

Young Apprenticeship in Business & Administration

Employer Evaluation C1 & C2 2006

Executive Summary

Introduction

This report is an evaluation of employers participating in the Young Apprenticeship in Business & Administration programme for Cohorts 1 & 2. The report covers 4 themes, support requirements for employers, the work-based programme, the context of the Young Apprenticeship programme and Health and Safety.

Support requirements of employers

1. 88% of employers have expressed a high or moderate level of satisfaction with the support and guidance they receive from partnerships. Communication channels are sound but there are still some incidences that suggest a need for improvement, particularly throughout the induction period and preparation for work programme.
2. 46% of employers have also expressed a need for more support from partnerships in developing relevant activities for the work place and offering pastoral care to Young Apprentices.
3. 87% of employers felt that the existing monitoring and evaluation in place for placements was sufficient. However, some areas for improvement were identified, in particular the approach to assessment.

The work-based programme

1. Early planning of the work placements is the key to their success. 99% of employers felt that there was sufficient time prior to placements beginning to enable a sound work placement.
2. Where possible, employers need to be engaged in the preparation for work programme leading up to placements to enable a suitable match for placements. Having said this, existing practice shows that the preparation for work programme is a good model, with 88% of employers feeling that their Young Apprentice was well or quite prepared.
3. 75% of employers felt sufficiently supported by their partnership throughout the induction.
4. The majority of employers currently give daily routine tasks to Young Apprentices, such as checking and distributing the mail, welcoming visitors, filing and answering the telephone. Employers said that these types of tasks combined with projects in the work place would provide the most valuable experience.

5. 79% of employers stated that they were familiar with the qualifications their Young Apprentice was studying. They particularly felt that the NVQ qualifications helped to enhance the performance of their Young Apprentice.
6. 78% of employers felt that the existing content of the overall programme was fine. However, 22% of employers felt that there was more work to be done in developing the appropriate behaviours and attitudes for work and team working.
7. Employers in the law and finance sector felt there was some scope for creating a more specialist programme of study in the workplace geared towards administration skills required for these sectors.

Context of programme

1. 91% of employers felt that the current Young Apprenticeship in Business & Administration programme is fulfilling its responsibility to create skilled employees of the future. 61-87% of employers felt it did this by sufficiently developing skills gaps that have been identified by this sector in ICT, people management, information management, organising and planning and Legislation and regulation knowledge.
2. An average of 80% of employers felt that their reasons for becoming involved in the programme had been satisfied. These included strengthening the link with education, corporate social responsibility, staff development and recruitment.
3. 98% of employers felt their involvement in the programme has had a low to medium impact upon their organisations workload. When balanced alongside the benefits employers receive from their involvement, a very positive platform for future engagement of employers is established.
4. 45% of employers are engaged in offering some form of progression for their Young Apprentices.
5. 36% of employers have offered progression with training and 14% of employers have offered the post-16 Apprenticeship in Business & Administration.

Health and Safety

1. 61% of employers felt that their involvement in this programme had little or no impact on existing health and safety policies within the organisation. Some concerns were raised by this finding as it would suggest a lack of engagement in child protection law and policy.
2. 91% of employers have reported no Health and safety issues during their involvement. This seems to be due to good risk assessment methods from partnerships and the low risk nature of the sector.