



## **Apprenticeships at Parkside**

We have successfully employed apprentices at Parkside for the past two years within our Pupil Progress Centre, as Student Support Assistants.

We have recently appointed an IT apprentice and have another vacancy within Reception. (IT Application Specialist Apprentice – Level 3).

Governors now consider any support staff vacancy as an apprenticeship, to ensure we make best use of our levy (£9,273 – April 2018).

Parkside has been supported immensely by Derbyshire Adult Community Education Service (DACES) from advert to shortlisting, with pre-interviews, testing and shortlisting all provided by the service.

I cannot praise the service more highly, they are on hand for advice from which apprenticeship framework to follow, to contact details of other schools who have successfully appointed apprentices - this has been invaluable.

Early planning is vital – the advert needs to be on the apprenticeship website for at least 3 weeks to ensure a good field.

Sound induction is required to ensure the apprentices know the professional boundaries they are working within, as their ages are similar to secondary school age students.

Strong line managers are needed to ensure regular support is available and the apprentice receives as much support as possible.

I would recommend the employment of apprentices without hesitation, it has been cost effective and enabled us to employ new staff in a growing school.

## **Testimonial**

Student Support Assistant – Luke Boden  
Apprenticeship – Level 3 Diploma in Children and Young People.  
Started 1 September 2018, now aged 20.

Attends the Adult Education Centre in Clay Cross on a Tuesday for 3 hours, 9.00am – 12.00noon. Works with 6 other apprentices and has a 1:1 Tutor.

Portfolio work is sent via an on-line portal called 'One File' which is accessed by the apprentice, tutor and Director of Pastoral Care as his line manager in school.

Meets with line manager every week to discuss progress with modules.

14 Compulsory models = 45 credits. Need 65 credit to pass the course.  
Each unit worth 3 / 4 credit. Option to narrow down models to accommodate job role.

Tutor extremely helpful, 2 year window to complete the course.

Study time outside work – need at least 5 hours per week as a bare minimum.

Need to be self-motivated to complete the models out of work time and still ensure a work life balance.

“I would highly recommend the apprenticeship, great balance of practical and academic skills, learning so much, working with a proactive team in school, made new friends – paid £5.90 per hour, which equates to £670.00 per month after tax.”

Gill Parkes

Director of Resources

Parkside Community School

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