

RNN Group Apprenticeships



Rotherham College
North Notts College
Dearne Valley College
and
University Centre Rotherham

Part of
RNN GROUP

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RNN Group

Apprenticeships

CEO's Introduction



Jason Austin
CEO/Principal

The RNN Group knows that putting your organisations best interests first is the most important decision we can make.

We combine the resources and specialist skills of three established local training providers with in-depth knowledge of the region to help ensure we deliver this for you.

Understanding the investment and commitment you are making, we give you exactly what you require by listening to you and then supporting you to deliver exceptional results. From your first point of contact, we aim to build a long-term relationship by providing the most efficient solution with minimal disruption to your business, as well as being open and honest with you and ensuring on-going support and regular communication.

We understand that you only deal with people you like and trust and that is why we have so many strong relationships with employers across South Yorkshire and North Nottinghamshire where we are based. We can support you with supplying you with Apprentices as well as business training through bespoke training packages, professional development, skills consultancy and recruitment services.

We care about ensuring innovation and skills in our local communities and supporting local employers in creating a strong economy now and in the future.

Apprenticeships and Training Solutions

RNN Group is an education and training provider, based in Rotherham town centre, meeting and delivering on the needs of thousands of employers, adults and school leavers every year across South Yorkshire and North Nottinghamshire and contributing at the heart of our communities.

As an inclusive organisation, we are committed to ensuring learners of all ages develop, learn new skills and achieve so that they leave the RNN Group fully equipped to move successfully into the workforce and a career that they are passionate about, in order to lead happy and fulfilled lives both personally and professionally.

Apprenticeships are a key part of the RNN Group and delivered through three experienced education providers based on South Yorkshire and North Nottinghamshire.

We offer opportunities in business administration and customer service, childcare and education, construction, engineering, hair and beauty, health and social care, hospitality, Leadership and Management and motor vehicle. An Apprenticeship is a fantastic way to recruit enthusiastic employees who become a real asset to your business.

A combination of on and off-the-job training ensures that an apprentice learns the skills that your business requires while gaining a recognised qualification.

Bespoke Training

RNN Group also offers bespoke training solutions and will provide support to identify and develop any areas in your business with skills gaps or staff members' personal development. Additionally, we can help you navigate the various funding streams available to help get you maximum return on investment.

Our skills consultants are experts in their field and will connect you with the right applicant for your apprentice job vacancy and the right training for your existing staff.

What is an Apprenticeship?

An Apprenticeship is a hands on approach to learning key and valuable skills needed in a chosen industry sector.

Apprenticeships involved employers introducing apprentices to their work environment and helping build their technical and personal skills in cooperation with the training provide and college.

Levels of Programmes

Training programmes that include apprenticeship can deliver real returns to your bottom line and help to improve productivity and competitiveness.

Apprenticeships can also be cost effective, lead to lower overall training and recruitment costs and show a commitment to talent management, improving both retention rates and attracting outstanding employees.

Your apprentice(s) can develop industry sector specific skills tailored to your business needs. Apprentices often gain key skills early on in their career and can potentially provide managers of the future, all home-grown in their employers' organisation.

They will gain a nationally recognised Apprenticeship qualification alongside specialist training in management. More than 2,600 employers have been involved in designing the Apprenticeship Standards and in creating training programmes that have been specifically designed for each sector.



Traineeships	A short programme (usually between 10-15 weeks) to support a young person who requires some intensive support prior to starting their Apprenticeship e.g. in English, maths or confidence
Intermediate Apprenticeships	Level 2: Equivalent to five A*-c/9-4 GCSEs
Advanced Apprenticeships	Level 3: Equivalent to two A-levels
Higher Apprenticeships	Levels 4-7: Equivalent to foundation degree or above
Degree Apprenticeships	Levels 6/7: Full bachelors or master's degree

Employer Benefits

It's not just traditional industries or large organisations that are choosing the apprenticeship route.

Small businesses also find it a useful way to recruit and train staff. So, if you've been considering the idea of taking on an apprentice, here are some of the business benefits for companies just like yours.

- Developing a skilled, motivated and qualified workforce to tackle skills shortage
- Developing management and leadership skills
- Providing financial return on investment
- Harness fresh new talent and tailor apprenticeships to suit your organisations needs
- Mentor and develop loyal and talented individuals to increase your business efficiency and productivity
- A cost effective way of recruiting and/or training new staff
- No added cost to you: Government funding is available to contribute towards the cost of an apprenticeship
- Ideal solution to bridge skills gaps and future proof your business.

Increasing Productivity and Profitability

Skilled and experienced staff that can help increase your sales, efficiency and profitability to give you the edge over your competition.

Injecting some youthful talent can add a whole new dimension to your workplace, bringing with it a fresh perspective and new ideas.

This in turn can excite existing employees and spark a boost in overall business productivity.

Positive Long Term Development

Taking on apprentices can help you improve the range of skills you have within your organisation. It also encourages you to look at the way you do things because you are passing on your knowledge and expertise to people keen to learn the trade or business, enhancing your own skill development.

Simply taking a closer look at what you do and why can lead to you making improvements and becoming more efficient.

Staff Retention

As well as helping you to gain the right kind of skills you need for your business, employing an apprentice can also aid staff retention, providing you with skills staff for the future.

In a recent survey, 74% of companies surveyed said that apprentices tended to be more loyal, than non-apprentices.



New Apprenticeship Standards

The new Apprenticeship Standards are split into three areas:

Knowledge

Skills

Behaviours

These three areas ensure that the apprentice will be fully competent in the role that they are training for. These are also the areas that will be assessed in the End Point Assessment.

As an employer, you will decide if your apprentice is ready to take their End Point Assessment and will be part of the professional discussion.

Whilst all of the apprenticeship assessment is carried out at the end of the programme, the apprentices will need to gather evidence throughout the apprenticeship, usually as part of a portfolio of their progress and their continuous professional development.

They will also be continuously assessed by the Delivery Specialist and you as their employer to ensure that they are making regular progress.

There may be a business project carried out too, which will allow them to undertake and report on a real business issue and possibly implement a change to make the business more effective.

One of the key requirements of an apprenticeship is six hours off-the-job learning; there is more information about this included in the guide. There is also now the opportunity to gain a distinction grade for an apprenticeship rather than just a pass, which will allow exceptional apprentices to showcase their skills in order to gain this recognition.



Our Delivery

Features of our Apprenticeship Delivery

Six hours Off-The-Job Training

Off-the-job training (OTJT) is undertaken outside the normal day to day working environment. It is designed to provide learners time to develop the skills, knowledge and behaviours to become effective in their role.

A large amount of employer training counts toward OTJT and our team will create a manageable plan for you that may include some of the below:

- A company induction
- Completing technical training at one of our Colleges
- Shadowing existing employees
- Online training
- Self-study and research
- Mentoring and job rotations
- Attending conferences, seminars and competitions
- Simulation exercises



OneFile e-Portfolio

OneFile is an easy to use internet based e-portfolio system, allowing your apprentice(s) to access their off-the-job learning activities. The Work-based Tutor uses this to guide them through the programme.

For the Apprentice

OneFile records all elements of the apprenticeship, including all of the resources and work-based learning tasks. The apprentice can use OneFile to communicate with the Work-based Tutor and receive requested support. The system shows them where they are on the apprenticeship and what they need to be doing through their Individual Learning Plan. They can also access revision support prior to their written exam and professional discussion.

For the Employer:

As an employer, you will have access to OneFile on a management dashboard rather than an e-portfolio. This allows you to see your apprentice's progress and identify support to provide them in tasks for whichever part of the programme they are undertaking.



End Point Assessment

In addition to the regular progress reviews, this assessment determines if your apprentice has reached the required level of competency for their role. To achieve this, the End Point Assessment takes place at the end of the apprenticeship. The assessment is conducted by an End Point Assessment organisation which is completely independent of RNN Training. The assessor will not have been involved in the programme delivery.

The End Point Assessment is undertaken by all apprentices completing an Apprenticeship Standard. The assessment is usually made up of three parts: a knowledge test, a practical observation or task and a portfolio review.

Employer Responsibilities

Outlined below are just some of your main responsibilities as an employer of an apprentice.

Pay & Employee Entitlement

As an employers, you will be legally required to pay your apprentice the National Minimum Apprenticeship Wage for their age group, and offer the same holiday entitlement as fully-fledge employees, details of which can be found here: www.gov.uk/national-minimum-wage-rates.

All other benefits are at your discretion.

Health & Safety

It is your responsibility as an employer to ensure the health, safety and wellbeing of your apprentice, so that they are able to train and work in a safe environment with access to all of the correct personal protective equipment (PPE), risk assessments, supervision and guidance where required.

Any incidents must be reported to RNN group immediately.

Equality & Diversity

It is your responsibility as an employer to ensure quality of opportunity for your apprentice and guarantee that they do not receive less favourable treatment on the grounds of age, gender, sexual orientation, race, ethnicity, religion, disability, marital status and so forth.

Safeguarding

It is the duty of anyone working with young and/or vulnerable adults to ensure that they are safeguarded against negative influences and issues.

If you have concerns that your apprentice is affected by physical/text/online bullying, drug and alcohol abuse, domestic/sexual/physical/emotional abuse, the risk of radicalisation or exploitation, mental health issues such as suicidal thoughts and self-harm, forced marriage or inappropriate relationships, homelessness or lack of financial stability, criminality, immigration issues, or any other negative aspect that you believe they need support with, contact the relevant College safeguarding team on:

Rotherham College

safeguarding@rotherham.ac.uk

Dearne Valley College

safeguarding@dearne-coll.ac.uk

North Notts College

safeguarding@nnc.ac.uk

Workplace Mentor

Whilst completing their Apprenticeship, every apprentice should be supported by their employer to offer support and guidance.



Employer Support

RNN Group will provide you with the following support to you and your apprentice:

An individual learning plan for your apprentice, agreed on by yourselves, the apprentice and RNN Group

- Regular visits from a qualified Assessor to discuss progress and targets to provide feedback
- Flexible assessment methods
- Off-the-job training at college and extra one-to-ones where required
- Advice, support and help to improve your apprentices conduct at work
- Skills test to ensure proficiency in English, maths and IT where necessary
- Assisting with the efficient completion of the Apprenticeship so that employees can progress to higher levels (e.g.: Advanced Apprenticeship of a full-time role)



Employer Pledge

It is widely agreed that successful Apprenticeship programmes must operate within a close collaboration between the employer, the training provider and the apprentice.

We have therefore agreed the following pledges that are required by all parties.

Please ensure that you fully understand and agree to the Employer Pledge. RNN Group will ensure that they clearly outline the Pledge responsibilities of all parties to learners as part of their induction process.

The Employer will agree to:

Provide relevant training and in work support for your apprentice as per the requirements of the Apprenticeship framework/standard
Allow your apprentice sufficient time away for any off-the-job training and on-the-job assessments as agreed upon with the Individual Learning Plan. (This will equate to a minimum of 6 hours per working week)
Take part in regular progression reviews with your apprentice and their assessor
Ensure your apprentice is paid at or above the current National Minimum Apprenticeships wage and that an Apprenticeships employment agreement is in place
Offer a safe and secure working environment in line with current legislation
Participate in College Employer Satisfaction Surveys and the annual SFA Employer where appropriate
Agree to support and be involved with the Gateway and End Point Assessment stages required with an Apprenticeships Standard.

Accessing Funding

All employers must use the governments Digital Account to reserve apprenticeships training and select a provider.

This change is designed to give employers more control when it comes to selecting the training they want.

The Digital Account will give employers the flexibility to:

- Choose from a range of apprenticeships
- Choose a provider to deliver apprenticeship training
- Reservice access to funding for apprenticeship training and assessment
- Agree contracts with providers
- Benefit from collaborative relationships by delegating permissions to providers to service their accounts
- Find an End-Point Assessment Organisation (EPAO).

You can set up and manage your account at:
accounts.manage-apprenticeships.service.gov.uk

Please do get in touch with our skills consultants with any support you may need in setting this up or administering your digital account.

Paths to Progress

Paths for progression include the option to follow a work-based approach or academic learning approach.

Work-based learning involves progressing from a trainee/apprenticeship, whilst academic learning involved gaining GCSE equivalents and being able to progress all the way up to a Master's Degree / Doctorate.

Level	Qualification	
7	Degree Apprenticeship	Master's Degree / Doctorate
6	Higher Apprenticeship	Honours' Degree
5	Higher Apprenticeship	Foundation Degree / HND Programme
4	Higher Apprenticeship	HNC Programme
3	Advanced Apprenticeship	A Level / BTEC / T Levels
2	Apprenticeship	GCSE Grades A-C (9-4)
1	Traineeship	GCSE Grades D-F (3-1)
Entry	Skills for Life / School Leaver	Work based learning Academic learning



Learning and Development

At RNN we are experts at understanding your business needs and linking these needs to appropriate training.

We know your learning and development needs are unique to your business so we start by listening and talking to relevant teams so we understand your specific requirements, we'll work across your business or 121 so a detailed understanding helps to inform our training solution.

As specialists in funding we navigate the various routes to training and ensure you receive the highest quality offer at the budget available, often we can access funding to make our offer fully funded.

As learning and development specialists we know that a long term plan is essential to embedding and continually improving your business. Our Skills Consultants will help set short, medium and long term training goals so teams can embed their knowledge, apprentices have a pathway to progress and managers have the skills they need to lead teams.



FAQs

What Hours is my apprentice permitted to work?

Apprentices are required to work a minimum of 30 hours per week to complete their Apprenticeships (including any college sessions), however the majority of apprentices work 'full-time'. If your apprentice is under the age of 18, they must adhere to the Young Workers' Regulations of no longer than eight hours per working day and no more than 40 hours per weeks. Other aspects such as hours and break time are determined between you as the employer and your apprentice.

Apprentices under the age of 18 must gain written parental/guardian consent for any weekend of evening work and any trips off-site (including residential courses).

What benefits should my apprentice receive?

Apprentices are entitled to the same holidays as other employees unless special circumstances are identified. It is not however, unlawful for an apprentice to have different or lesser employment benefits than that of their colleagues e.g.: pension, healthcare arrangements, gym membership etc. These are at your discretion.

What should I do if my apprentice is absent from work?

If your apprentice is absent from work you must inform RNN Group as we record absences on the apprentices' individual record. If your apprentice has four weeks or more continuous non-attendance (due to sickness, maternity/paternity leave, religious observance, etc.), then 'Withdrawal from Training' procedures will apply, including establishing if the apprentice has a genuine intention to return to their Apprenticeship.

In the first instance please contact your nominated assessor however should they not be available please contact one of our Recruitment and Communications Officers.

How long should an Apprenticeship last?

Any apprenticeships programme must last at least 12 months, particularly where a learner is aged between 16-18, but they can last up to four years dependent upon the level you wish your apprentice to work towards. This will have been agreed with you as part of the Individual Learning Plan Agreement.

What happens when my apprentice completes their Apprenticeship?

If you choose to hire your apprentice as a full-time member of staff upon completion of their Apprenticeship training, the usual employment requirements apply, including the National Minimum Wage. If you aren't in a position to offer your apprenticeship a permanent role, it is anticipated that you as an employer and RNN Group will provide relevant support for the apprentice to find new employment, including time off for attending interviews.

If an apprentice is studying a Standard there will be an additional end point assessment period after the programme learning has been completed. The nature and duration of this will be individual to each standard and will be discussed with you at the beginning of the programme.

Are there any benefits from RNN Group that my apprentice can access?

All apprentice enrolled at one of our colleges will receive the same benefits as full-time students. This includes access to Student Support Services at their chosen college (who support learners with everything from funding and careers advice to counselling), teaching resources via the Learning Centres and libraries (IT access, library resources and other academic support), and access to all relevant facilities including on-site sports centres and fitness suites and commercial hair and beauty salons.

Are there any guidelines for dealing with poor performance?

It is essential that all apprentice receive continual constructive feedback, guidance and suggestions for improvement, however it is important to note that apprentice are likely to be inexperienced (which is reflected in their salary) and will therefore require additional support and patience.

If appropriate, apprentices should be subject to the same procedures as their colleagues with regards to discipline and grievances. RNN Group are always on hand to provide support with these matters.



What Our Apprentices Say

I would recommend Rotherham College Apprenticeship team because Claire has been nothing but helpful and supportive trying to get me a new employer when mine fell through. She has gone above and beyond making sure that wherever my apprenticeship will be, it's up to her standards and she knows that I'm not going to be messed about.

I couldn't have asked for a better person to help me with my future career. The courses have been explained properly and I feel that Rotherham College will support me well throughout my apprenticeship.

Apprentice, Childcare & Education

"I left Secondary school in June 2022 and managed to secure an exciting opportunity to train as a Plumbing and Heating Engineer with the UK's number 1 heat pump installer, Greener Living.

I really enjoy working for the company and learn new skills every day and really feel part of the team. I began my Level 3 Plumbing and Domestic Heating Technician apprenticeship with RNN Group at North Notts College in September 2022. The teaching staff are great at what they do and are always supportive.

I really enjoy learning with the other apprentices in my group, it has been such a positive experience so far and I would certainly recommend an apprenticeship route"

Apprentice, Construction

During my time finding an apprenticeship at North Notts college, Chris has been very accommodating and supportive throughout this process. When an apprenticeship came up that I didn't think was suited to me, Chris was more than happy to help me find another, which is the one in which I continue today, 8 months later. Any questions that I had about an apprenticeship, whether it be about pay, hour or even the company that was offering the apprenticeship, there was always a helpful and detailed answer to my question.

Ian and Richard, my lecturers, have also been very supportive throughout my time at the college before and after starting my apprenticeship, firstly helping me to pass my level 2 Engineering course with both the knowledge and skills qualification in only 7 months as I started the course late. They are now helping me to progress through my level 3 course which will complete my apprenticeship.

Apprentice, Engineering

What Our Employers Say

"RNN Group have supported Welbeck very well in the past with the recruitment of the different apprentices we have employed. Most are still employed with the company and have gained the necessary skills to progress within the building department."

Our partnership with RNN Group works well and they have always recruited apprentices who have the right skills to succeed and progress into full-time employment at Welbeck. Over four decades, apprentices have progressed in the company and now take up most of the managerial positions in the department from bricklaying to joinery and plumbing.

Welbeck has benefited greatly from training apprentices as the unique setting they are trained in enables them to become valuable members of the team and develop specialist skills to a high standard, allowing them to work on buildings of historic interest and value."

James Matthews

Maintenance and Refurbishment Foreman, Welbeck

"RNN Group supported me by recruiting my current apprentice, who has now progressed and gained a lot of experience within the company. The classroom based training RNN Group have provided alongside the apprenticeship has also developed the apprentice's knowledge, understanding and key skills. We have always employed apprentices and we feel we give them a good opportunity to learn the engineering trade. The apprentices benefit from our support on-site and the possibility of going on to work for us as qualified engineers."

Chris Woodhead

Director, Lloyd Jones Ltd

"As a last minute decision we decided to double our intake of engineering apprentices for the year. We didn't expect that any provider would be able to help, as the new academic year was only a few weeks away, but RNN Group took up the challenge. Not only did they find us a suitable number of applicants but the quality was exceptional! Communication between our business and the college was very good and clear."

Julia Bloomer

Learning and Development Specialist, AESSEAL