

WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX, Four years, Part-time (1 day per week). Tuesday 12:30 – 17:00, 18:00 – 21:00 (term time only). This may reduce depending on previous experience and skills.

ENTRY REQUIREMENTS:

- Must have the equivalent of 96-120 UCAS points, or provide evidence of associated experience.
- Would normally require 3 GCSEs 9-4 (A*-C), including grade 4 (C) or above in Maths (or equivalent) and English Language (or equivalent) within their overall GCSE profile, when their application is supported by
- GCE Advanced Level/BTEC qualifications.
- Seeking entry with an AVCE qualification, a Merit grade is normally required in a relevant subject area.
- Overseas applicants would normally be required to demonstrate achievement of IELTS Level 6 (or equivalent).

WILL I GAIN ANY QUALIFICATIONS?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

This course is designed to offer students the opportunity to study for an award in Management at the same time as working either in a management role, or in preparation for one in the very near future. The distinctive feature of the Chartered Manager Degree Apprenticeship (CMDA) is its emphasis on the workplace as a learning and development environment. You will find clear relationships between your assignments and taught module content drawn upon in the workplace, and your role in it. We will be using case study examples from students and their organisations, to create a greater understanding of management, your own capability and, in turn, the overall performance of your organisation. The course is endorsed by University of Chichester.

UNITS/TOPICS COVERED:

This programme is structured across Level 4, 5 and 6 based modules. These are designed to be covered over the four years on a part-time basis. The table overleaf identifies the structure of your programme and the increase in level each year.



Year	Term 1	Term 2	Term 3
1	Level 4	Level 4	Level 4
2	Level 4/5	Level 5	Level 5
3	Level 5	Level 5/6	Level 6
4	Level 6	Level 6	Level 6

Credit Level 4

- Introduction to Management
- Working in Academic Settings
- Marketing and Customers
- Personal Development Planning
- Operations management
- Accounting Skills
- Introduction to Business Law
- IT for Business

Credit Level 5

- Human Resource Management
- Project Management
- Digital Campaign Planning
- Consultancy Project Prep A
- Purchasing and Supply Chain Management
- Leading and Developing Teams
- Management Accounting for Control
- Ideas, Innovation & Entrepreneurship

Credit Level 6

- Global Marketing
- Organisational Development Techniques
- Strategic Management
- Consultancy Project Prep B
- Strategic Human Resource Management
- Consultancy Project

*every effort has been made to ensure that these details included are up-to-date and accurate. However, the content and module selection may alter should circumstances dictate.

END POINT ASSESSMENT:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your Apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.

END POINT ASSESSMENTS ELEMENTS:

- Knowledge Assessment
- Practical Skills Assessment
- Oral Skills Assessment underpinned by a portfolio of evidence

EQUIPMENT NEEDED:

General stationery items, computer and internet access. You will also receive access to University of Chichester Partner Portal providing you online access to the University electronic resources.

WHERE CAN IT LEAD?

The programme is ideally suited to those seeking to progress from supervisory positions into more managerial roles. Progression could include job roles in Human Resources, Operations and Strategic Management, Finance and Law, Marketing and Communications, Managerial Roles and Senior Leadership Roles.



COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

Other companies:

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

Incentive payments: All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing employerservices@esc.ac.uk.

To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website www.esc.ac.uk/apprenticeship-vacancies.

Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

