

- Computer Aided Design Engineer
- Project Engineer
- Quality or Test Engineer
- Electronics Engineer
- CNC Machinist programmer
- Toolmaker / Machinist
- Multi Skilled Maintenance Technician
- Welder / Fabricator

Entry requirements

- Entry Requirements: Good GCSE grades (Grade 4 minimum for Maths & English) or equivalent are desirable
- Commitment, determination and enthusiasm!

Recruitment

- Apply to HGTA/WGTA by carefully completing our application form.
- All applicants undergo assessment and interviews.
- Recruitment is between December and July. Apprenticeship starts in September.
- Companies make the final recruitment decision and all Apprenticeship places are employed positions.

Level 2 Apprenticeship Intermediate Engineering

Main Components

- 2 year programme
- Potential to go on to Advanced Apprenticeship

Level 3 Apprenticeship Advanced Engineering

Main Components

- 2-4 year programme
- Professional status opportunities
- Great Career prospects
- Potential for Higher Education during Apprenticeship

Level 4 Apprenticeship Higher Engineering





Main Components

- Professional status
- Higher National, Foundation or First Degree
- Leadership & Management progression
- NVQ Level 4 qualification through portfolio building



Management

Top benefits for applying:

-  ILM's market leading management and leadership Apprenticeships provide a nationally recognised way to develop leaders at all levels of an organisation
-  Combine on and off the job learning to provide maximum impact
-  Qualifications with a focus on developing practical leadership skills and knowledge, helping leaders to do their jobs more effectively
-  Two years free membership of the Institute of Leadership & Management for every Apprenticeship learner

Management Apprenticeship

Level 3 & 5 Management Apprenticeship



General Information

- Depending on level, Apprenticeship will last from 1 to 3 years.
- Training is completed largely in the workplace and through dedicated training days.
- As well as an ILM qualification, this Apprenticeship also includes other qualifications such as functional skills and Thomas International Assessments.
- Eligibility for 2 years free membership with the Institute of Leadership & Management.



Entry requirements

- Good GCSE grades or equivalent are desirable *
- Commitment, determination and enthusiasm

**Note – English & Maths qualification will need to be achieved if no prior achievement to complete the programme.*

Off the Job Training

Dedicated training in subjects such as;

- Coaching & Mentoring
- Developing Teams
- Leadership Styles
- Project Management
- Change Management
- Communication Skills
- Dealing with Conflict

Recruitment

- Apply to HGTA/WGTA by carefully completing our application form.
- All applicants undergo assessment and interviews.
- We offer a rolling programme enabling starts all year round.

Level 3 Management Apprenticeship

Main Components

- ILM Diploma in Management
- Functional Skills in English & Maths (as required)
- Thomas International Assessment
- End Point Assessment of Apprenticeship Standards from ILM professionals -
Professional Discussions & Assessment
- 14 dedicated off the job training days
- 1:1 support and Mentoring

Level 5 Management Apprenticeship

Main Components

- ILM Diploma in Leadership & Management
- Functional Skills in English & Maths (as required)
- Thomas International Assessment
- End Point Assessment of Apprenticeship Standards from ILM professionals -
Professional Discussions & Assessment
Presentation of a work based project
- 15 dedicated off the job training days
- 1:1 support and Mentoring

Like US...



Build your life, not just your career

Follow US...



Fast track your application: info@hgta.org or call: Hereford - 01432 274310 • Worcester - 01905 729993



Warehousing



Top benefits for applying:

- ➔ Manage the receipt, storage and dispatch of goods
- ➔ Working with specialist systems and software
- ➔ Various sectors from Retail, Trade counters and Manufacturing
- ➔ You will gain a qualification and learn vital skills
- ➔ Gain experience of specialist systems and software
- ➔ Gateway into various sectors from retail, trade counters and manufacturing

Warehousing Apprenticeship



General Information

- Apprenticeships takes 1-2 years.
- Training is completed largely in the workplace. Apprentices must complete 20% off job training.
- As well as a vocational qualification this Apprenticeship also includes other qualifications such as functional skills and the opportunity to attend a residential course and first aid.

Career Options

- Forklift Truck Driver
- Warehouse Worker/Manager
- Stores Assistant
- Distribution Manager
- Stores Controller
- Customer Service Assistant
- Stock Controller
- Stock Control Replenishment Assistant

Entry requirements

- Commitment, determination and enthusiasm!
- Good GCSE grades are desirable

Recruitment

- Apply to HGTA/WGTA by carefully completing in full our application form.
- All applicants undergo assessment and interviews.
- We offer a rolling programme enabling starts all year round.
- Companies make the final recruitment decision, and all Apprenticeships etc.

Warehousing – Level 2 Apprenticeship Framework

Main Components

- BTEC Level 2 Certificate in Warehousing
- Functional Skills
- Employment Rights and Responsibilities (ERR)
- Personal Learning & Thinking Skills (PLTS)



Like US...



Build your life, not just your career

Follow US...



My experience...

I'm Steph Drinkwater, an ex-Apprentice at JSC Rotational Ltd, a small rotational moulding company in Worcestershire.

“I got more out of my Apprenticeship than just a qualification; I gained great networking skills by attending Apprentice designed networking events which then led me to West Midlands Young Apprentice Ambassador Network.”

Steph

When I was at school I wanted to join the Navy, when plans fell through I was unsure on what to do next. I knew I didn't want to go to sixth form or college as I'm more of a hands-on, doing it person, than a sit in a classroom person. I started filling-in at the JSC office. In the September of that year I was offered an Apprenticeship in Business Administration with HWGTA in Worcester. I have now just completed my Level 3 Business Administration.

Does this sound good to you too?

Then give HWGTA a call to talk about an Apprenticeship.

THE CAREERS
ENTERPRISE
COMPANY



Work Experience

Occasionally, young people are unsure whether an apprenticeship is the correct pathway for them. To find out more about engineering or commerce, work experience may be the answer to help you decide. If you would like to arrange work experience in one of our training centres, please arrange via your school careers advisor.

Alternatively, please contact us direct and we will do our best to accommodate you at a mutually convenient time:

Hereford - 01432 274310

Worcester - 01905 729993



The residential trip is a unique opportunity available to HWGTA apprentices. We actively encourage all apprentices to attend this week to improve skills, we know will benefit them in the workplace. This will also significantly develop their life skills, such as confidence, assertiveness and decision-making.

HWGTA Residential Trips

**Key skills our
Apprentices take from
the Residential Trip:**

New hobbies

Discipline

Being
able to
step out
of your
comfort
zone

Leadership

New skills for
the workplace

Ability to
try new
things

Sense of
achievement

Confidence



“There are plenty of opportunities to learn and develop your leadership skills!”

Owen, Customer Service

To

The activity centre delivers a wide range of courses and high quality residential outdoor learning experiences for young people and adults.

When you arrive, you are placed into groups for the week and assigned an instructor from the centre during your stay.

The centre provides a large accommodation facility for all guests. There are on-site chefs preparing fresh meals daily. As part of your daily routine, Apprentices are in groups during the trip and take it in turns to do meal preparation and clearing during breakfast and dinner.

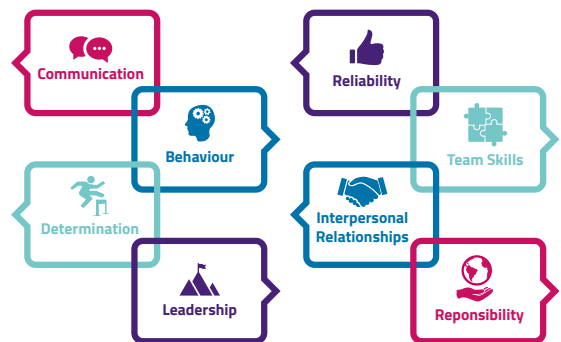
Each evening Apprentices complete a logbook about what they enjoyed and excelled in and what improvements they could make for the next day.

The residential week as a whole contributes to your overall qualification.

Following your week on the residential trip, Apprentices create a presentation with their group and present this to their employers at HGTA or WGTA.

This is a great opportunity to portray to your employer what you have learnt and how you feel the week has improved your skills in the areas it is designed to develop.

To learn and improve attributes such as:



To enhance:

Confidence ■ Initiative skills

Problem solving ■ Dealing with conflict

Adapting to change ■ Planning skills

To develop the core “British Values” as outlined by Her Majesty’s Government, under the Prevent Duty:

Tolerance ■ Mutual Respect ■ Rule of Law

Democracy ■ Individual Liberty

In order to develop these skills, it is important that you approach the week with:

Enthusiasm ■ An open mind

Determination ■ A sense of humour

“There is so much help and support available during all the activities from instructors and staff.”

Ellie, Business Administration



Annual Apprentice Awards

At the end of every year, our Annual Apprentice Awards Evenings are held in Hereford and Worcester to celebrate the achievements of our apprentices.

This is attended by apprentices, their parents, friends, employers and special guests.

Diplomas, NVQs and completion certificates, are presented to our First and Final Year Engineering Apprentices and Level 2, 3 and 4 completion certificates are presented to our Commerce apprentices.



Below are just some of the frequently asked questions we receive. If you need to know something that isn't covered here, just call and we will be happy to answer your query.

Apprenticeship FAQs

How much will I earn?

Employers by law are to pay the National Minimum Wage for apprentices, which varies depending on your age. After an apprentice has completed 12 months of training, they are eligible for the National Minimum Wage for all workers within their age group. We recommend you check out Gov.uk/national-minimum-wage-rates for the most up-to-date information regarding the apprentice wage. Although many employers pay more than the minimum apprentice wage

Can I do an apprenticeship if I'm already employed?

Absolutely, though it is up to the discretion of your employer, as they will be funding your apprenticeship. Speak to them about your interest and hopefully we'll be reading your application soon!

Do you have to go on residential to complete your apprenticeship?

We encourage all of our apprentices to attend the week, as it can have great benefits and be a real confidence booster. We do understand if you feel unsettled about going and we can discuss other options.

Am I entitled to holidays as an apprentice?

Of course, as with "permanent" employees you will be entitled to holidays depending on your working hours. This is something that will be discussed with you when starting in your new workplace.

If I have any issues regarding my apprenticeship or employer, who do I speak to first?

HWGTA are always available for support. On commencing your apprenticeship, you will be assigned a monitoring officer who will visit you in the workplace and be there to aid you through your apprenticeship. They will be your first point of contact, should you have any problems or worries.

Can I apply if I already have A Levels and/or a Degree?

Certainly, we accept applicants with a variety of academic backgrounds.





Herefordshire and Worcestershire Group Training Association



HWGTA - your future begins with us!

WE COVER...

Apprenticeships:

Engineering
Commerce (*Accountancy;
Business Administration;
Customer Service;
Management; Warehousing*)

Courses:

First Aid
Health & Safety Management
Engineering Personal Development
Education & Training
I.T.

Did you know:

We also provide room hire at very competitive rates, in both Hereford and Worcester.
The parking is plentiful... and free!

Herefordshire Group Training Association, Holmer Road, Hereford HR4 9SX • Tel: 01432 274310
Worcestershire Group Training Association, McKenzie Way, Worcester WR4 9GN • Tel: 01905 729993

www.hwgta.org