



APPRENTICESHIPS WITH



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WHAT WE WILL COVER TODAY

- About Velocity Academy and how apprenticeships work.
- Recruitment process.
- Training delivery model.
- Student support.
- Course content.
- Funding and incentives.
- Testimonials.



Please feel free to ask any questions throughout this short presentation!

ABOUT VELOCITY ACADEMY

- **Velocity Academy are a Private Independent Training Provider incorporated in 2014.**
- **We specialise in IT, Digital and Data Apprenticeships along with Corporate Management**
- **We hold a direct contract with the Educational and Skills Funding Agency (ESFA) to deliver apprenticeships**
- **We currently hold the highest grade from Ofsted for a New Provider Monitoring Visit.**

WHY CHOOSE



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OVER OTHER PROVIDERS?



We have received the highest possible average grade from Ofsted in our latest 2023 New Provider Monitoring Visit. This currently puts Velocity Academy within the top 9% of apprenticeship training providers (public and private) in the UK. [Read our Ofsted Report here.](#)



We currently have the highest Trustpilot review rating (4.8) compared to other leading training providers in IT, Digital and Data Apprenticeships in the UK. [See our Trustpilot Reviews here.](#)



We contact apprentices more often than the average public college or private training provider. Apprentices will have 1-1 scheduled coaching calls every 3 weeks with an occupationally experienced skills coach. Usually this is on average every 4 – 8 weeks with other providers. The more contact an apprentice has, the faster they will progress. Don't take our word for it, you can find this in our latest Ofsted Inspection. [Read our Ofsted Report here.](#)

APPRENTICESHIPS WITH



New Recruits

- Free of charge apprenticeship recruitment service.
- Stay up-to-date with weekly recruitment reports.
- Gain video recorded pre-screenings ahead of inviting prospects in for face-to-face interviews to make better informed decisions.



Up Skill Current Staff

- Future-proof your organisation with modern technical skills and methods.
- Progress your employees careers within your organisation.
- Improve staff retention by investing time in their development.

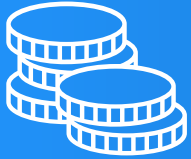
RECRUITMENT OF YOUR APPRENTICE



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WHY APPRENTICESHIPS OVER TRADITIONAL RECRUITMENT?



Reduce the cost of recruitment and succession planning for the future.



Future-proof your company by using the latest tools and technologies taught.



Train and retain talent and increase your employee retention rate.



Increase your organisations productivity with more, cost effective, staff resources.

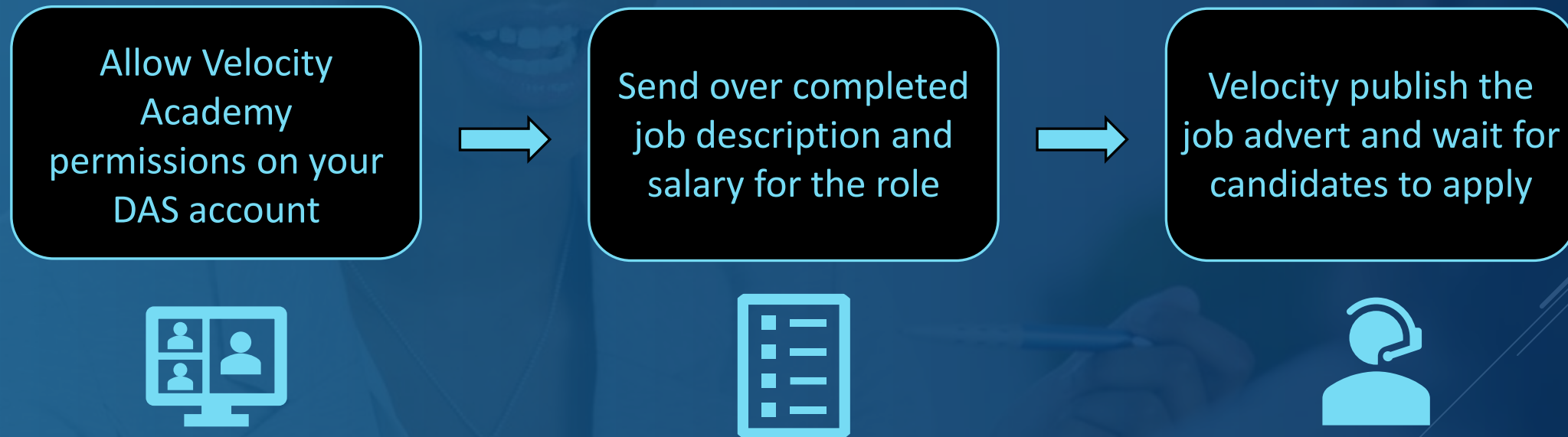
Typical productive contribution to a business from an apprentice is between £33,759 - £49,500 per year.

A typical new hire apprentice salary is between £15,000 - £20,000.

£24,129.50 ROI

<https://stmartinsgroup.org/research-on-the-benefits-of-apprenticeships/>

STAGE 1 – JOB DESCRIPTION AND DIGITAL APPRENTICESHIP SERVICE PERMISSIONS



STAGE 2 – INITIAL PHONE CALL

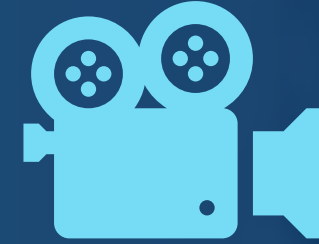


With every applicant that applies, our recruitment team will conduct a short telephone call to discuss;

- Their current situation
- Why they have applied for the role
- What they bring to the role
- Any experience / qualifications they may have

Successful candidates will be progressed onto the next stage which is a Microsoft Teams call.

STAGE 3 – MICROSOFT TEAMS CALL



This call will be a lot more in depth and extensive than the initial screening call. What will you as an employer get from this call?

- A better breakdown of the candidates previous experience and prior learning.
- How they present themselves.
- Would they be a good fit for your office?
- Can be seen as a ‘first stage’ interview before you’ve even met the candidate.

All Microsoft Teams interviews are recorded and will be sent over to the employer with a CV and video link for each successful candidate.

STAGE 4 – YOUR TURN!

Review the CV and video links that we have sent over. Are you interested in the candidate?

Velocity will pass feedback on to the candidate around what they can do better, and carry on the screening process.

Arrange an interview with the candidate on a date and time that suits both parties.

If you like the candidate, you can either arrange a second stage interview, or offer them the role.



TRAINING DELIVERY & STUDENT SUPPORT



APPRENTICESHIPS WITH



Main Apprenticeship Learning (Online Classes)

1-1
Coach

1-1
Coach

1-1
Coach

1-1
Coach

1-1
Coach

1-1
Coach

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Coach

1-1
Coach

Portfolio
Submissions

Portfolio
Submissions

Portfolio
Submissions

Portfolio
Submissions

Personal Development, Safeguarding, Equality & Diversity Classes/Learning

Functional Skills Maths & English (If Required)

End-Point Assessments

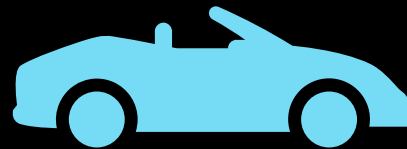
END-POINT ASSESSMENTS

Start



Onboarding

Middle



Apprenticeship Delivery with Velocity Academy

End



End-point
Assessment

- IT, Digital & Data Apprenticeships – **BCS**
- Administration & Management Apprenticeships – **Active IQ**

STUDENT SUPPORT



3 Weekly Reviews

1-1 Skills Coaching call with industry professionals scheduled every 3 weeks.



LinkedIn Learning

Free access to over 5,000 online courses on LinkedIn Learning during the apprenticeship.



Personal Development

Additional learning on financial education, online security and public speaking plus much more.



Safeguarding

Scheduled safeguarding classes and a dedicated trained safeguarding officer for your apprentice to offer help.



Additional Learning

Optional additional learning in Maths, English and Microsoft office skills such as Excel if required.



Virtual Academy

All lessons and materials will be recorded and hosted on the Velocity Virtual Academy to help with revision.

WHAT HAPPENS AFTER THE APPRENTICESHIP?

Option 1

The apprentice becomes your full time member of staff, at no cost to yourselves.



Option 2

The apprentice can progress onto a higher level course with Velocity to further their progression.



Option 3

If the apprenticeship hasn't worked out, you are able to part ways with the apprentice.





BUSINESS APPRENTICESHIPS



LEVEL 3 BUSINESS ADMINISTRATOR

Online Class Attendance

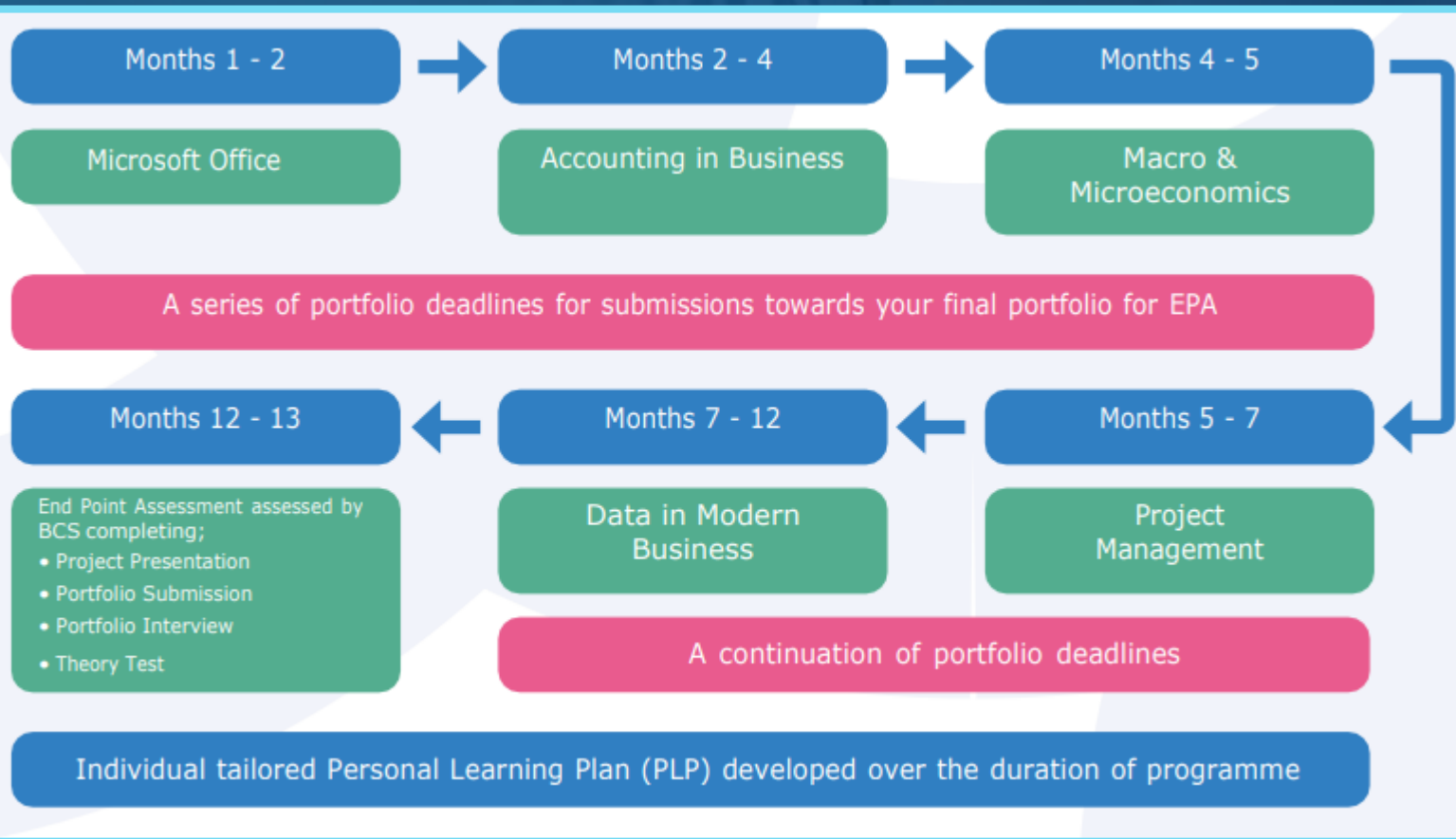
The apprentice will be required to attend all schedule classes. There are a total of 19 online classes to attend for this apprenticeship that last from 9:30am – 3:30pm.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

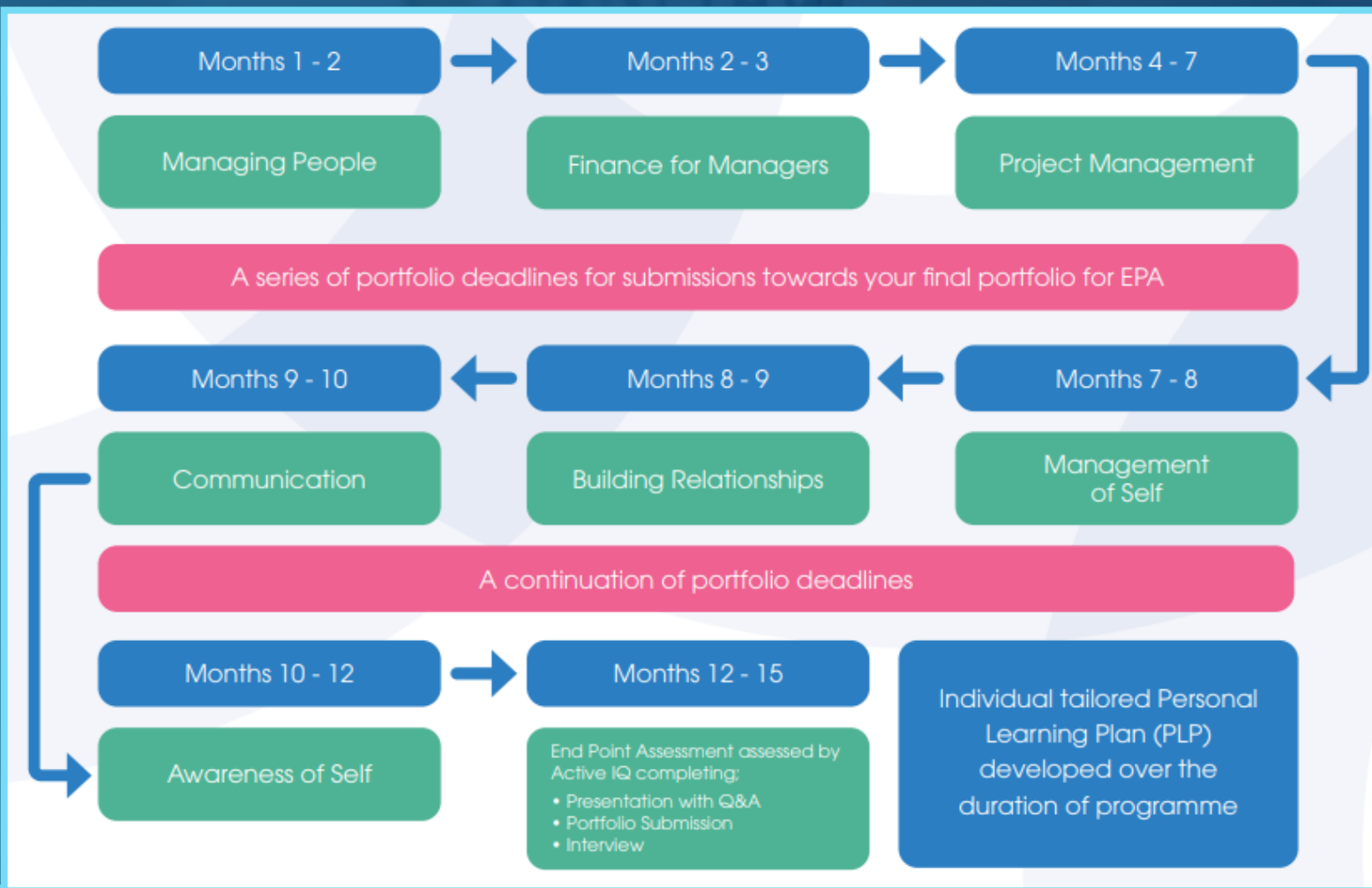
The EPA is hosted through Active IQ. The apprentice will be required to showcase a work based project within this.



Typical Average Salary - £15,000

£18,000 (London)

LEVEL 3 TEAM LEADER



Online Class Attendance

The apprentice will be required to attend all schedule classes. There are 20 classes for this apprenticeship that run are either morning or afternoon sessions.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

The EPA is hosted through Active IQ. The apprentice will be required to showcase a work based project within this.



Typical Average Salary - £25,000 £28,000 (London)

LEVEL 5 OPERATIONAL MANAGER

Online Class Attendance

The apprentice will be required to attend all schedule classes. There are 14 classes that the apprentice will be required to attend that are either morning or afternoon sessions.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

The EPA is hosted through Active IQ. The apprentice will be required to showcase a work based project within this.



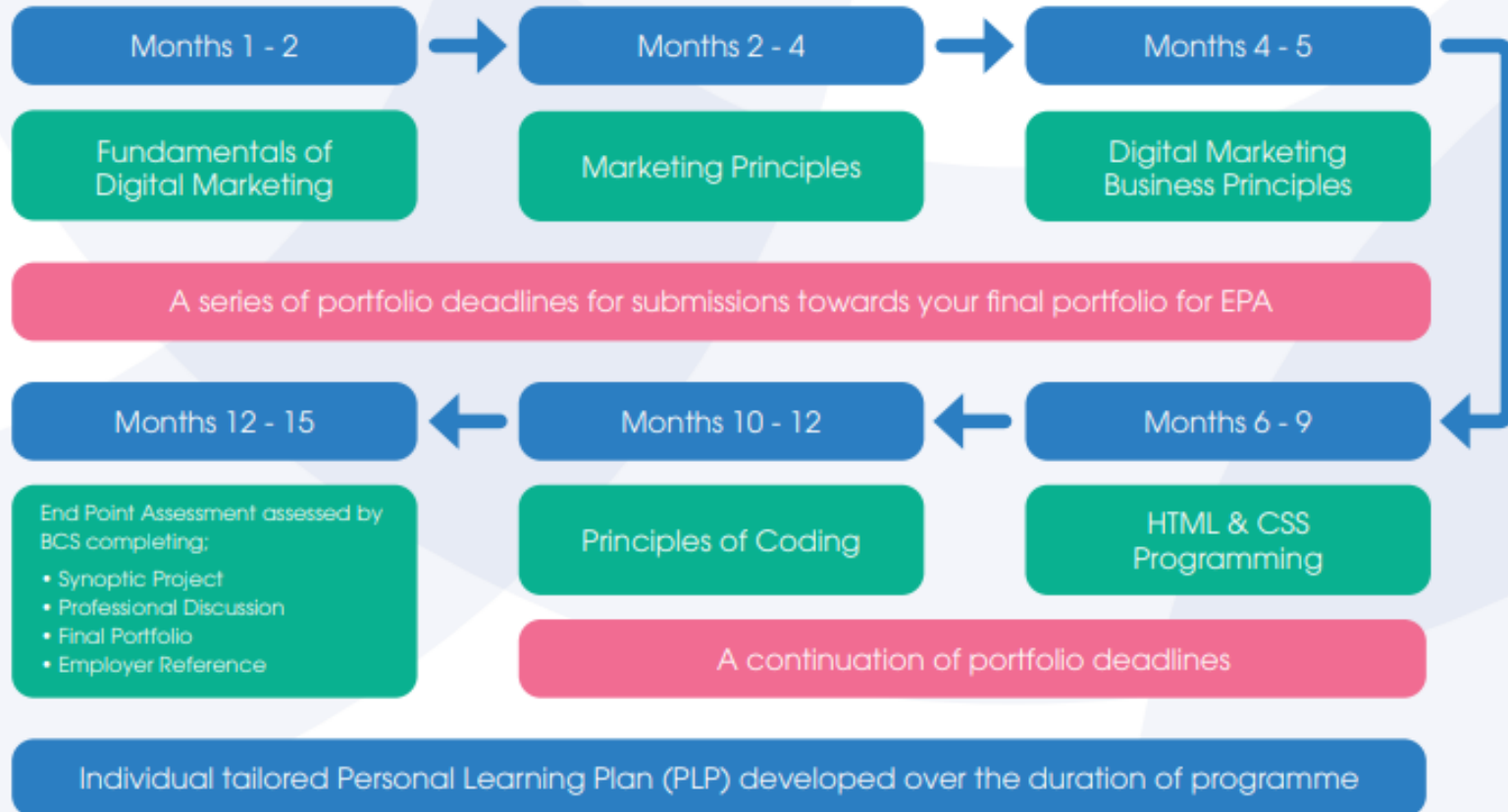
Typical Average Salary - £35,000 £40,000 (London)



MARKETING & SALES APPRENTICESHIPS



LEVEL 3 DIGITAL MARKETER



Online Class Attendance

The apprentice will be required to attend all schedule classes. There are 18 classes that the apprentice will need to attend that run from 9:30am – 15:30pm.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

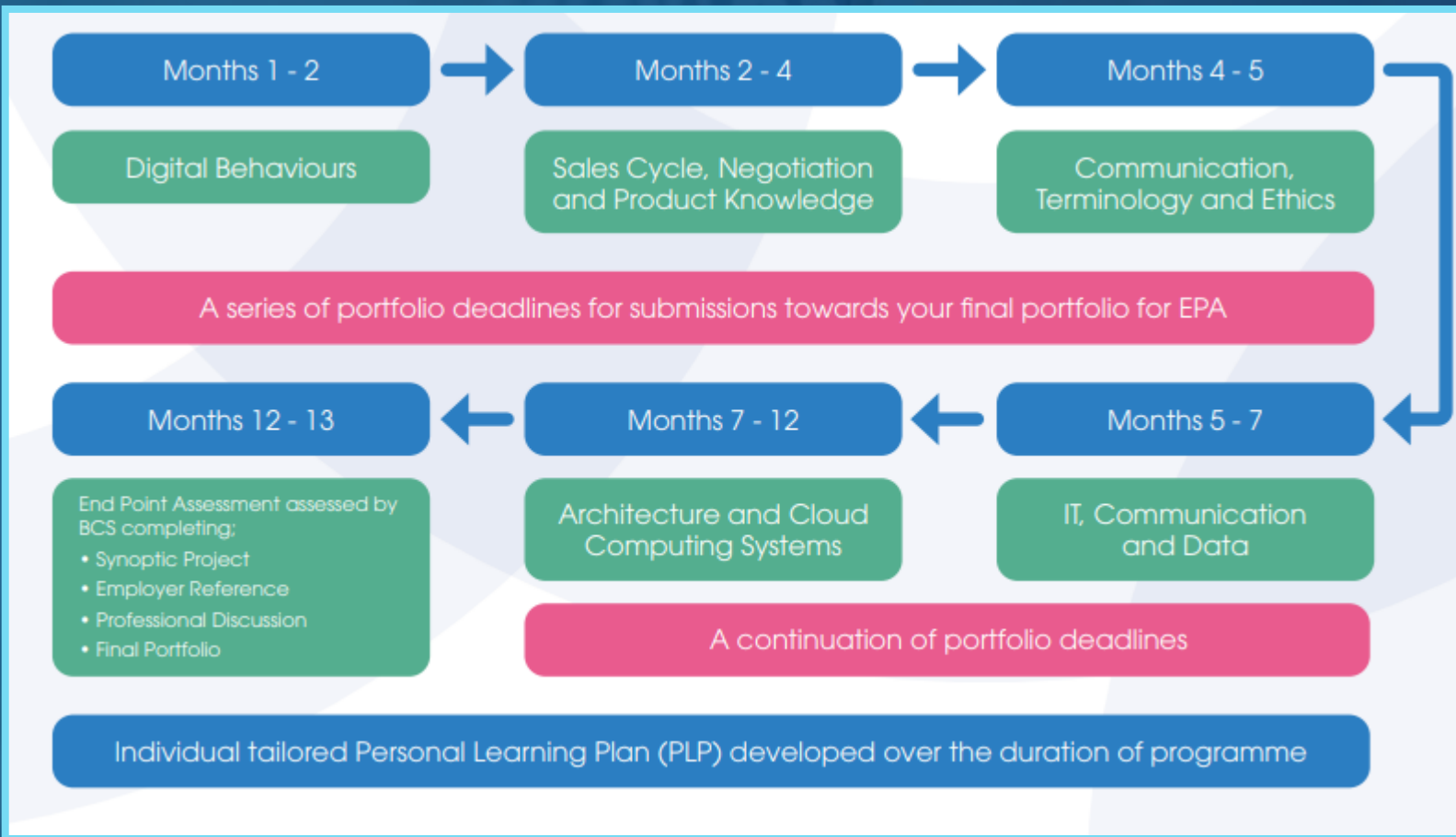
EPA

The EPA is hosted through BCS. The apprentice will be required to work on a Synoptic Project for a maximum of 5 days.



Typical Average Salary - £15,000 £18,000 (London)

LEVEL 3 IT TECHNICAL SALES



Online Class Attendance

The apprentice will be required to attend all schedule classes. There are 15 classes the apprentice will attend that run from 9:30am – 15:30pm.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

The EPA is hosted through BCS. The apprentice will be required to work on a Synoptic Project for a maximum of 5 days.



Typical Average Salary - £15,000

£18,000 (London)

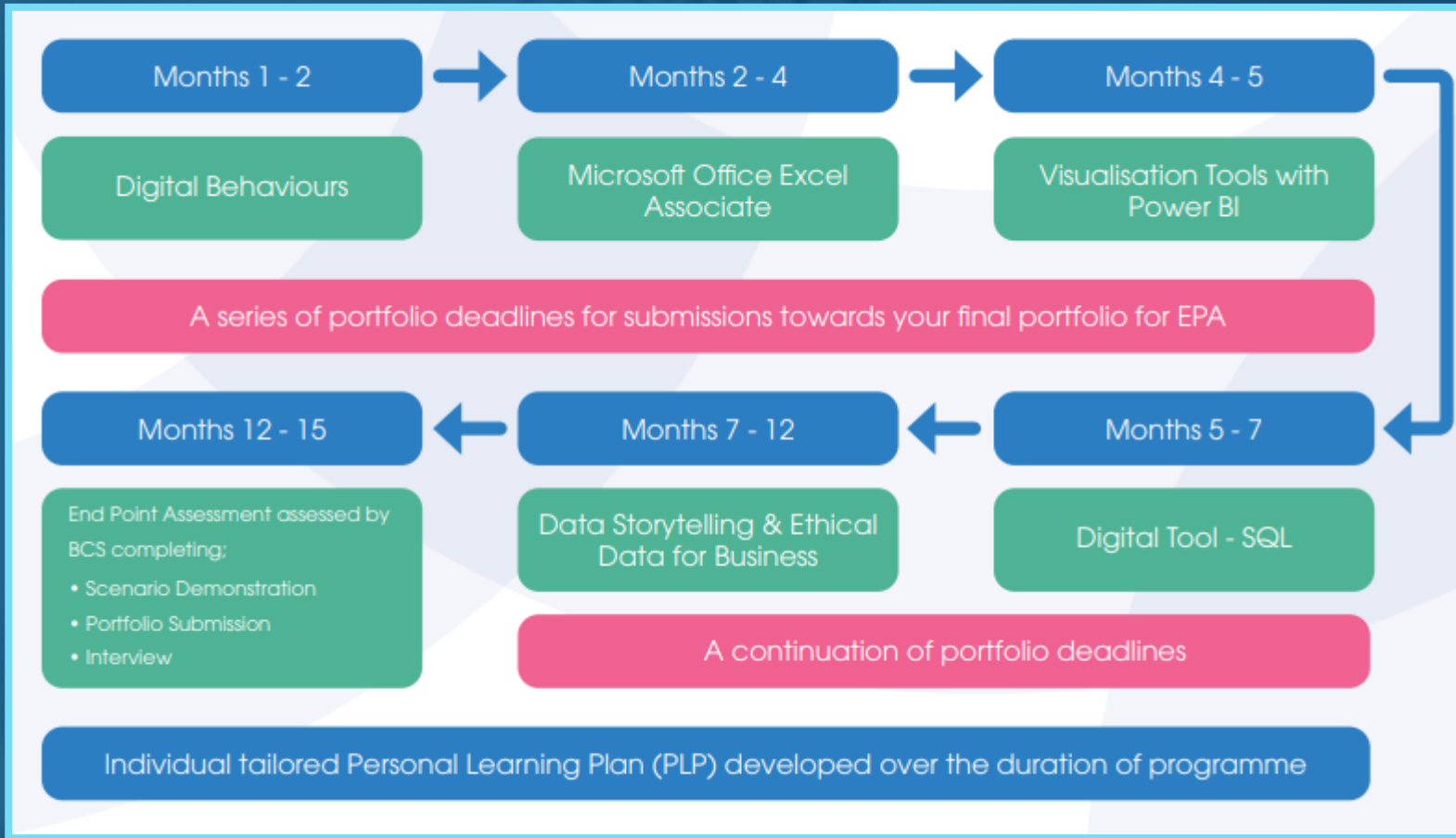


DATA APPRENTICESHIPS



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LEVEL 3 DATA TECHNICIAN



Online Class Attendance

The apprentice will be required to attend all schedule classes. There will be 30 classes that apprentice would attend that would be scheduled in either the morning or afternoon.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

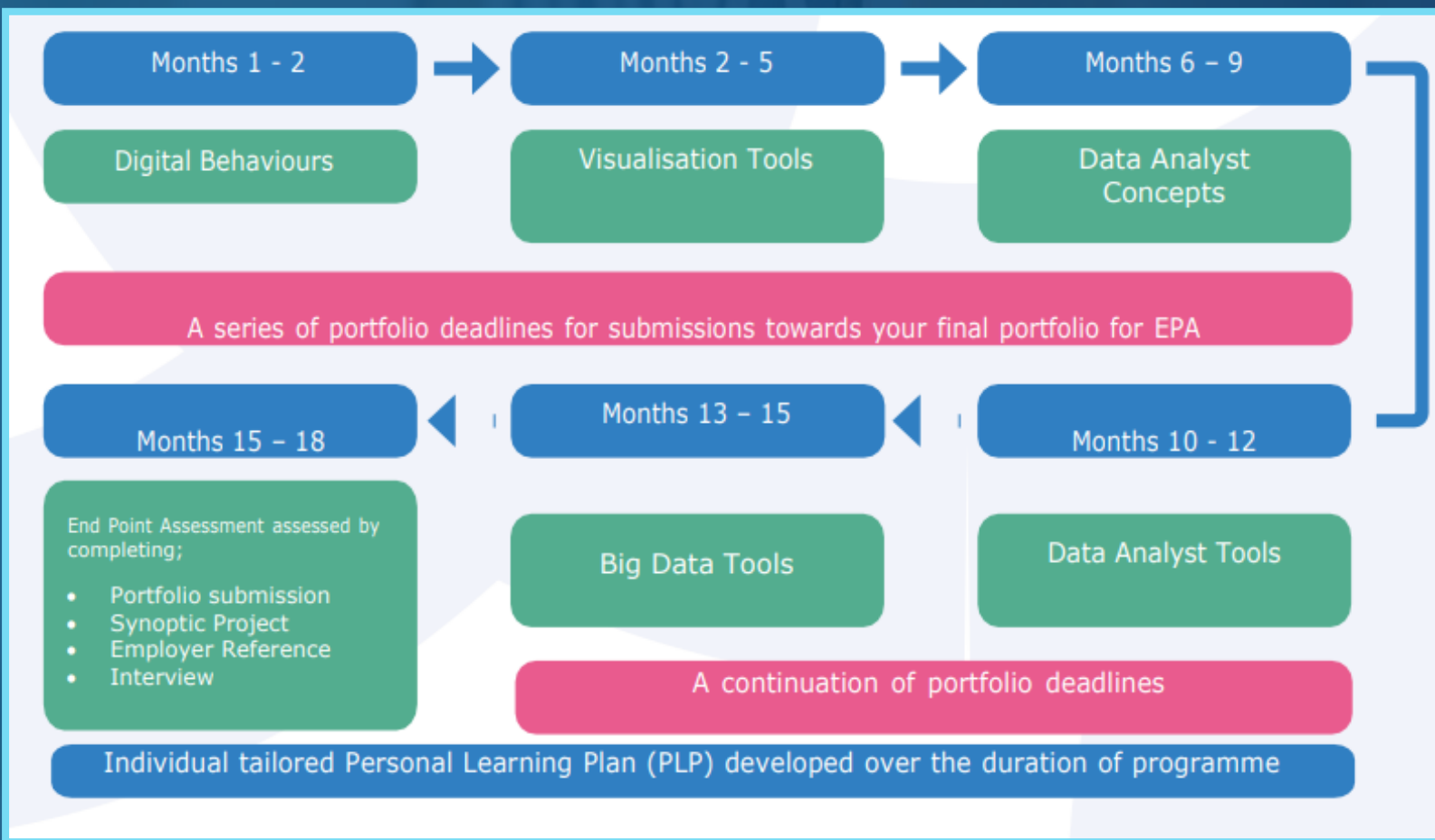
The EPA is hosted through BCS. The apprentice will be required to work on a scenario demonstration as part of their EPA.



Typical Average Salary - £15,000

£18,000 (London)

LEVEL 4 DATA ANALYST



Online Class Attendance

The apprentice will be required to attend all schedule classes. There will be 64 classes the apprentice would attend and they will be scheduled either in the morning or afternoon.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

The EPA is hosted through BCS. The apprentice will be required to work on a Synoptic Project for a maximum of 5 days.



Typical Average Salary - £20,000

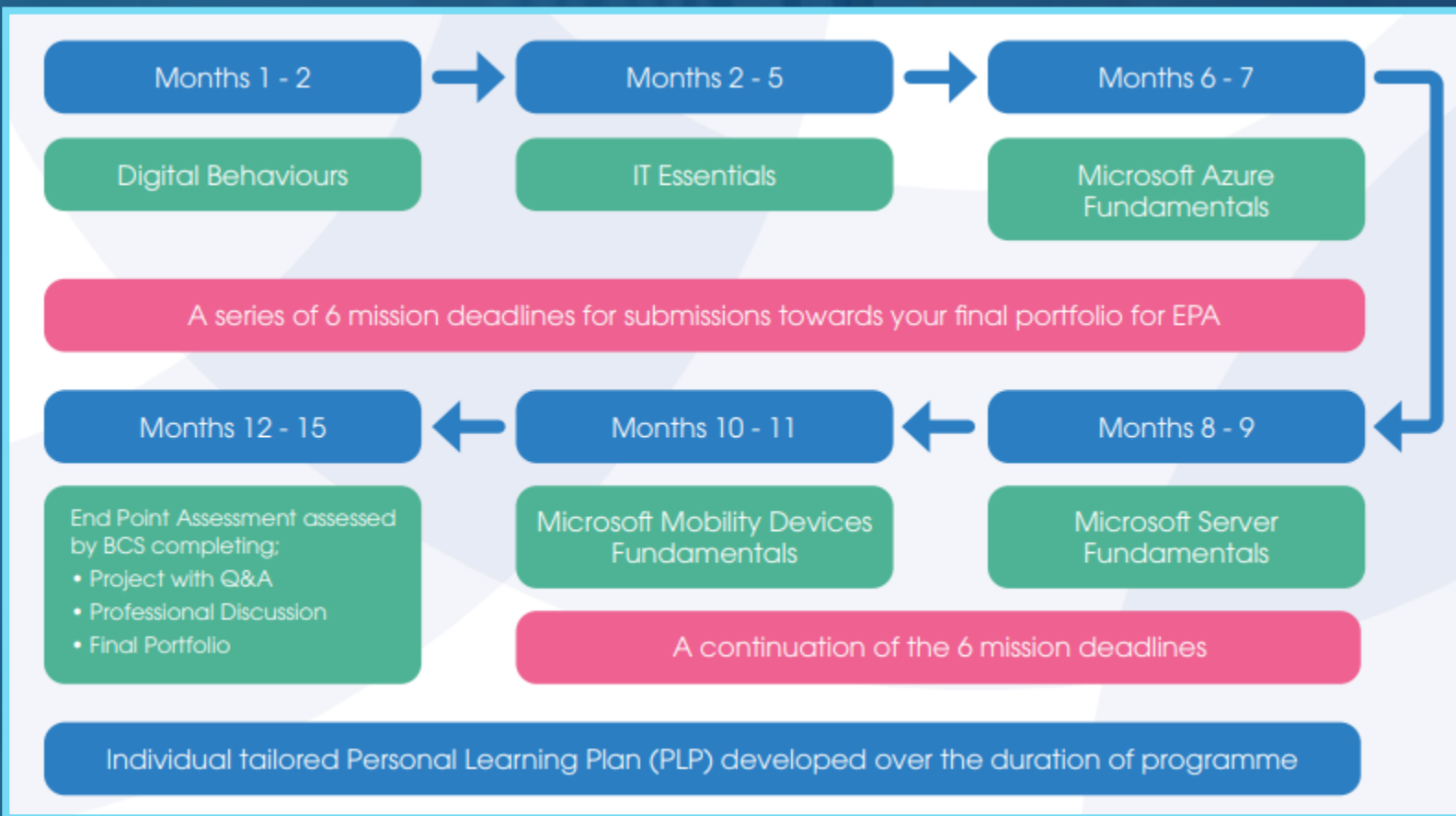
£24,000 (London)



IT APPRENTICESHIPS



LEVEL 3 IT OR NETWORK SUPPORT



Online Class Attendance

The apprentice will be required to attend all schedule classes. There are 33 classes that the apprentice would need to attend, and these will be scheduled in either the morning or afternoon.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

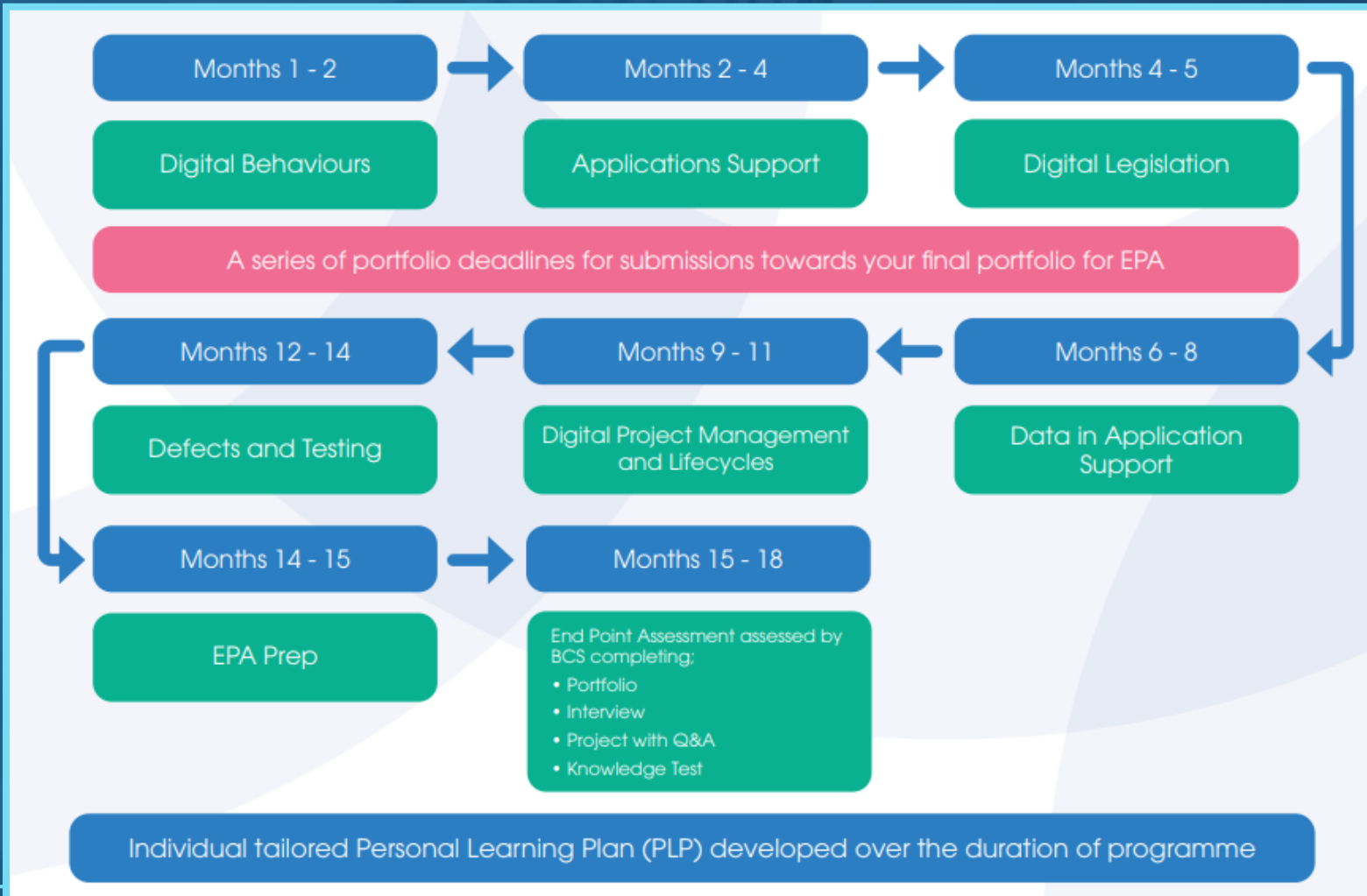
The EPA is hosted through BCS. The apprentice will be required to complete a project as part of their EPA.



Typical Average Salary - £15,000

£18,000 (London)

LEVEL 4 APPLICATION SUPPORT LEAD



Online Class Attendance

The apprentice will be required to attend all schedule classes. There are a total of 27 classes for the apprentice to attend, and these will be scheduled in either the morning or the afternoon.

Portfolio Build

The apprentice will be required to build a portfolio of learning throughout their programme. This will be actioned during 1-1 Skills Coaching calls.

EPA

The EPA is hosted through BCS. The apprentice will be required to showcase a work based project within this.



Typical Average Salary - £20,000

£24,000 (London)



FUNDING AN APPRENTICESHIP



FUNDING RULES CHECKLIST



Off-The-Job Training

20% working hours dedicated to training. E.g. classes, online courses, work projects etc.



Work Mentor

The apprentice will be allocated a work-place mentor to learn from.



Apprentice Attendance

The apprentice is committed to attending all of their scheduled classes and 1-1 coaching calls.



Manager Attendance

The Manager is committed to attending coaching calls every 9 weeks with the apprentice.



Timely Submission

The apprentice is given working hours to completed apprenticeship work. (This is within the 20% commitment).



We Work Together

The apprentice, employer and training provider work together in synergy in order for the apprentice to succeed.

FUNDING RULES



National Minimum Wage

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example: An apprentice aged 21 in the first year of their apprenticeship is entitled to a minimum hourly rate of **£5.28**.



Contract of Employment

The apprentice must have a contract of employment with the employer, similar to senior staff members. This will include:

- Employment conditions (salary, hours, annual leave)
- Rights
- Responsibilities
- Duties

FUNDING AN APPRENTICESHIP - SME

Under 50 staff



16 – 18 Apprentices

Apprentices aged 16 – 18 are 100% fully funded by the government.



16 – 18 Incentive

By hiring a new apprentice aged between 16 – 18 the employer is eligible for £1000 incentive. Payment terms are applicable.



19+ Apprentices

Apprentices aged 19+ are 95% funded by the government. A 5% contribution invoice will be raised with the apprentices first month of employment.

Over 50 staff



Any age of apprentice

You will be required to contribute 5% of the course costs for apprentices of any age.

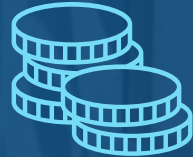


16 – 18 Incentive

By hiring a new apprentice aged between 16 – 18 the employer is eligible for £1000 incentive. Payment terms are applicable.

FUNDING AN APPRENTICESHIP - LEVY

Apprenticeship Levy



£1,000 16 – 18 incentive also available

The Apprenticeship Levy was initiated by the UK government in April 2017, for all employers paying a wage bill of more than £3 million per year. Employers that meet this criterion are now required to pay 0.5% of their payroll each month as a levy tax. This levy can then be reinvested back into their workforce in the form of Apprenticeship training.

Levy contributions appear in a digital account which can be used by the employer to arrange and pay for apprenticeship training. The funds can only be spent on apprenticeship training or End-point Assessment according to apprenticeship levy rules.

- After 24 months any unused levy funds expire and return to the government.
- Non-levy paying employers can pay 5% of the apprenticeship course cost, and the government will cover the remaining 95% through the process of 'co-investment'.
- If your payroll is more than £3 million, you're already invested in the levy.

WHAT OUR CUSTOMERS SAY

Velocity Academy sourced a fantastic Apprentice Developer on our behalf and we couldn't have been happier with the service. Regular check-ins, guidance and support from the start and genuine care were put into the recruitment process from Velocity, which meant they came up trumps with a cracking candidate. Elliott has been our contact throughout and he's been outstanding. Thanks Velocity!



We have used Velocity Academy to help embed our early careers programme at EG Group. We have had fantastic results with our Application Support and Network Support apprentices. The apprentices have developed up to date techniques and can solve complex problems.

Previously, we had a poor experience with a local college when they were working with our apprentices. Through our due diligence, we found Velocity Academy and enquired regarding their curriculum delivery and support for our employees. We chose Velocity Academy due to these areas and this is, to date, the best support and delivery that our apprentices have had.





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