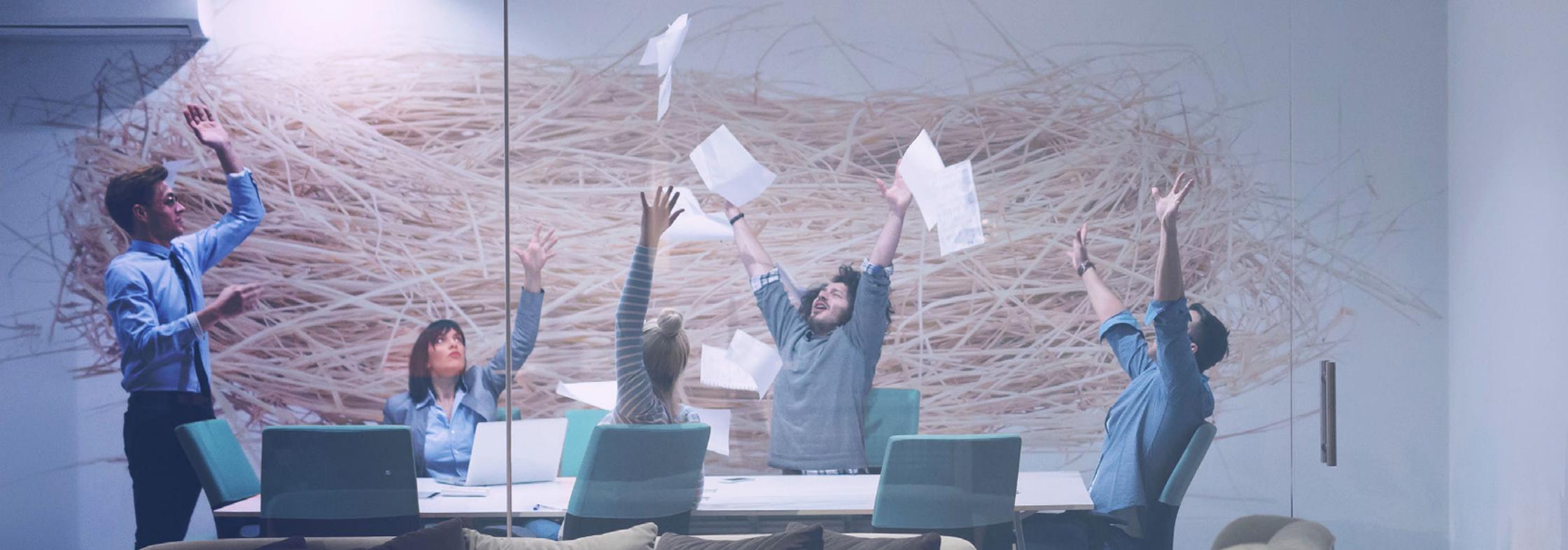




FIRST FOR
Apprenticeships

2021/22

PROSPECTUS



WE **ROCK** THE WORLD OF APPRENTICESHIPS

At First For Apprenticeships, we combine top quality training and industry experts to provide a wealth of courses across a range of industries. Start your training with us today.

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INTRODUCING **FIRST** FOR APPRENTICESHIPS

We're a passionate bunch here. We have strong ethics, and hold ourselves to high standards in everything we do. With conviction and drive, our team is bold; if you care, you can trust us to care too.

A little about who we are.

First For Apprenticeships is an innovative private training provider who has evolved from a wealth of knowledge and experience in apprenticeship training.

Our aim is to offer exceptional, high quality training, to suit each individual employer and apprentice requirements. We recognise the importance of maintaining and extending a home-grown talent pool and fully support the benefits that an apprenticeship programme can deliver to an employer's workforce to increase staff retention and career progression within.

We provide apprenticeships and professional training courses in the North East and throughout the UK, specialising in Highway Maintenance and LGV driving. We are committed to helping shape the economic growth of the UK, by creating roles and delivering training reflecting business requirements. Our main offices are based in Newcastle, but we deliver programmes throughout England and Wales.

WE WANT TO CHANGE THE WAY PEOPLE THINK ABOUT APPRENTICESHIPS. WE ACTIVELY LISTEN TO WHAT BOTH EMPLOYERS AND LEARNERS WANT, SO THAT WE CAN DELIVER THE BEST POSSIBLE COURSES.

CHOOSE **FIRST** FOR APPRENTICESHIPS



Skills

You'll be taught by industry experts, so you'll learn all the skills used in your sector.



Qualify

All of our courses come with an official qualification. Get that certificate.



Business

A great way to boost the skills of your staff you already have, or mold new staff just the way you want!



Knowledge

Gain all the knowledge and know-how about your industry. You'll be an expert in no time.



Finances

No tuition fees, government funded and you earn a wage. Sound good?



Job Acceleration

90% of apprenticeships lead to further employment – an ideal way to break into the industry you want.

Tackling the UK's skills gap

First For Apprenticeships courses have been designed to help businesses and individuals reach their full potential; our courses and programmes run throughout the year, to fit around busy work schedules. With 91% of organisations struggling to find workers with the right skills in the past 12 months, the UK skills shortage is now costing an extra £6.33 billion a year in recruitment fees, temporary staff, and training. Our apprenticeships aim to tackle this issue – your employees will have all the relevant skills, as the

apprenticeship material is developed in accordance with industry professionals. You won't be taking a financial hit as the levy or government funding will cover 95-100% of the cost. Hire a new start or up-skill current staff; either avenue gives your business the opportunity to move in the right direction. With a highly proficient team, knowledgeable in all the right areas, you'll skirt the issue of a skills gap in your workplace.



BUILD A BETTER BUSINESS: **HIRE** AN APPRENTICE

Want to hire an Apprentice? This section has all the information you'll need, from how an apprenticeship works, funding explained, and the benefits an apprentice can bring. The process couldn't be easier.

An introduction to apprenticeships

Apprenticeships have a long history of being tied to young people learning a trade, and while that may have been accurate years ago, the reality is much different.

Apprenticeships have moved on from that old stereotype; today, anyone aged 16 or over can be an apprentice, even university graduates. On top of that, apprenticeships are now offered in a wide variety of fields, from management training to software development and dental nursing.

Apprentices tend to be in the early stages of their chosen career, whether they've come from school, a career break or career change. They bring enthusiasm and a willingness to work hard to the workplace, and in turn, they are taught valuable professional skills. A win-win, taking on an apprentice is a two-way street; with both employer and apprentice having the scope to gain massively from the experience.



**APPRENTICESHIP TRAINING
BLENDS PRACTICE
AND THEORY, LETTING
YOUR APPRENTICE GAIN
KNOWLEDGE AND SKILLS
THAT WILL MAKE THEM A
WELL-ROUNDED EMPLOYEE.**

How do apprenticeships work?

So how do apprenticeships work? You provide the workplace learning, teaching them everything you want them to know, moulding them from the start. They then also get 20% of their time doing off-the-job training. This could be a day in college, online learning or personal development time, but no matter the format it will give them the time to practice anything they're unsure of, or learn new skills.

When the apprenticeship comes to an end, your apprentice will sit an endpoint assessment, which may be backed-up by coursework like assessment plans. The endpoint assessment will determine how well the apprentice has done and will grade them accordingly. When they've passed, it's then up to you if you want to keep the apprentice as part of your team.



Why an apprentice?

Hiring an apprentice is beneficial to you, to the apprentice and to your business. Firstly, the cost is lower than hiring more experienced and skilled staff, and the training of the apprentice is at least part-funded. Pair that with a lower minimum wage and you've got a cost-effective and enthusiastic new start.

Studies have also shown that hiring an apprentice can increase your workforce productivity; over 80% of businesses that took on an apprentice reported higher than normal efficiency. Apprentices bring with them fresh perspectives and new ideas, which can be a breath of fresh air to the workplace.

Apprenticeships are tailored to specific job roles, and these tend to be the areas experiencing a skills shortage. The government states that skills shortages are one of the biggest threats to the UK economy; the boost in apprenticeships is to help combat that. Apprentices bring a range of skills and knowledge that can help plug these gaps, meaning your business will be future proof.

BENEFITS OF HIRING AN APPRENTICE



Get the Best Talent

The apprentice wage isn't very high. However, there were still 375,000 new apprentices in 2018. Studies show that apprentices are some of the most enthusiastic workers, with passion for their chosen industry driving them forward, and a view of 'the big picture' rather than money.



Cost Effective

Whether it's through the levy or through government funding, apprenticeships are an affordable way to expand your team. With the majority of the apprenticeship cost covered, including training and assessments, you'll gain valuable staff members while keeping expenses down.



Develop Staff

Apprentices don't have to be new hires. By using sector-specific apprenticeships, your staff can gain accredited qualifications, develop knowledge, and be up to date on current business trends. 72% of businesses report improved productivity as a result of apprenticeships.

A Guide to Apprenticeship Funding

The UK Government wants more people going into apprenticeships – 3 million by 2020 to be exact. There's been a big push to emphasize the benefits of hiring apprentices, but the biggest draw has been the wallet. There are various ways to fund an apprenticeship, depending on the size and scale of your company, but no matter if you're an independent, 3 person store or a multi-million-pound company; there are funding options for you.



The Apprenticeship Levy

In April 2017 the apprenticeship levy was introduced. Requiring all employers with salary bills of over £3 million to pay 0.5% of said salary bill into a dedicated fund; the levy can only be spent on apprenticeship training – with new or existing staff.

The payments are collected by HM Revenue and Customs on a monthly basis, and are done automatically through PAYE. Employers are able to access funding through an online account. From the time of payment, the employer has 24 months to spend it before they expire and are absorbed by the government.

To further encourage the use of this levy, the Government will offset the levy by £15,000, and will grant a 10% top-up, meaning for every £1 put in, employers can draw out £1.10.

HERE'S AN EXAMPLE TO HELP BREAK DOWN THE FIGURES.

SALARY BILL: $300 \times 21,000 = 6,300,000$

LEVY: $0.5 \times 6,300,000 = 31,500$

EMPLOYER PAYS: $31,500 - 15,000 = 16,500$

FUNDS AVAILABLE: $16,500 + 10\% = 18,150$

Don't Qualify for the Levy?

Just because your business doesn't qualify for the levy, doesn't mean there aren't funding options available for you. The Government has recently increased the percentage they'll contribute, meaning there's never been a better time to hire an apprentice.

If your salary bill is less than £3 million then you are eligible to receive 95% government funding for the apprenticeship, meaning the company only has to pay the remaining 5%.

This makes hiring an apprentice a cost effective solution no matter the size of the company. As an additional incentive to small businesses, any company with less than 50 employees hiring an apprentice aged 16-18 will be 100% government funded, and will also receive a £1000 payment.

APPRENTICES MUST BE PROVIDED WITH ON-THE-JOB-TRAINING, EMPLOYED FOR A MINIMUM OF 30 HOURS PER WEEK, AND BE PAID THE APPRENTICE MINIMUM WAGE.



A young man with a beard and blue eyes, wearing a bright red hard hat and a dark blue work shirt with reflective stripes, is smiling warmly at the camera. He is standing in a factory or industrial setting, with blurred lights and machinery in the background.

APPRENTICESHIPS: TAKING YOU FROM NOVICE TO **EXPERT**

So you're intrigued and want to know more about apprenticeships? Have a read through this section for all the information you need on just how apprenticeships work and the perks of choosing this route.



What are apprenticeships?

Apprenticeships are a combination of education and work that ensures participants will end up with all the skills, knowledge and experience needed to have a successful career.

As an apprentice, you will receive on the job training and learn job-specific skills whilst working alongside experienced staff members, some of whom will mentor

you in specific areas. You'll have full employment rights and benefits, including a salary and holiday pay. On top of this, you will have allocated – and paid – time for study related to your role. This must make up 20% of your work-week, and can take place in your place of work, or in a college. At the end of your apprenticeship, you'll have a recognised qualification as well as invaluable experience.

What's needed?

Apprenticeships take between one and three years to complete, depending on the level. Each apprenticeship will have individual entry requirements, and they vary – you will typically need English and Maths at GCSE grade 4-9, and possibly up to 3 additional GCSE's. Each employer or training provider can set additional criteria for the role, such as specific IT skills, and this too varies.

Benefits of an apprenticeship

Doing an apprenticeship has a lot of benefits over other avenues. To start with, you don't have to worry about student loans; with an apprenticeship, there's no cost to you, and you can even get an apprentice discount card. With student loan debts soaring to a £50,000 average, earning money instead of losing it can be quite appealing.

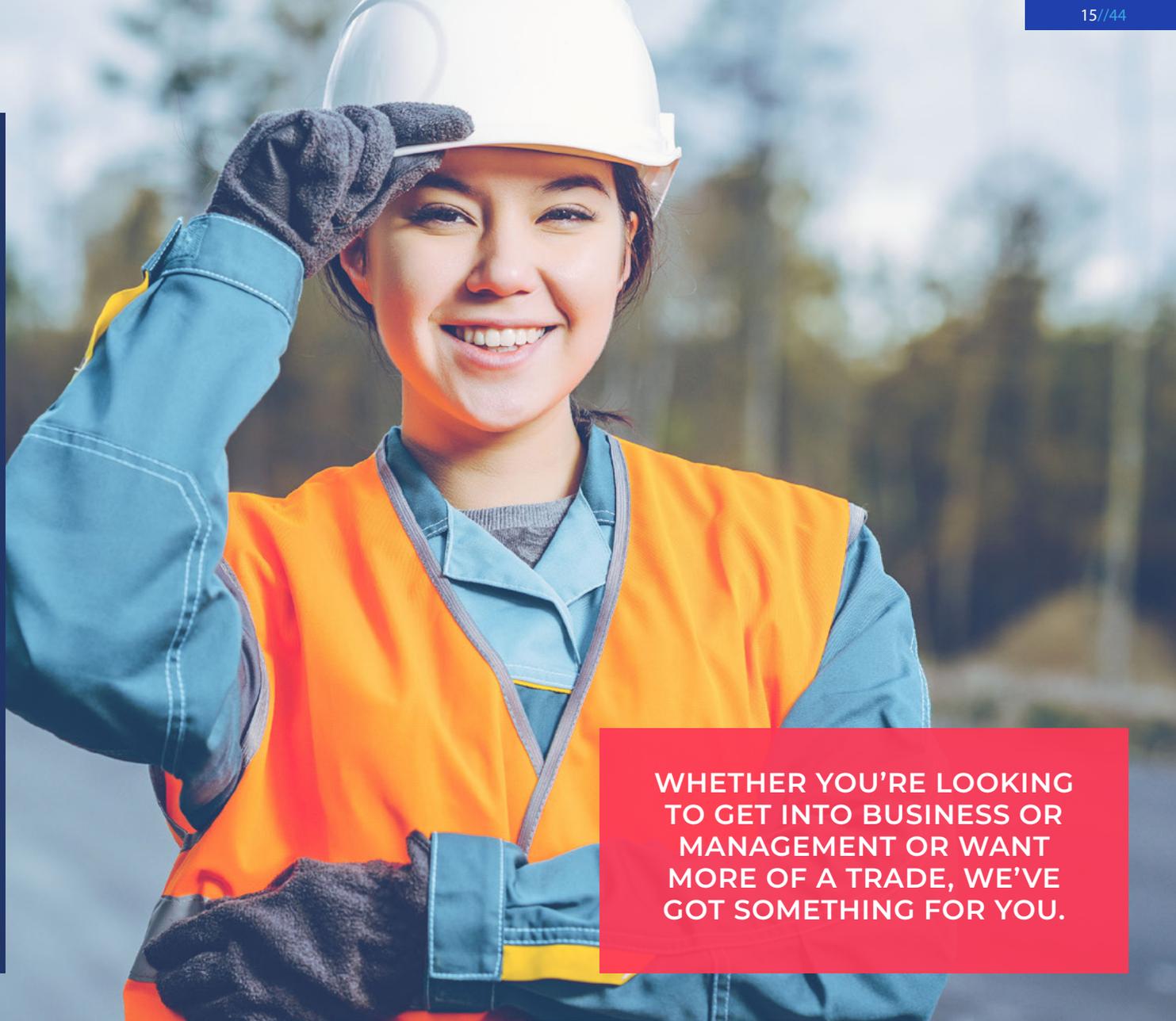
Apprentices also have better job prospects than their university counterparts. In 2018, 90% of apprentices had gone into full-time work or further training following their apprentice, compared to 73% of university graduates. On top of that, 64% of apprentices are kept on at the same company, so you might not even have to bother with job hunting!

Apprenticeships for school leavers

Looking to the future? We've got you covered with our apprenticeships for school leavers.

There are so many options for school leavers these days. Do you opt for university, college, straight into work, travel for a while? It can be exciting, but stressful to plan for the future, and know what's the right step for you.

While all of the above are great options, an additional choice that might not come to mind straight away is an apprenticeship. People tend to associate this with learning a trade – which of course you can – but today there's so many other sectors you can get into. If you want into the digital industries, engineering, journalism, sciences, business or hospitality; there's an apprenticeship out there for you.



WHETHER YOU'RE LOOKING
TO GET INTO BUSINESS OR
MANAGEMENT OR WANT
MORE OF A TRADE, WE'VE
GOT SOMETHING FOR YOU.

Apprenticeships for everyone

Gone are the days when apprenticeships were for 16 to 18 year olds and limited to trades. Today, there are over 100 different modern apprenticeships across thousands of jobs. And age isn't a factor anymore. In April 2017 the apprenticeship model was rebuilt, meaning that age isn't a deterrent to employers as government

funding is the same for anyone over 19. So if you're thinking of a new career, why not go for an apprenticeship job.

An apprenticeship is a great way of getting a foot in the door of a new vocation. With transferable soft skills, you'll immediately be appealing to an employer and experience in the workplace will tend to mean a stronger work ethic compared to school leaver; a strong advantage. So if you're considering a career change, consider an apprenticeship – it could lead to the job that's perfect for you.

A STUDY BY FIRST DIRECT FOUND THAT 43% OF BRITS HAVE A DESIRE TO SWITCH CAREERS IN THE NEXT TWO YEARS; WITH A QUARTER OF PEOPLE CITING A DESIRE TO LEARN NEW SKILLS AS BEING THE DRIVE FOR THE MOVE.



Already a Graduate?

So you've been to college or even university and aren't having luck in the job market – or maybe you just want to move into a different area. In the past, apprenticeships would have been off-limits if you had already studied in higher education – not so anymore. Even if you have a master's degree you can start an apprenticeship – the only limit being that the subject you studied at university must not be the same as the apprenticeship.

Apprenticeships are specifically aimed at filling skill-gaps and training people from the bottom up, so if you studied dental nursing you can't do a dental nursing apprenticeship. Digital marketing though? Go for it!

OUR GUIDE TO LEVELS

In England, there are currently four categories of apprenticeship: intermediate, advanced, higher and degree. They all involve a work-based learning programme and lead to nationally recognised qualifications.

Level 2

Intermediate

For people completely new to the relevant sector, these are entry-level apprenticeships that build all knowledge and skill from the ground up.

Level 4-5

Higher

Equivalent to the first and second year of university respectively, these apprenticeships are designed for those with specialist knowledge of their field.

Level 3

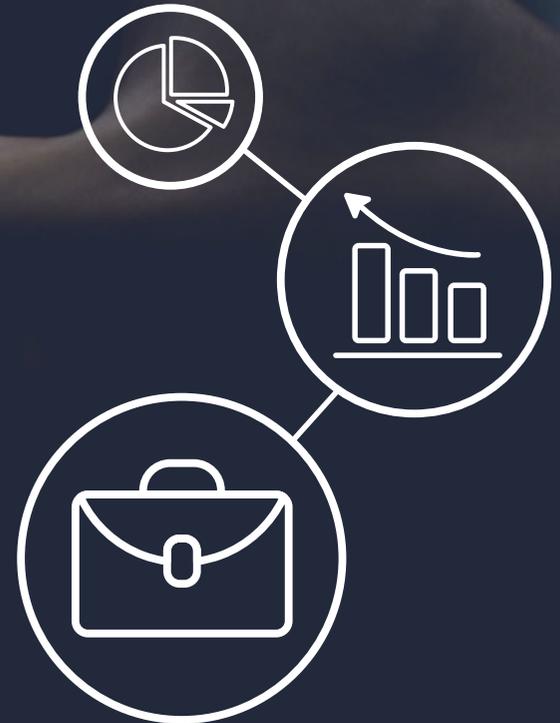
Advanced

Level 3 is for people who have a basic knowledge of the subject area, and want to build on this. Takes skills to an advanced level.

Level 6-7

Degree

The recently introduced degree apprenticeships are equivalent to a Bachelor's and Master's degree respectively. They have been developed jointly by universities and professional bodies, and combine work with part-time study.





OUR APPRENTICESHIPS WE'VE GOT SOMETHING FOR EVERYONE

Our apprenticeship courses are a brilliant way to discover new ways of learning. A hands-on approach and great quality training mean you'll be able to accelerate your learning, quickly gaining new skills.

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Business & Management

A career in Business and Management is ideal for exploring all facets of the workplace. Entrusted with taking responsibility for the smooth running of the day-to-day operations of the organisation at all levels and enabling the business to prosper.

If you want to explore all facets of the workplace then Business & Management is ideal. Entrusted with taking responsibility for the smooth running of the day-to-day operations of the organisation, you'll help the business to prosper. Degree apprenticeships in the business sector are increasing, with opportunities for to use the apprenticeship scheme to become a chartered manager or senior leader.

- Planning, organizing, and leading duties of your department
- Overseeing staff members
- Assisting in financial aspects of the business
- Handling required reporting and data-entry
- Hiring new employees
- Working as a team leader

BUSINESS & MANAGEMENT

Business Administration

An apprenticeship that is relevant across both the public and private sectors; business admin apprentices will leave with a highly transferable set of skills. The business admin role is a versatile one, flexibility and responsiveness is the main requirement.

A positive attitude is a must for a business admin, as they will be required to interact with external and internal customers, as well as other departments within the company; strong communication skills mean the admin can contribute to the efficiency of the organisation, and work their way towards a management role.



Level
3



Duration
15 months minimum



Qualification
Learners will be awarded a Business Administrator Level 3 certificate.

This apprenticeship would be ideal for roles as a receptionist, office junior, business support officer, personal assistant, and secretary. Progression in these areas can lead to manager and executive roles, meaning it's a great gateway into the business world.

A BUSINESS ADMINISTRATOR WILL EXERCISE PRO-ACTIVITY AND GOOD JUDGMENT; MAKING EFFECTIVE DECISIONS BASED ON SOUND REASONING AND DEALING WITH CHALLENGES IN A MATURE WAY. YOU'LL SEEK THE ADVICE OF MORE EXPERIENCED TEAM MEMBERS WHEN APPROPRIATE.



BUSINESS & MANAGEMENT

Business Admin BTEC

During the Pearson Business Admin BTEC, you will learn how to communicate both verbally and non-verbally, how to organise meetings and events, how to manage information and diary systems, and how to prepare business documents.

The course allows the learner to develop knowledge and technical skills for sector roles such as Administrators, Business Support Officer, Office Junior, and Receptionist.

The PLTS system allows learners to track their progress and growth through the development of personal, learning, and thinking skills.



Level
2



Duration
12 months minimum



Qualification
Pearson BTEC Diploma in Business Administration.

This course is an apprenticeship framework, which means it is a course made up of different qualifications.

Framework courses are made up of units. There are a core set of units that are mandatory for the course, and a selection of optional units. Each unit is worth credits, and you must reach a target amount of credits to gain the qualification.

THE PEARSON BTEC DIPLOMA WAS DEVELOPED IN RESPONSE TO EMERGING INDUSTRY TRENDS AND THE SKILLS AND KNOWLEDGE REQUIREMENTS OF EMPLOYERS.



BUSINESS & MANAGEMENT

Chartered Manager

A chartered manager takes responsibility for managing people, projects, and operations to deliver long-term organisational success. They prove their ability to deliver impact with a strategy, motivate and develop others, lead change and innovate.

They are capable of taking charge of complex situations and delivering on objectives over a range of functions. They will want to develop all areas of their leadership skills, from strategic decision making and risk management to developing relationships and fostering an inclusive culture.

A chartered manager can work in the public, private, or third sector, and in organisations ranging from small to large.



Level
6



Duration

This apprenticeship will typically take 4 years to complete.



Qualification

Either BA (Hons); BSc (Hons) or BBA (Hons)

Examples of a chartered manager's job role are manager, senior manager, head of department, and operations manager.

This work-based programme includes 12 compulsory modules and a 60 credit work-based project. Each module is delivered in a two-day block approximately every six weeks, during which participants will gain valuable input from academics, practitioners and industry guest speakers all who are experts in their field.

ON COMPLETION, YOU WILL BE ABLE TO APPLY FOR PROFESSIONAL RECOGNITION AS A CHARTERED MANAGER AND MEMBER OF THE CHARTERED MANAGEMENT INSTITUTE (CMGR MCFI).



BUSINESS & MANAGEMENT

Customer Service BTEC

With the Customer Service BTEC, learners will complete units in organising and delivering customer service, resolving customers' problems, understanding the customer service environment, principles of business, managing personal and professional development, and understanding the customers.

There is also a range of more specialised units that are sector contextualised and align with the finer points of customer service. These include analysing and interpreting customer feedback, negotiating in a business environment, managing team and individuals' performance, collaborating with other departments, and monitoring the quality of customer service interactions.



Level
3



Duration
15 months minimum



Qualification
Pearson BTEC Diploma in
Customer Service.

This course is an apprenticeship framework, which means it is a course made up of different qualifications.

Framework courses are made up of units. There are a core set of units that are mandatory for the course, and a selection of optional units. Each unit is worth credits, and you must reach a target amount of credits to gain the qualification.

ACHIEVEMENT OF THIS QUALIFICATION PREPARES THE INDIVIDUAL TO ENTER THE CUSTOMER SERVICE SECTOR, INCLUDING CROSS-SECTOR SERVICE RELATED ROLES THAT INVOLVES THE RESPONSIBILITY AND AUTONOMY FOR MANAGING A RANGE OF CUSTOMER SERVICE OPERATIONS.



BUSINESS & MANAGEMENT

Customer Service Practitioner

The role of the customer service practitioner is to deliver customer service services and products for organisations, including face-to-face, over the phone, as well as digital and written communications.

Customer service practitioners influence people's opinion of the company; demonstrating excellent customer service, behaviours, and product/service knowledge will ensure this is a positive experience. Customer interactions will cover a wide range of situations, including face-to-face, telephone, post, email, text, and social media.



Level
2



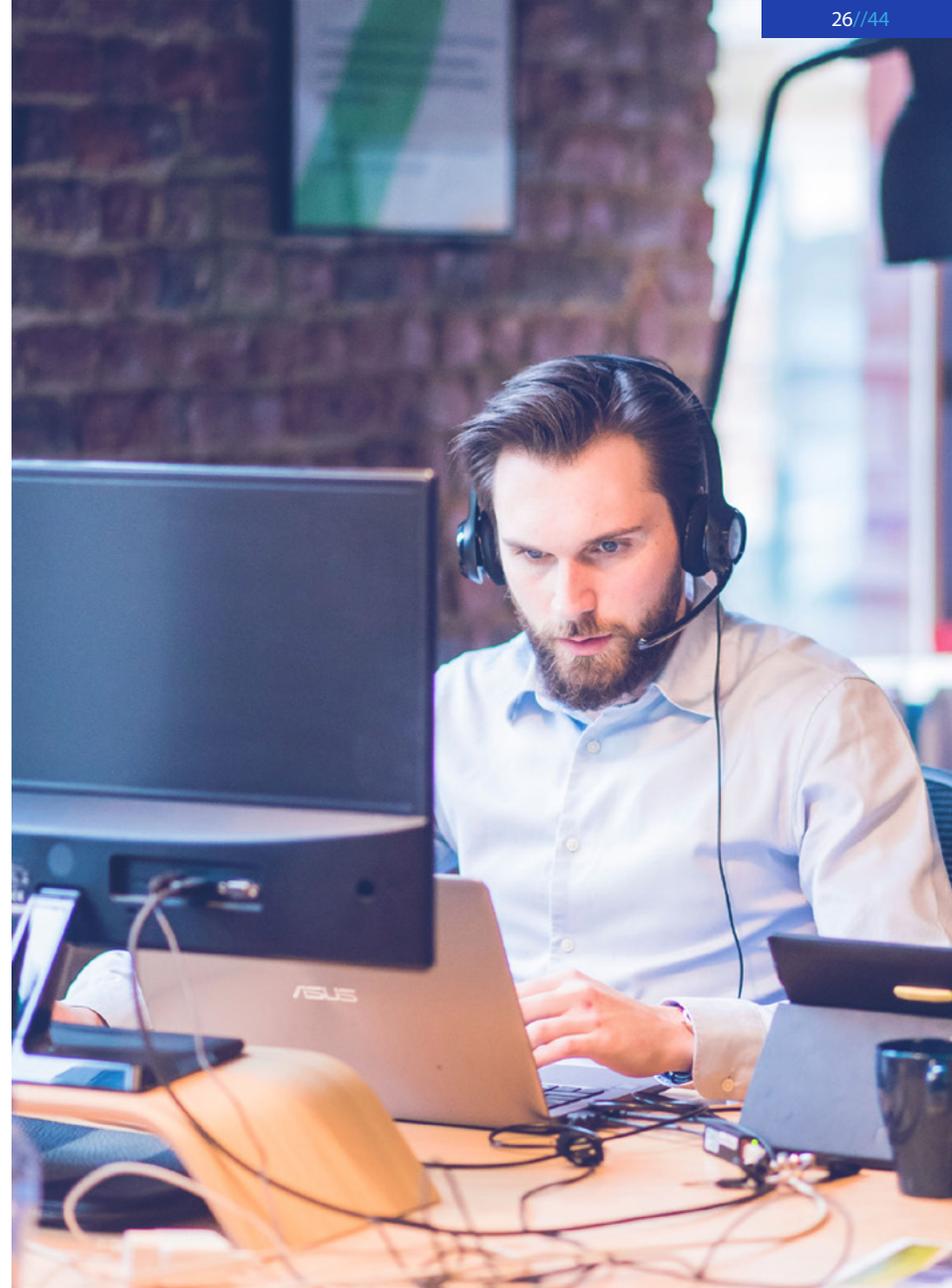
Duration
12 months minimum



Qualification
Customer Service Practitioner
Level 2 certificate.

Customer service practitioners are the first point of contact with customer, and so they must imbue the company ethos. All actions will influence the customer experience, satisfaction and general opinion of the company. Communication is key for this role - you must learn how to build trust with a range of customers.

YOUR CORE RESPONSIBILITY WILL BE TO PROVIDE A HIGH QUALITY SERVICE TO CUSTOMERS WHICH WILL BE DELIVERED FROM THE WORKPLACE, DIGITALLY, OR THROUGH GOING OUT INTO THE CUSTOMER'S OWN LOCALITY.



BUSINESS & MANAGEMENT

Operations/ Departmental Manager

An operations/departmental manager is responsible for managing teams and projects in line with their organisation's operational strategy and is accountable to a senior manager or business owner.

The key responsibilities of the operations/departmental manager will include talent management, coaching and mentoring, financial and resource management, project management, and creating and delivering operational plans.

Those undertaking this course will have a working knowledge of these areas, however the purpose of the apprenticeship is to hone skills, so that the manager leaves with a refined knowledge base.



Level
5



Duration
2 years 6 months minimum

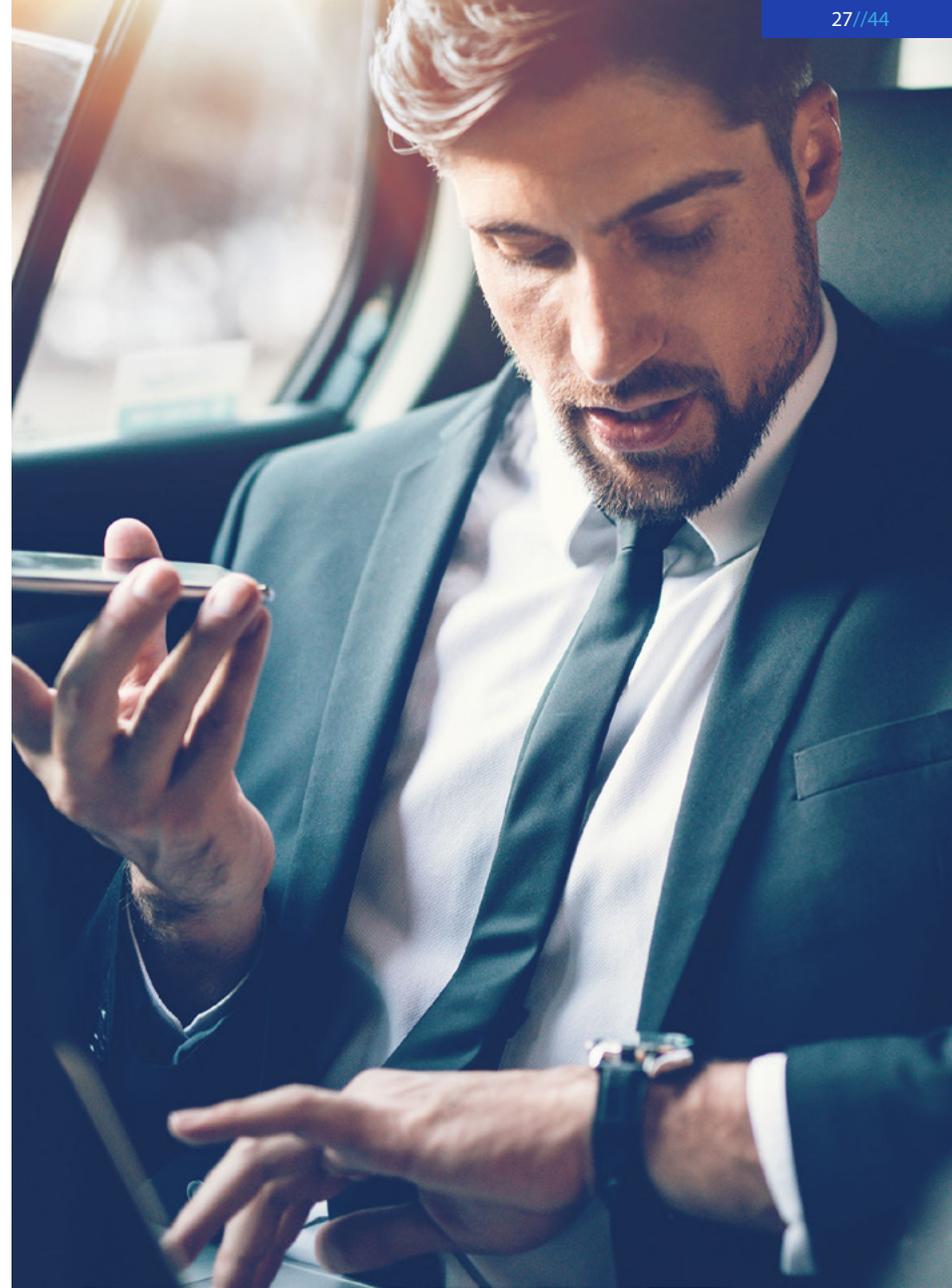


Qualification
Operations/Departmental Manager
Level 5 certificate.

Roles include regional manager, operations manager, department manager, specialist manager, and divisional managers.

This apprenticeship will improve core management techniques to drive better results, as well as building leadership capabilities to motivate and inspire. It will develop strategic leadership, as well as day-to-day management.

ON COMPLETION, APPRENTICES CAN REGISTER AS FULL MEMBERS WITH THE CHARTERED MANAGEMENT INSTITUTE AND/OR THE INSTITUTE OF LEADERSHIP & MANAGEMENT.



BUSINESS & MANAGEMENT

Senior Leader MBA

Leaders. Responsible for the direction and vision of some or all of the business, they must drive strategic intent and provide a clear sense of purpose to others. By identifying market trends they can recognise good long-term opportunities and are also responsible for developing an inclusive and supportive culture. With the Senior Leader MBA, these qualities will be strengthened and expanded.

The Senior Leader MBA apprenticeship has been developed with professionals in mind and is suitable for individuals who lead, manage and direct organisations of all sizes, from the public, private or third sector. The MBA will accelerate the development of leaders, expanding and enhancing their knowledge of strategic business areas, as well as boosting their organisational performance.



Level
7



Duration

The typical duration is 2 – 2 ½ years, depending on experience.



Qualification

Master's degree in management [either MA, MSc or MBA].

This apprenticeship is a blended work-based programme, includes 8 compulsory modules, a 4 day residential and a 60 credit work-based module.

Specific job roles may include; General Manager, Senior Manager, Section Leader, Executive, Director, COO, CFO, CEO, CIO, and Senior Military Officer.

THIS IS A DEGREE APPRENTICESHIP. UPON SUCCESSFUL COMPLETION YOU'LL BE AWARDED A MASTER'S DEGREE.



BUSINESS & MANAGEMENT

Team Leader BTEC

The Team Leader BTEC course is for those who would like to work in the business and professional management sector. Having this Level 2 Diploma can give you the edge, as it gives you the ability to lead a team, provide instruction, and guide them to meet targets.

The course will develop learners' competence as a team leader, and over the duration will cover topics such as team leadership styles and team dynamics, communication techniques, and problem-solving.

A team leader can expect to have their existing skills recognised whilst developing personal growth, learning and thinking skills.



Level
2



Duration
12 months minimum



Qualification
Pearson BTEC Level 2 Diploma in
Team leading.

This course is an apprenticeship framework, which means it is a course made up of different qualifications.

Framework courses are made up of units. There are a core set of units that are mandatory for the course, and a selection of optional units. Each unit is worth credits, and you must reach a target amount of credits to gain the qualification.

A TEAM LEADER IS A FIGURE WHO PROVIDE INSTRUCTION, GUIDANCE AND DIRECTION TO A GROUP OF INDIVIDUALS WITH THE END GOAL BEING A KEY RESULT.



BUSINESS & MANAGEMENT

Team Leader/ Supervisor

The first step onto the management chain, the Team Leader/Supervisor is an important role across a wide array of sectors. Often with operational roles, the main role is the managing of a team; meeting goals by providing instructions, direction, and guidance.

The role is applicable across businesses of all sizes, but no matter the industry the knowledge, skills, and behaviours needed will be the same. The key responsibilities of a team leader/supervisor will include managing, developing and supporting team members, planning and monitoring resources, managing projects, resolving problems and building relationships.



Level
3



Duration
12 months minimum



Qualification
Level 3 certificate awarded on completion.

The apprenticeship will cover a range of topics including interpersonal skills - covering leading people, managing people, building relationships, and communication. Organisational skills include operational management, project management, and finance. Personal effectiveness will also be developed, including decision making, self-awareness, and creation of personal development plans.

APPRENTICES MAY CHOOSE TO REGISTER AS ASSOCIATE MEMBERS WITH THE CHARTERED MANAGEMENT INSTITUTE AND/OR THE INSTITUTE OF LEADERSHIP & MANAGEMENT, TO SUPPORT THEIR PROFESSIONAL CAREER DEVELOPMENT AND PROGRESSION.



Creative & Design

Over 3 million people are employed in Britain's creative industries, contributing £80 billion to the economy a year. An apprenticeship in the creative & design sector can lead to jobs from content creation to film making to music producing. It's a fast growing sector that's ever evolving, so get your foot in the door now.

The creative industry is one of the most competitive out there just now, making the work/qualification duo an apprenticeship offers the perfect way to land your dream role. As your career develops, you'll be able to harness your creativity and turn it into something that other people can access and enjoy.

- Work to client briefs
- Researching and developing strategies
- Maximise audience engagement
- Use relevant software
- Enthusiasm for technology and design
- Working as a team or individually

CREATIVE & DESIGN

Junior Content Producer

Responsible for creating content for use across a variety of media -including broadcast, print, digital and social media – a junior content producer works to a customer/client brief and researches and develops media to suit the objective.

If you're a driven individual who's eager to learn, and with existing direct experience in digital or video / film / content production techniques, tasks and skills then this is the perfect apprenticeship for you. You'll need to have a positive, proactive and problem solving mindset, and be happy to take on challenges and explore multiple solutions.

You'll learn to manage multiple tasks and projects at once, as well as how to evaluate priorities, and work under



Level
3



Duration
15 months minimum



Qualification
Junior Content Producer Level 3 certificate.

your own direction. A strong sense of responsibility is a useful asset.

Communication is one of the key skills of the apprenticeship. Written and spoken skills are important, as is the ability to condense information to key points so as to communicate succinctly and with clarity.

The apprenticeship will hone skills in industry standard software and methodology.

LEARN THE SKILLS OF THE INDUSTRY, USE THE LATEST SOFTWARE AND EQUIPMENT, AND UNDERTAKE REAL-WORLD BRIEFS.





Construction

The construction industry is massive in the UK. Construction and building apprenticeships are literally the bricks and mortar of the UK construction industry and will lay a solid foundation for your own career trajectory. Experience tends to be what employers look for in this trade, so an apprenticeship is a perfect route into the industry.

Building and construction apprenticeships jobs come in many forms, so you could end up working on a construction site and learning skills in high demand such as painting, joinery, bricklaying, plumbing, plastering, carpentry, masonry, shop fitting and much more. It also cover work on the nations roads, so you can specialise in highways maintenance, road surfacing

- Knowledge of public safety and security
- Physical skills like movement, coordination, dexterity and grace
- Sensitivity and understanding
- To be thorough and pay attention to detail
- The ability to work well with others

CONSTRUCTION

Ground Worker

The first trade present at any construction site, a ground worker works closely with supervisors and engineers to interpret the design specifications and to prepare the site for building work to take place. A ground worker will be on-site throughout the construction, working with all other trades until the completion of the project.

The work completed by the ground works team includes preparing sub-surfaces, installing drainage, concreting, constructing roads or paths, and carrying out the finished hard landscaping.

An essential role, ground workers can easily transfer between house building, commercial building, and general building sites, as well as going between heavy construction and civil engineering sites.



Level
2



Duration

This apprenticeship takes an average of 18 months to complete.



Qualification

Ground worker level 2 certificate.

This role involves working outside at all times and in all weather conditions, so the ability to knuckle down and get on with the job is required. Early starts are also a pre-requisite of this industry as are long days.

There are a lot of safety procedures to get to grips with, so they need to follow strict health and safety regulations at all times.

LEARN ABOUT GROUND AND SITE PREPARATION INCLUDING CLEARANCE ACTIVITIES, INSTALLING DRAINAGE, CONCRETING AND FINISHING WORKS SUCH AS LAYING KERBS AND PAVING.



CONSTRUCTION

Highways Maintenance Skilled Operative

The role of the highways maintenance skilled operative is to make repairs to both urban and rural roads, being employed by either the private sector or the public sector.

Health and safety must be followed at all times, including the correct setup of Temporary Traffic Management to allow for the movement of both traffic and pedestrians.

This qualification is appropriate for employees in the construction and built environment sector who work across a broad range of areas.



Level
2



Duration

This apprenticeship takes an average of 18 months to complete.



Qualification

Highways Maintenance Skilled Operative Level 2 certificate.

Working as part of a team, the operative will carry out repairs using hand power tools, as well as pedestrian plant machinery. They must be able to interpret drawings and specifications. Common repairs include replacement of pavements and kerbs, laying new surfaces, and repairing potholes.

WORKING ON RURAL AND URBAN ROADS MAINTENANCE AND REPAIR CAN BE DANGEROUS SO OPERATIVES NEED PLENTY OF COMMON SENSE AND A HIGH LEVEL OF SAFETY AWARENESS.



**BOLT-ON
QUALIFICATIONS
AVAILABLE FOR
THIS COURSE**

see page 43

CONSTRUCTION

Property Maintenance Operative

The Property Maintenance Operative is responsible for ensuring the optimal condition and quality of the property, which will guarantee client satisfaction. Effective fault finding is important, as the prevention of any major damage will mean keeping builds cost-effective.

With a knowledge of basic carpentry, electrical, plumbing and decorating, the completion of this apprenticeship enables progression into technical specialist roles or facilities management across a wide variety of sectors.

This apprenticeship is designed for people starting to work as maintenance assistants, facilities assistants, maintenance engineers,



Level
2



Duration
12 months minimum



Qualification
Property Maintenance Operative
Level 2 certificate.

multi-skilled technicians. The main role is to optimise property conditions and quality to ensure the building is kept in a safe working condition. This role requires good customer service skills and a commitment to customer satisfaction, and includes the ability to identify and rectify faults in the building fabric which requires hands-on building maintenance skills and techniques.

COMPLETING THIS APPRENTICESHIP PROGRAMME, WITH ALL ITS TRANSFERABLE SKILLS, WILL ENABLE PROGRESSION TO ROLES SUCH AS A TECHNICAL SPECIALIST.



CONSTRUCTION

Road Surfacing Operative

A Road Surfacing Operative (RSO) is critical to the country's infrastructure. RSO's are responsible for surfacing, resurfacing, and improving vast areas of both the publicly and privately owned highway network; covering all roads from residential streets to motorways.

RSO's work as part of a team, known as a gang, run by a foreman. Within the gang, RSO's perform a multitude of tasks, including machine driver, plane operator, roller driver, and rake hand. Being a team player is essential, as is a safety-first attitude, so as no risk comes to themselves, those around them, or the environment.

Typical duties include: the operation of a wide range of specialist plant machinery,



Level
2



Duration
15 months minimum.



Qualification
Road Surfacing Operative Level 2
certificate.

the removal of old/existing surfaces, the resurfacing of the prepared area, he alignment and then compaction of the new surface, and the visual inspection and testing of the new surface

Employers of all sizes exist within this industry, from small enterprises running a single gang to multi-national organisations involved in operations across numerous countries and continents.

WORK IS ALMOST EXCLUSIVELY COMPLETED OUTDOORS, AND SHIFT WORK IS ALSO COMMON, SO AS TO MINIMISE DISRUPTION TO THE GENERAL PUBLIC.

**BOLT-ON
QUALIFICATIONS
AVAILABLE FOR
THIS COURSE**

page 43



Transport & Logistics

With the government investing billions of pounds into the UK's transport infrastructure, skilled workers are in high demand in this growing industry. So discover what attributes and qualifications are needed for careers in the transport and logistics sector.

With customer expectations, automation technology and other changes transforming the logistics industry, this is another area where skilled recruits are needed. The industry is crucial to the economy; without it everything would come to a halt, that dress or trainers you ordered wouldn't be able to get to you, the bus or train you take everyday to get to school or work wouldn't operate anymore. It really is a vital industry.

- Logical thinker
- Good organisational skills
- Ability to stick to a schedule
- Use industry-recognised systems
- Follow all health and safety practices and procedures
- Working as a team

TRANSPORT & LOGISTICS

Driving Goods Vehicles (DGV)

The Pearson EdExcel Level 2 Certificate Driving Goods Vehicle is a work-based qualification for those who work or want to work in the DGV sector. With 3 pathways for different vehicle types, completion could lead to employment as a van driver, courier, or large goods vehicle driver.

The Driving Good Vehicle course will give learners the opportunity to gain knowledge and skills which meet the standards of professionalism that are required for the industry, as defined by the Sector Skills Council. This requires the learner to not only demonstrate their competence in driving but also preparing and loading and unloading. Other areas covered during the course include customer service, planning routes, and dealing with payments.



Level
2



Duration
12 months minimum.



Qualification
Pearson Level 2 Driving Good
Vehicle Diploma.

This course is an apprenticeship framework, which means it is a course made up of different qualifications. Framework courses are made up of units. There are a core set of units that are mandatory for the course, and a selection of optional units. Each unit is worth credits, and you must reach a target amount of credits to gain the qualification.

OVER 2.3 MILLION PEOPLE IN THE UK WORK IN THE LOGISTICS SECTOR, WHICH EQUATES TO ABOUT 1 IN 12 PEOPLE.



TRANSPORT & LOGISTICS

LGV Driver

An LGV driver delivers goods across all industries for a wide range of customers, from sole traders to global organisations. They ensure all products are delivered on time to the correct location, with all documentation needed. This programme is a great way for the road haulage industry and businesses with a lorry fleet to find new drivers, reducing the risk to businesses from the large shortage of professional drivers.

Driving in a safe and fuel-efficient manner, LGV drivers must maintain the integrity of the load, including ensuring all health and safety standards are adhered to. An LGV driver can work across a variety of sectors, including removals, shipping, freight, import/export, food, and hazardous goods.

Good communication skills are vital as liaising with a range of people



Level
2



Duration
12 months minimum.



Qualification
Large Goods Vehicle Level 2
certificate.

and customers is necessary. Meeting expectations and providing quality service will encourage repeat business.

The course helps drivers get their lorry licence and gain skills to become valued members of an employer's workforce as well as helping employers upgrade existing employees' skills and/or recruit new staff to retrain them to fill their vacancies.

CANDIDATES MUST HOLD AT LEAST A VALID UK CATEGORY B DRIVING LICENCE AND BE 18 YEARS OLD BEFORE THEY GAIN A PROVISIONAL VOCATIONAL LICENCE.



TRANSPORT & LOGISTICS

Passenger Transport Driver

Public transport is a huge industry; every day millions of people travel by bus, coach, and tram. As a passenger transport driver, you will ensure that all journeys are safe, timely, and comfortable.

As a passenger transport driver apprentice, you'll gain knowledge, behaviours, and skills that play a vital role in providing a high-quality transport service to all customers. Duties will include efficient operation of a passenger transport vehicle, driving legally and safely with high attention to detail, and prioritising the safety of the passengers.



Level
2



Duration
12 months minimum.



Qualification
Passenger Transport Driver Level 2
certificate.

Transporting passengers is more than just being behind the wheel or the controls and getting them from one place to another. Customer care is all about behaving in a professional manner when you are carrying your passengers - being friendly and approachable. There could also be times, where you might need to handle difficult situations.

PRIOR TO TAKING THE END-POINT ASSESSMENT THE APPRENTICE MUST BE 18 YEARS OLD. FOR BUS AND COACH, THE APPRENTICE MUST HOLD A VALID UK DRIVING LICENCE CATEGORY D, THIS WILL ALLOW THE APPRENTICE TO DRIVE A VEHICLE WITH MORE THAN EIGHT PASSENGERS.



TRANSPORT & LOGISTICS

Supply Chain Warehouse Operative

Warehouse operatives work in a variety of warehouse environments, and are responsible for a range of tasks, from taking deliveries, picking/packing goods, loading goods for dispatch and maintaining stock records.

A supply chain warehouse operative will be able to communicate with a variety of people, including customers; providing a quality service and meeting customer expectations. Working to deadlines and often under pressure, warehouse operatives will become highly experienced in using industry-specific systems and tools.



Level
2



Duration
12 months minimum.



Qualification
Supply Chain Warehouse
Operative Level 2 certificate.

Apprentices will have a passion of meeting customers' expectations by providing a quality service that encourages repeat business. They'll be using safely a range of equipment, machinery and vehicles, as relevant to their role and setting. This could include mechanical racking systems, materials handling equipment (MHE) or fork lift trucks.

HEALTH AND SAFETY PRACTICES, PROCEDURES AND REGULATIONS WITHIN A WAREHOUSE ENVIRONMENT - INCLUDING SAFE DRIVING AND OPERATING TECHNIQUES AND WORKING SAFELY AT HEIGHTS WILL BE A FOCUS OF THE APPRENTICESHIP.



BOLT-ONS

There are a number of additional bolt-on courses you can add on when enrolled on the Road Surfacing Operative or the Highways Maintenance Skilled Operative apprenticeships. These are optional, but taking them will let you gain a further understanding of your course. Each additional bolt-on completed is an extra qualification earned.

BOLT-ON

Emergency First Aid at Work

The Emergency First Aid at Work course is designed to impart life-saving first aid skills that could help at a vital time. A designated first aider is often a work-place requirement, so organizations can benefit from having their staff trained.

The Emergency First Aid at Work course will give learners the skills and confidence to deal with a variety of emergencies. The course will teach the role of the first aider, relevant health and safety regulations, emergency resuscitation, as well as knowledge on how to deal with bleeding, shock, burns, seizures, choking, and unresponsiveness. Held in a classroom setting, the course is hands-on, with the learner dealing with a variety of scenarios, getting advice from the instructor throughout.



Duration
6 hours.



Qualification
First Aid Licence valid
for 3 years.

BOLT-ON

Highways England Common Induction

The Highways England Common Induction equips the learner with an understanding of health and safety, hazards and risks, and the best practices to work on highways. England Strategic Road Network (SRN).

This course will teach the main requirements of the Health and Safety at Work Act, how to review fatal risks that occur when working, and how to identify the essential health and well-being points in the workplace.

It also covers reviewing fatal risks that occur while working, the impact on the individual, their lives, and their families in case of a serious accident at work, and Highways England's minimum expectation for working on site.



Duration
1-4 days.



Qualification
Highways England
Certificate.

BOLT-ON

Site Safety Plus

The Site Safety Plus course is designed to teach participants about the hazards that can be faced on site. It develops a knowledge and understanding of why hazards occur, along with relevant health and safety practices, and welfare and environmental issues.

Failure to comply with the abundance of health and safety regulations can result in the company being held liable, with legal action a possibility, therefore it is important that employees understand their responsibilities when it comes to welfare in the workplace. The Site Safety Plus qualification will give them that knowledge, as well as helping to protect the staff and the company's reputation. The course will explore the individual's role in the management of the site, risk assessments and reporting workplace safety and then need to prevent accidents.



Duration
1 day.



Qualification
SSP certificate, valid for
5 years.

BOLT-ON

Site Environmental Awareness

The Site Environmental Awareness course is designed to give learners a good knowledge of environmental and sustainability factors, and the industry's best practice when it comes to these.

Participants will learn to identify, control, and minimise the environmental impacts of their work, and identify improvement opportunities.

The Site Environmental Awareness course will cover legal compliance, issues associated with construction activities, sustainability issues, waste management, and statutory nuisance, requirements on water use, contaminated land, and pollution prevention.



Duration
1 day



Qualification
CITB renewable 5 year
certificate.

BOLT-ON

The New Roads and Street Works Act

The NRSWA units 1-6 & 9 provides learners with the knowledge and skills needed to perform operative duties such as setting up equipment, carrying out excavations, and locating underground apparatus.

The NRSWA is for any operatives that work on the public highway, and any operatives who reinstate roadways in adherence to the Specification for Reinstatement of Opening in the Highways and NRSWA 1991. Learners will cover the risks associated with striking underground apparatus, the use of tools to locate underground structures, and the methods of excavations. Learners will also leave being able to recognise the signs of underground services, with an awareness of signing, lighting, and guarding the workplace and knowing how to mark services ready for excavation.



Duration
5 days



Qualification
Certification under the
City & Guilds scheme
6156.

GET IN TOUCH

Questions about apprenticeships or the levy? Found a course that seems right for you? Contact us today and we'll get your apprenticeship journey started.

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