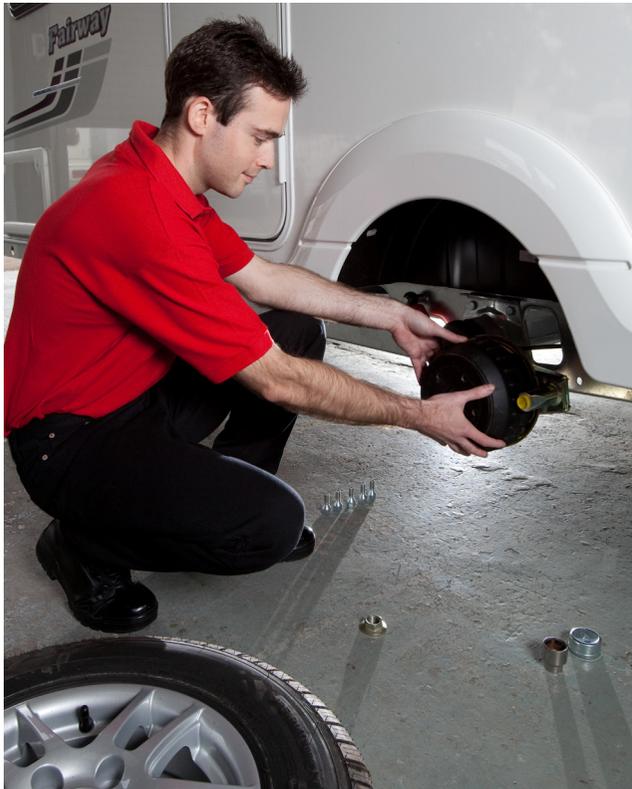


RETURN ON INVESTMENT

The IMI has undertaken a two-year research project, co-funded by the UK Commission for Employment and Skills, to ascertain the level of return on investment from an apprentice.

The independently-verified research results speak for themselves:

- Apprentices typically generate a Return On Investment in the region of 150% / 300%
- Apprentices typically generate profit within 18 - 24 months, and often within 12 months
- 'Home-grown' apprentice-trained technicians invariably outperform market-recruited technicians
- Grow your own' technicians, through Apprenticeships, reduce long-term recruitment and training costs
- Apprentices learn the company's best practice and culture from the start and do not need 'reprogramming'



APPRENTICE RECRUITMENT PROCESS

Emtec Colleges Ltd offers a free of charge recruitment service to help you appoint your perfect apprentice.

The recruitment process includes:

- The taking of Job Descriptions and Person specifications
- Advising on eligibility for potential grants and incentives
- Advertising your vacancy
- Short listing the candidates
- Telephone interviews
- Online initial maths, English and ICT assessments
- Arranging Dealership interviews with your organisation
- Sending interview schedules and CVs
- Feeding back to unsuccessful candidates
- Confirming successful candidates and co-ordinating the enrolment on to the programme

In addition to this, you will be assigned an Account Manager who you can refer to at any point during the recruitment process with queries.

If you have a candidate interested in applying for the programme they can visit the NCC website for more information: www.ncctrainingacademy.org.uk and go to Apprenticeships.

REGISTERING A VACANCY

NCC/AWS Members who wish to register a vacancy can do so by contacting:

TEL: 0115 945 7260

EMAIL: business@centralnottingham.ac.uk

WEB: www.centralnottingham.ac.uk/emtec/cmha

NCC/AWS Members will be contacted by Emtec to discuss individual requirements and the programme in more detail. If Members have a preferred candidate already, Emtec will take them through the applicant assessment process to determine their individual learning needs. Wherever Members prefer to have the recruitment process handled via the programme, Emtec will advertise the vacancy, handle the applications, interview and assessment of applicants, ensuring that only the most suitable are put forward.



CARAVAN & MOTORHOME APPRENTICESHIP PROGRAMME

Emtec



PART OF CENTRAL COLLEGE NOTTINGHAM

INTRODUCTION

The Caravan and Motorhome National Apprenticeship programme has been designed in conjunction with the National Caravan Council (NCC) to specifically develop technician apprentices to equip them with the highest level of skills and practical ability within the Caravan and Motorhome industry. The comprehensive three year programme provides Dealers and Repairers with all the support they need to attract, select and develop the most capable apprentices to become the Caravan and Motorhome technical experts of the future.

To assist the National Caravan Council with the programme the NCC have partnered with Emtec Colleges Limited part of Central College Nottingham to manage and deliver the Caravan and Motorhome National Apprenticeship Programme.

OVERVIEW

The NCC Caravan and Motorhome National Apprenticeship Programme is three years in duration with the apprentices spending 85% of their time in the workplace alongside a skilled technician/mentor.

Training is delivered via a block release programme, at a dedicated Centre of Excellence Training Academy in Nottingham. We partner with the OEM supply chain to provide apprentices access to the latest technically advanced materials, provide knowledge and assess competencies that participants can put into direct action in their workshops when returning from the training.

Apprenticeships help businesses grow their own talent.

- 96% of employers who take on an apprentice report benefits to their business
- 72% of businesses report improved productivity as a result of employing an apprentice

PROGRAMME CONTENTS

This Apprenticeship and Advanced Apprenticeship is structured around the Institute of the Motor Industry (IMI) Caravan and Motorhome Maintenance and Repair L2 & L3 Diploma's which were developed in conjunction with the NCC. In addition they include Functional Skills in Maths, English and ICT at the required level, Employment Rights & Responsibilities (ERR).

To support the development of apprentices further The NCC has worked with the OEM supply chain including AL-KO, Truma, Whale and Thetford in the development and delivery of dedicated modules of training that are included to add real value to the programme.

A residential programme is delivered at Emtec's Caravan and Motorhome Training Facility, in Ruddington, near Nottingham several times a year to complement the work-based learning you provide as the apprentices employer. Further to the above OEM supply chain modules, the programme also includes all the training requirements to meet the Approved Workshop Scheme including Standards of Training in Gas Works (STGW, formerly ACoPs qualification).

IN WORK LEARNING AND SUPPORT

The NCC Caravan and Motorhome Apprentice Trainer will carry out quarterly dealer visits to discuss your apprentices programme and to assist you in maximising your apprentice's development in the workplace. Our Trainer will also work with Managers and Supervisors to assist in providing the best possible working environment in which to practice the skills and knowledge acquired during the residential training modules.



MEMBER CONTRIBUTION

The employment costs for an apprentice will be the expected costs associated with employing staff. The current salary levels for employing an apprentice are:

APPRENTICESHIPS HOURLY WAGE (MINIMUM)	
FIRST YEAR	£3.50
SECOND YEAR - Under 18	£4.35
SECOND YEAR - 18 - 20	£5.90
SECOND YEAR - Over 21	£7.50

In order to attract, motivate and retain the most able apprentices, you may wish to offer an increased hourly wage: the IMI's recommendation to employers in the Automotive Industry is £4.73 an hour.

In addition to the above salary costs the NCC Caravan and Motorhome National Apprentice Programme carries the following dealer costs:

APPRENTICESHIP TRAINING FEES
£1,500 per annum

BOARDING COSTS	
£245 (£49 per night)	5 nights (includes hotel and transport to and from hotel to training venue)
£39 (£6.50 per day +VAT)	5 days (subsistence per day)
£284	Total for 5 days/nights