

## Case Study

### West Cheshire College Cadet Scheme 2009

West Cheshire College has established itself as one of the leading Colleges to employ in-house apprentices and to 'practise what it preaches'; therefore in September 2009 they launched their Apprenticeship Cadet Scheme which is destined to be a ground-breaking approach to in-house training.

This pilot scheme has initially employed six apprentices for twelve months to undertake the apprenticeship framework for Business Administration, as well as a full package of further qualifications and training.

The apprentices will move three times spending four months in various College areas which include Marketing, Property & Operations, College Information Systems and Customer Services as well as some curriculum areas. The areas were selected as they can both support and benefit from an apprentice.



Each apprentice has been assigned a mentor to support them throughout the programme. These mentors are attending training themselves as well as working closely with Managers, Apprentice Co-ordinators and Assessors to ensure the success of this pilot. All areas have been provided with a clear and comprehensive guide as to what skills and knowledge the apprentices need to develop to enable them to become thoroughly competent in business and administration.

#### Benefits for the Apprentices

- They will gain a full Apprenticeship which includes NVQ Level 2 Business & Administration, EDI Level 2 Certificate in Business Admin and Key Skills, along with other mandatory training such as Equality & Diversity, Mental Health Awareness and Drug Awareness.
- By transferring between College departments they will gain a comprehensive working knowledge and a deeper understanding of how a public sector organisation operates.

- The broad range of expertise and qualifications that the cadets will gain will equip them with the skills to obtain further employment as they will gain in-depth insight into all areas of the College, thereby enhancing their knowledge and experience.

### **Benefits for the College**

- Upskilling staff in-house to the college's high standards; quite literally 'growing your own!'
- Development of other College staff insomuch as the staff assigned as mentors to the apprentices are gaining management and mentoring skills together with the opportunity to expand their own experience and knowledge through this innovative programme.

The Cadet scheme has not only responded to the Government request to increase participation in Apprenticeships but has also offered employment to six young people who may otherwise have struggled to find work in the current economic climate. This programme will be a best practice model for the College who continue to support their apprentices as well as encouraging others to consider future training opportunities such as this pioneering approach.