



**NATIONAL APPRENTICESHIP
WEEK 2022**

NATIONAL APPRENTICESHIP WEEK 2022

Where to Start?

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NATIONAL APPRENTICESHIP WEEK 2022

DATE	TIME	WEBINAR
7 February 2022	10:00am - 11:00am	Careers in Print: Apprenticeships and Lifelong Learning Aimed at parents, carers, guardians, students and teachers - this webinar will introduce you to the exciting industry that is print.
8 February 2022	10:00am - 11:00am	Apprenticeship Funding: Maximising Financial Support Available Aimed at employers of all sizes - this webinar will guide you through the funding opportunities available to support you with your apprenticeship provision
9 February 2022	10:00am - 11:00am	A Journey in Print Aimed at employers and apprentices - you will be able to get an insight on how print has changed through the generations and the value you can gain from the years' of experience your mentors in the industry have
10 February 2022	10:00am - 11:00am	Apprenticeship Recruitment and Vacancies - Where to Start? Aimed at employers, parents, carers, guardians, students and teachers - this webinar aims to give you the tools to ensure that your apprenticeship vacancy attracts highly motivated candidates as well as ensuring that as a young person, you are positioning yourself in the best way to get that job!
11 February 2022	10:00am - 11:00am	Apprenticeship Week Wrap Up The MD of Training will reflect on National Apprenticeship Week 2022, giving a summary of some key conversations from the week as well as highlighting the plans for the BPIF Training in the coming year.

BPIF TRAINING

- Supporting the members and the industry
- Delivering high quality training
- Approved Apprenticeship Provider
- On the Register of Apprenticeship Training Providers (RoATP)
- Matrix accredited

TYPICAL LEARNER JOURNEY



THE TEAM

- 17 accredited Training Co-Ordinators
- Industry expertise
- Coverage throughout England
- Subcontract via ACT for Wales
- Partner with local provider for Scotland
- <400 apprentices on programme

RANGE OF APPRENTICESHIPS

Trade Apprenticeships

- Print Technician
- Print Operative
- (Pre-Press, Press and Post-Press)
- Signage
- Lean Manufacturing
- Digital Support Technician

Business Apprenticeships

- Business Administration
- Customer Services
- Leadership & Management Levels 3, 5 and 7.
- Sales

ADDITIONAL PROGRAMMES

One Day/Short Courses

- Customer Services
- Introduction to Print
- Negotiation & Persuasion
- Introduction to Team Leading
- Time Management
- Presentation Skills
- Professional Development Awards (PDA)
- Intro to Lean
- Bespoke

APPRENTICESHIP RECRUITMENT

Where to Start?


RECRUITMENT?

- Do you have a genuine role ? clear objectives- Today's workers demand a good work-life balance, clear career expectations and opportunities, and a value-driven environment
- Time to support the learner?
- Support with 20% OTJ-What is off the job training? Anything that meets the Knowledge, Skills and Behaviours of the apprenticeship standard such as:
 - Shadowing
 - Workshops
 - Assignments
 - Does not include Numeracy and Literacy

You are not losing a member of staff , whatever they do within the first few weeks will be OTJ learning as its all NEW learning.

ADVERTISE FOR YOUR APPRENTICES

- National Apprenticeship Service (NAS), indeed, DWP & BPIF Website



Apprenticeship vacancies online template

Vacancy Details																			
Vacancy Title <small>This needs to be something concise as it is used in the search engine</small>																			
Employer Name <small>Employer's legal name</small>																			
Employer Address & Postcode																			
Contact Name																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"><small>Title</small></td><td></td></tr> <tr><td><small>First Name</small></td><td></td></tr> <tr><td><small>Surname</small></td><td></td></tr> <tr><td><small>Position</small></td><td></td></tr> <tr><td><small>Telephone</small></td><td></td></tr> <tr><td><small>Mobile no (optional)</small></td><td></td></tr> <tr><td><small>Email Address</small></td><td></td></tr> <tr><td><small>Fax no (optional)</small></td><td></td></tr> <tr><td><small>Contact by: email/mail/phone?</small></td><td></td></tr> </table>	<small>Title</small>		<small>First Name</small>		<small>Surname</small>		<small>Position</small>		<small>Telephone</small>		<small>Mobile no (optional)</small>		<small>Email Address</small>		<small>Fax no (optional)</small>		<small>Contact by: email/mail/phone?</small>	
<small>Title</small>																			
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<small>Fax no (optional)</small>																			
<small>Contact by: email/mail/phone?</small>																			
Full description <small>This is used to give an overview of the role and to give a good impression of the opportunity to a potential applicant</small>																			
Short description <small>This is used to make calls to attention of the website applicant and that they be assisted as well when they search for jobs on the website and send 2 to 3 paragraphs only</small>																			
<small>There is a 2500 limit for this section</small>																			
Example Excellent opportunity working for an established financial company based in the West Midlands, with 20% apprenticeship to commercial. You will work in a busy Customer Service Department.																			
Number of positions available																			
Weekly Wage <small>This should be your target weekly wage - it doesn't have to be just 30 minutes after 18:00 but through you do have to be in your work area until 18:00 your salary's more important to any applicant</small>																			
Working Week (Days and Hours) <small>Mixture of 30 hours a week</small>																			
Example 30hrs Mon-Fri, 9-5																			
<small>State if your work is involved in any other commercial activities</small>																			
Future prospects description <small>This is used to let applicants that is there are career avenues that is available for the candidate if a hire (job description and the apprenticeship)</small>																			
Contact name <small>This is contact name of the person who will assist the applicant on the day of starting training</small>																			
Employer Details																			
Employers name																			
Employers anonymous name (if selected)																			
Employer Description <small>State a concise generic description of the employer</small>																			
<small>For example: An additional income opportunity based in the West Midlands, with 25% apprenticeship to commercial construction</small>																			
Employer website and logo																			
Vacancy Location																			
Vacancy Location & Postcode																			
About the Candidate																			
Skills required <small>E.g. Commercial related, excellent customer service, team leader</small>																			
Qualifications required <small>Enter the minimum qualifications you require for this role. Remember these are what you require for the job and not what you desire to be realistic. Choose what is really relevant to your job. E.g. GCSE English and Maths or A-levels</small>																			
Personal qualities <small>These are soft skills such as: client service, initiative, enthusiastic, able to work under instructions</small>																			

Additional Detail	
Important Other Information	<p>Vacancy will close early if the right candidate is found - apply early to avoid disappointment.</p> <p>Please note you may be contacted via e-mail for interview.</p> <p>From April 1st 2021 the National Minimum Wage (NMW) for Apprentices is £4.30 per hour. This applies to 16-18 year old Apprentices and those aged 18 and over in the first year of their Apprenticeship.</p> <p>For all other Apprentices the National Minimum Wage appropriate to their age applies. The wage for Apprentices applies to both time spent on the job plus time spent training.</p>
Reality Check	
Supplementary Application Form Questions	
Two Vacancy Specific Questions:	<p>Question one:</p> <p>Question two:</p>
Key Dates	
Closing date	
Interview start date	
Possible start date	

IN MORE DETAIL...

Vacancy Details	
Vacancy Title This needs to be something concise as it is used in the search criteria Example: Apprentice Digital Printer	
Employer Name	
Employer Address & Postcode	
Contact Name	
Title	
First Name	
Surname	
Position	
Telephone	
Mobile no (optional)	
Email Address	
Fax no (optional)	
Contact by email/mail/phone?	

IN MORE DETAIL...

<p>Full description This is used as an overview of the role, aim to give a good clear picture of the responsibilities using bullet points.</p>		<p>Full description This is used as an overview of the role, aim to give a good clear picture of the responsibilities using bullet points.</p> <p style="text-align: center;">Good</p>	<p>The chosen candidate will receive full tuition and hands on daily training working with other digital printers, print finishers and your Production Director. Your responsibilities will include:</p> <ul style="list-style-type: none"> • Processing/Imposing files on a RIP ready for print. • Checking daily schedules to ensure jobs are completed on time. • Checking proofs for accuracy and quality before print. • Print jobs ready for finishing department. • Understanding how to print a job so it can be finished accurately. • Reporting any issues to your supervisor. • Paper stock control. • General/daily maintenance of Printing Presses. <p>Full training will be given</p>
<p>Short description This is used to initially catch the attention of the potential applicant – <u>It is the first thing the applicant will see when they search.</u> It needs to be punchy and short. 2 or 3 sentences only.</p> <p>There is a 256 text limit in this section</p> <p>Example. Excellent opportunity working for an established insurance company based in the West Midlands, with 20 years experience in conveyancing. You will work in a busy Customer Service department.</p>		<p>Full description This is used as an overview of the role, aim to give a good clear picture of the responsibilities using bullet points.</p> <p style="text-align: center;">Rejected</p>	<p>Support S&OP Demand Planner to deliver on site efficiencies through the planning of resources to ensure effective direction to multiple departments, including Production, Customer Service, Materials Planning & Logistics to ensure accurate delivery dates in line with customer demand on a daily basis.</p>
<p>Number of positions available</p>			

IN MORE DETAIL...

<p>Weekly Wage This needs to be a 'one figure' weekly wage – phrases cannot be used. Minimum of £4.15 an hour although you can pay more (a higher weekly wage will make your vacancy more appealing to any applicants)</p>		<p>Employer Details</p>	
<p>Working Week (Days and Hours) Minimum of 30 hours a week</p> <p>Example 40hpw: Mon–Fri, 9-5</p> <p>State if shift work is included or any other relevant information</p>		<p>Employers name</p>	
<p>Future prospects description Here you can enter anything that is relevant like the possibility of a full time post upon completing the apprenticeship</p>		<p>Employers anonymous name (if selected)</p>	
<p>Contact name This is contact name of the person who will upload the vacancy on to Av (Learning Provider)</p>		<p>Employer Description Enter a sentence giving a description of the employer.</p> <p>For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting</p>	
		<p>Employer website and logo</p>	

IN MORE DETAIL...

About the Candidate	
Skills required E.g. Computer literate, effective customer service, team leader	Additional Detail
Qualifications required Enter the minimum grades/qualifications you require for this role. Remember these are what you require for the role and not what you desire so be realistic. Please enter the words 'or equivalent grades' at the end of the category . Example GCSE A-C English and Maths or equivalent grades	
Personal qualities These are soft skills such as: Positive attitude, motivated, enthusiastic able to work under own initiative.	
Important Other Information Vacancy will close early if the right candidate is found - apply early to avoid disappointment. Please note you may be contacted via e-mail for interview. From April 1st 2021 the National Minimum Wage (NMW) for Apprentices is £4.30 per hour. This applies to 16-18 year old Apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other Apprentices the National Minimum Wage appropriate to their age applies. The wage for Apprentices applies to both time spent on the job plus time spent training.	
Supplementary Application Form Questions	
Two Vacancy Specific Questions:	Question one: Question two:
Key Dates	
Closing date	
Interview start date	
Possible start date	

NEXT STEPS

- When a learner applies for your role, we will send you a link to view the application
- Normal recruitment process to interview the learner.
 - Don't panic if you have not hired with the first release – we will extend the deadline
 - We can make changes to the advert
 - And try again

YOU CAN SUPPORT...

- You can also connect and open up to local schools, career advisors and organisations to raise the profile of your business and role within your community.
- Present at schools -talks and mentoring programmes
- Build on social media – Share your ads on different social media platforms like LinkedIn, Twitter, Instagram, TikTok, or Facebook
- Community notice boards
- Ask your existing staff to share their experiences as case studies via your communications channels, and/or their own social media - A business that is invested in professional growth and development is attractive to the next generation. BERKSHIRE LABELS
 - <https://bpif.training/recruiting-an-apprentice-hints-and-tips/>
- Allow groups of people to visit your business to get as feel for the industry

WHAT MATTERS...

- Money/wages, The current minimum apprenticeship wage (2022) is £4.30 per hour.

BUT not alone are key drives,
employees are looking for -

- Good employment conditions
- Work-life balance
- Ethos and values, Young people in particular want to work for a company which shares their values
- Workplace culture
- Supportive management

Age & Apprenticeship Stage	Apprenticeship Wage (per hour)
Aged under 18	£4.62
Aged over 18 (but still on the first year of your apprenticeship)	£4.62
Aged 18-20	£6.56
Aged 21-24	£8.36
Aged 25+	£8.91

BEFORE TRAINING STARTS

BPIF Training is approved to deliver training to both levy paying and non-levy paying employers.

We are required by government to have a contract with employers who wish to receive apprenticeship training

All employers must create an account in the Digital Apprenticeship Service (DAS). You will also need to link our organisation as the training provider using our UKPRN which is 10034212. Full support will be provided

INSTRUCTION TO LINK BPIF TRAINING TO DAS

B P I F
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For Levy Employers – You can manage your funds from the Apprenticeship Service

<https://accounts.manage-apprenticeships.service.gov.uk/service/>

From the Apprenticeship Service you can get apprenticeship funding, find and save apprenticeships, find, save and manage training providers, add and manage apprenticeships and recruit apprentices. Please contact us should you need support in any of these areas.

The BPIF Training UKPRN to be linked is **10034212**.

For Non-Levy Employers – You will need to reserve funds, following the instructions below

Reserving Funds - Your 8 Step Guide

You need your Government Gateway User ID and Password (ID is 12 digits long)

1. Create an account – go to <https://accounts.manage-apprenticeships.service.gov.uk/service/>
2. Set up as User – very easy (name, email address, create password)
3. You are sent a verification email – enter code in email on website
4. Add your PAYE scheme through your Government Gateway reference
5. Accept your agreement
6. You are now registered with an account – sign in at <https://beta-login.apprenticeships.education.gov.uk/>
7. Then
 - a. Scroll down to ‘Finances’
 - b. Select ‘Your Funding Reservations’
 - c. Reserve funding for your chosen apprenticeship
 - d. Select a start date e.g. July – Sept 2021

The BPIF Training UKPRN to be linked is **10034212**.

CHECK POINTS AND WELCOME

- Regular call to see the progress of application
- Once hired, we will send you an application form for the learner to complete and return to ensure an induction is booked with the delivery team
- Meeting with apprentice & employer
- Initial assessment for numeracy and literacy
- Agree Individual Learning Plan that meets needs of both employer & apprentice
- Regular visits (approx. every 6 weeks)

WHAT EMPLOYERS LIKE TO SEE...

- Enthusiasm
- Willingness to learn
- Reliable and Punctual.
- Driven and Motivated to succeed.
- Looking to progress in their chosen industry.

WHAT EMPLOYERS LIKE TO SEE...

- A young man emailed last week saying he was interested in printing and would love a career in the trade, and if possible if any jobs should arise then to consider him. We brought him in this morning for a interview and a brief tour of xxxx and what we do in the print department. He arrived promptly, dressed in his suit, he asked questions, he did his homework on xxxx , it's history, it's owners. He already had some knowledge in printing. I was very impressed by this young man of 18 years. 🤝... good to see a young person with a great attitude and a willingness to learn.. #career
- #printing
- #interview

Man gets job after standing in Tube station with CVs and sign – and bagging an interview within three hours | UK News | Sky



TRAINEESHIPS

TRAINEESHIPS

What employers can expect from providing a meaningful work placement for a traineeship.

A traineeship is a skills development programme that includes a meaningful work experience placement for people aged between 16-18 focusing on development and employability skills.

The placement will allow the trainee to receive training prior to paid employment which ensures they are ready to take the next step.

It's a GREAT progression route into employment or an apprenticeship

The employer is required to provide at least 70 hours of work experience (unpaid) for the trainee which can last from 6 weeks up to 6 months. Traineeship programs are flexible and can change to make sure the business and the trainee get the most out of the experience/programme.

BPIF will provide the Trainees with pre-employment training before starting their work experience and work closely with the employer to establish: the length of the work experience placement, the days the trainee works and how best the programme will be delivered.

- At the end of the placement, businesses can offer the trainee a job or an apprenticeship. If a position is not available, then a detailed exit interview is required with meaningful written feedback.

Employers must provide:

- a safe, meaningful and high-quality work experience placement
- a minimum of 70 hours of work experience placement over the duration of the traineeship (if the trainee claims benefits, the placement cannot last longer than 240 hours)
- constructive feedback and advice to the trainee
- an interview for an apprenticeship or job in their organisation at the end of the traineeship if one is available
- an exit interview at the end of the traineeship with meaningful written feedback if no job is available

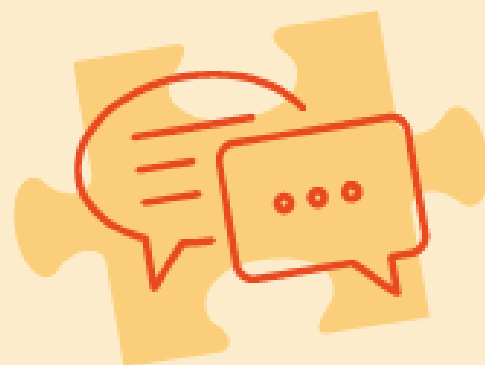
Benefits to employers

- get to know and work with a young person to see if they're right for an apprenticeship or job in their business
- design a programme that suits the needs of the trainee and their business
- develop current employees' experience in training and mentoring
- recruit new talent for their business
- claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed. Employers can claim this incentive for up to 10 learners per region. Employers can decide how to use the money.

BPIF

EST. 1901

TRAINING



#MORETHANPRINT
#BUILDTHEFUTURE

NATIONAL APPRENTICESHIP WEEK 2022

7-13 FEBRUARY



NATIONAL APPRENTICESHIP WEEK 2022

Questions...?

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