If you would like to recruit an apprentice, have any queries about how the apprenticeship works, or would like to discuss your requirements, please get in touch. We will be happy to advise and support you.
5 Reasons to employ an apprentice

1. Grow your team while keeping staff costs down
   The average apprentice achiever will be at least 60% efficient of hours sold.*

2. Make recruiting simpler and cheaper
   We are a high-quality training provider that will help you with the entire process: recruiting an apprentice, customising a training programme, accessing funding, and much, much more.

3. Develop new recruits to meet your needs
   82% of employers take on apprentices to build the skills capacity within their businesses.*

4. Flexibility for existing employees
   Free up your existing workforce so they can do what they do best.

5. Give your team new skills and energy
   96% of apprentice-employers said apprentices are beneficial to their business.*


Enhance your business with an apprentice

The Bosch Apprenticeship Programme is the industry leading training scheme that firstly, helps apprentices find a real job with an independent garage and secondly, provides both the apprentice and the garage with all the training and support you will need.

Bosch methods and attitudes are taught from the start, with emphasis on the brand experience and customer focus. Your apprentices will understand and fit in with the Bosch culture at your garage.
Designed by employers, Apprenticeship Standards are work-based training programmes for people aged 16 and over. An apprenticeship means that a candidate has a job and earns a wage, while gaining recognised qualifications and essential skills via on- and off-the-job learning and development.

The learning and development helps apprentices get the relevant skills and experience needed for a Light Vehicle Technician. During the 3-year programme, the candidate will need to prove practical and industry competence (knowledge and skills) to achieve an advanced Level 3 qualification.

To successfully complete an Apprenticeship Standard your apprentice will need to gain the required knowledge, skills and behaviours. This will be done via an assessment plan and they will need to satisfy the requirements of an independent assessment, conducted by an Awarding Organisation (called ‘end-point assessment’). Apprentices will be required to achieve Level 2 English and Maths prior to the completion of their apprenticeship, if they do not have any prior qualifications to exempt them (GCSE Grades A-C or 4 or above). Assistance with achieving this will be provided.

Successful apprentices will achieve:

▶ Level 3 Apprenticeship Standard – Motor Vehicle Service and Maintenance Technician (Light Vehicle)
▶ Functional Skills to Level 2 in English and Maths
▶ F Gas Refrigerant Handling Certification

Apprenticeship Standards
Light Vehicle Technician

Qualifications
and achievements

The Apprenticeship Programme

Block release training

During the 3-year Apprenticeship Programme, the successful candidates will attend 17-weeks of block release training at Bosch’s dedicated service training centre, in Uxbridge. Each apprentice will be allocated a dedicated trainer who will guide and support the apprentice and you, as the employer, throughout the programme.

While attending training at Uxbridge training centre, your apprentice will stay at a dedicated hotel that the programme has chosen. This will ensure we have full control over quality and holistic care while they complete their training.

To enable your apprentice to fully focus on learning the skills they need to become fully qualified, their travel and hotel costs, including breakfasts, evening meals and wifi, will need to be covered by the garage. Lunch will be provided at the training centre with a small subsistence cost per day.

Transport between the hotel and the training facility is included within the cost. Hotel rooms are on a twin-sharing basis (following our Safeguarding Policy) unless you specify otherwise and pay for single occupancy.

Workplace reviews

Regular workplace reviews, at your garage, will provide an opportunity for you, your apprentice and the trainer to assess the progress of the apprenticeship and agree targets for the ensuing months.

This is a vital activity and we use a number of assessment and progression methods to ensure the link between block training, work based learning and qualification progression is enhanced.

Added benefits

▶ Automotive Technician Accreditation awarded by IMI
▶ 4 courses within the Bosch Diagnostic Technician Programme:
  ▶ VSE1 - Essential Test Procedures
  ▶ Vstd9 - Oscilloscope Operation and Signal Test Methods
  ▶ Vsg2 - Engine Management: Spark Ignition and Diagnosis
  ▶ Vsg5 - Engine Management Diagnosis of Universal Components

Successful apprentices will achieve:

▶ Level 3 Apprenticeship Standard – Motor Vehicle Service and Maintenance Technician (Light Vehicle)

bosch-automotive-apprentice.co.uk
From the 1st April 2017, the way apprentices are funded changed, with more emphasis now being placed on employers to contribute towards the cost. The level of contribution is decided by the size of the employer, its annual wage bill and additional criteria for each individual apprentice employed.

The information in the table below is designed to help you quickly establish what the cost of training an apprentice will be, if any, to you as an employer.

To begin the process you will be required to choose the relevant section that matches your criteria:

▶ A smaller company with 49 or less employees and a wage bill of under £3 million
▶ A small / medium company with more than 50 employees and a wage bill of under £3 million
▶ A larger company with a wage bill of greater than £3 million

The levy

Terms, conditions and pay

To employ an apprentice, you need to check and meet the following terms and conditions.

Your apprentice should:

▶ Be 16 years old or older; they can be a new or current employee
▶ Work enough paid hours each week to undertake sufficient training to achieve their apprenticeship

We base the minimum duration of each apprenticeship on an apprentice working 30 paid hours a week or more. This includes any off-the-job training they do.

Your responsibility, management, support and coaching of the apprentice

▶ Give your apprentice a contract of employment which is at least long enough to allow them to complete their apprenticeship successfully
▶ Pay the cost of your apprentice’s wages; you should pay them at least the national minimum wage consistent with the law for the time they are in work and in off-the-job training
▶ Give your apprentice a job role (or roles) that enables them to gain the knowledge, skills and behaviours they need to achieve their apprenticeship
▶ Allow your apprentice to combine learning in the workplace with formal off-the-job training at Bosch’s purpose built training facility
▶ Provide your apprentice with safety footwear and overalls, this is your obligation under the Health & Safety Act 1974
▶ Assign your apprentice a mentor who is of sufficient experience to give coaching and guidance

If your garage is interested in taking on an apprentice, call our Apprenticeship Programme Recruitment Team, who will fully explain the process of recruiting an Apprentice to enhance your business.

At the recruitment stage the Recruitment Team will advertise your vacancy on government sites, social media and, if appropriate, attend careers events to source potential applicants.

Potential candidates will complete an application form process, which involves an online assessment. The Recruitment Team will then conduct initial telephone interviews to discuss the vacancy in further detail and find out more about the applicant.

The Recruitment Team will then supply your company with a shortlist of applicants that we feel fit your business, in preparation for your own internal interview process to choose the right apprentice.

Alternatively, if you have an employee (who is 16 or older) that you would like to enrol onto an apprenticeship, we can talk you through this process.

The Bosch Apprenticeship Programme operates an Equal Rights Policy

As always, Bosch is committed to equal rights to ensure all individuals are treated fairly. The programme’s policy ensures that no one receives less favourable treatment or is disadvantaged by requirements or conditions which cannot be shown to be justifiable.

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<th>Number of Employees</th>
<th>Annual Wage Bill</th>
<th>Cost of Training</th>
<th>Additional Benefits</th>
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