# Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks must be awarded in line with:</td>
</tr>
<tr>
<td>- the specific content of the mark scheme or the generic level descriptors for the question</td>
</tr>
<tr>
<td>- the specific skills defined in the mark scheme or in the generic level descriptors for the question</td>
</tr>
<tr>
<td>- the standard of response required by a candidate as exemplified by the standardisation scripts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks awarded are always <strong>whole marks</strong> (not half marks, or other fractions).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks must be awarded <strong>positively</strong>:</td>
</tr>
<tr>
<td>- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate</td>
</tr>
<tr>
<td>- marks are awarded when candidates clearly demonstrate what they know and can do</td>
</tr>
<tr>
<td>- marks are not deducted for errors</td>
</tr>
<tr>
<td>- marks are not deducted for omissions</td>
</tr>
<tr>
<td>- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).</td>
</tr>
</tbody>
</table>
GENERIC MARKING PRINCIPLE 6:

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.
<table>
<thead>
<tr>
<th>Task</th>
<th>Answer</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Please see below for allocation of marks.</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Please see below for allocation of marks.</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Please see below for allocation of marks.</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Please see below for allocation of marks.</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td></td>
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</tr>
</tbody>
</table>
Apprenticeship Guide For Employers

Produced by: Candidate Name

Apprenticeships are seen as the future of learning. They are central to the government’s vision to improve skills in the sustainable growth of the economy. The government has set a target of having a million apprentices in place by 2020. Apprenticeships are implicated within a mix of learning in the workplace, formal off-the-job training, and the opportunity to practise and embed new skills in a real work environment.

Employers who provide practical training to participants in the workplace have seen a demand for such training and communication. As a result, the government has put employers at the heart of apprenticeships. Groups of “Trailblazer” employers in a variety of sectors have led the development of the new standards and assessment approaches.

**EMployer Responsibilities**

Apprentices are hired under a contract of employment and are subject to the same benefit and conditions as other employees. They can receive this training.

Correct image inserted in correct position, aspect ratio maintained 1 mark
Image flipped – man on right 1 mark
Aligned top of text, right of column, text wrapped 1 mark

The knowledge and skills needed to achieve the apprenticeship. The employer will be responsible for giving the apprentice an induction into their role, providing on-the-job training and releasing them for their off-the-job training.

**TRAINING**

Most of the training is completed on-the-job at the work premises, learning job specific skills in the workplace. Off-the-job training is provided by a training provider and may be delivered through day release, block release, or e-learning or a blend of different methods. The employer can negotiate the delivery model with the training provider to ensure that it is right for the business.

**DURATION AND HOURS OF WORK**

An apprenticeship must last at least twelve months with most taking between one and five years to complete, depending upon the level of apprenticeship and the industry sector. The employment contract is normally for a fixed term. Apprenticeship contracts are excluded from the regulations covering fixed-term employment and can only be terminated early in very rare cases such as serious misconduct.
Apprenticeships are full-time jobs with training or skills development attached. The minimum hours of employment should be at least 30 hours per week with at least 20% of their time spent undertaking off-the-job training that is relevant to the apprenticeship. They must be paid for this study time.

The working time regulations for young people apply to apprentices. Young workers must not exceed eight hours a day or forty hours per week. They must have a rest break of at least thirty minutes if their shift lasts more than four and half hours and they must have a twelve hour break between one shift ending and another starting.

**APPRENTICE WAGES**

An apprentice aged under 19, or over 19 but in their first year of an apprenticeship, must be paid at least the national minimum apprenticeship wage. If they are not in this category they should be paid the national minimum wage. However, many employers pay a higher rate in recognition of the work undertaken and to ensure that their company attracts and retains high quality candidates.

Training progress reviews are usually carried out as the trainee’s skills and experience develop with their pay increased accordingly. This gives an added incentive to the trainee to do well in the apprenticeship.

**APPRENTICESHIP AGREEMENT**

An apprenticeship agreement is a contract of service between an apprentice and the employer. It confirms the employment arrangements and provides the employee with a written statement of particular agreement must be signed by both parties at the start of any apprenticeship as well as a completion certificate cannot be issued. The agreement must include:

- length of employment
- training to be provided
- working conditions
- qualifications they are working towards.

A commitment statement must also be signed between the employer, the apprentice and the training provider. This includes the planned content and schedule for training, what is expected and offered by each party, and how to resolve queries or complaints.

**TRAINING COSTS**

Training costs covered by the government or 100% if they employer fewer than fifty staff and the apprentice is under 19.

**BENEFITS TO BUSINESS**

Apprenticeships offer significant returns on investment. Once an apprentice has completed their programme, they can add around £214 per week in productivity gains. A high proportion of apprentices stay with the organisations that trained them. Many companies have long serving staff and members of the senior management team who started out as apprentices with the company.

A business survey completed in 2017 found that employers experienced a wide range of benefits as a result of training apprentices. Half the companies surveyed said that their apprentices made a valuable contribution to the business during their training period, with a further third reporting that apprentices added value within their first few weeks or even from the first day. The following table shows the proportion of employers who experienced the main benefits listed:

<table>
<thead>
<tr>
<th>Benefits of offering apprenticeships</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help develop skills relevant to the needs of the organisation</td>
<td>86%</td>
</tr>
<tr>
<td>Improved productivity</td>
<td>78%</td>
</tr>
<tr>
<td>Improved products or service quality</td>
<td>74%</td>
</tr>
<tr>
<td>Improved staff morale</td>
<td>73%</td>
</tr>
<tr>
<td>Helped improve staff retention</td>
<td>69%</td>
</tr>
<tr>
<td>Improved image in the sector</td>
<td>67%</td>
</tr>
<tr>
<td>Brought new ideas to the organisation</td>
<td>65%</td>
</tr>
<tr>
<td>Improved ability to attract good staff</td>
<td>62%</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Lowered overall wage bill</td>
<td>39%</td>
</tr>
<tr>
<td>Helped win business</td>
<td>36%</td>
</tr>
</tbody>
</table>

In addition, 81% of consumers favour using a company that takes on apprentices. This suggests that apprenticeships can improve a company’s reputation and increase consumer demand for the goods and services offered.

Hiring apprentices can help businesses grow their own talent by boosting relevant work skills and developing a motivated and qualified workforce. They are a good way to recruit new staff or to up-skill existing staff and can lead to tangible economic benefits for employers.
<table>
<thead>
<tr>
<th>Vacancy Title</th>
<th>Level</th>
<th>Day_Release</th>
<th>Duration</th>
<th>Closing Date</th>
<th>Prob_Wage</th>
<th>Town</th>
<th>Employer_Name</th>
<th>Employ_Wage</th>
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</thead>
<tbody>
<tr>
<td>Business Administration Apprentice</td>
<td>3</td>
<td>Yes</td>
<td>17</td>
<td>07–May–21</td>
<td>€92.75</td>
<td>Basildon</td>
<td>Virtual Services</td>
<td>€103.88</td>
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<tr>
<td>Accounts Junior</td>
<td>2</td>
<td>Yes</td>
<td>16</td>
<td>13–May–21</td>
<td>€106.45</td>
<td>Basildon</td>
<td>Ryan Baker Accountants</td>
<td>€119.22</td>
</tr>
<tr>
<td>Business Administration Apprentice</td>
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<td>Yes</td>
<td>16</td>
<td>05–April–21</td>
<td>€98.05</td>
<td>Basildon</td>
<td>Eco Therm Connections</td>
<td>€109.82</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>2</td>
<td>Yes</td>
<td>16</td>
<td>26–May–21</td>
<td>€106.00</td>
<td>Basildon</td>
<td>Karwood Freight Ltd</td>
<td>€118.72</td>
</tr>
<tr>
<td>Software Tester</td>
<td>4</td>
<td>Yes</td>
<td>16</td>
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<td>€135.65</td>
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<td>Tawara Digimedia Ltd</td>
<td>€151.93</td>
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<tr>
<td>Production Assistant</td>
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<td>16</td>
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<td>Basildon</td>
<td>Jas Design and Print Ltd</td>
<td>€168.00</td>
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<tr>
<td>Customer Account Manager</td>
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<td>16</td>
<td>26–May–21</td>
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<td>Basildon</td>
<td>Catering Supplies Services</td>
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<tr>
<td>Customer Advisor</td>
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<td>26–March–21</td>
<td>€111.31</td>
<td>Basildon</td>
<td>Luxury Resorts Direct</td>
<td>€118.72</td>
</tr>
<tr>
<td>Warehouse and Storage Apprentice</td>
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<td>Yes</td>
<td>15</td>
<td>26–March–21</td>
<td>€118.72</td>
<td>Basildon</td>
<td>Grange Care Home</td>
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<tr>
<td>Animal Care Apprentice</td>
<td>2</td>
<td>Yes</td>
<td>15</td>
<td>13–May–21</td>
<td>€119.22</td>
<td>Basildon</td>
<td>Bluebell Animal Hospital</td>
<td>€118.38</td>
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<tr>
<td>Administration Assistant</td>
<td>3</td>
<td>Yes</td>
<td>15</td>
<td>07–May–21</td>
<td>€106.00</td>
<td>Basildon</td>
<td>Tatum Electrical Services Ltd</td>
<td>€118.72</td>
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<tr>
<td>Warehouse Assistant</td>
<td>2</td>
<td>Yes</td>
<td>14</td>
<td>28–April–21</td>
<td>€99.38</td>
<td>Basildon</td>
<td>Swallow Catering Equipment Ltd</td>
<td>€111.31</td>
</tr>
<tr>
<td>Administration Assistant</td>
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<td>Yes</td>
<td>14</td>
<td>20–May–21</td>
<td>€99.38</td>
<td>Basildon</td>
<td>Swallow Catering Equipment Ltd</td>
<td>€111.31</td>
</tr>
<tr>
<td>Operations Assistant</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>29–March–21</td>
<td>€106.00</td>
<td>Basildon</td>
<td>Axiom Holidays Direct</td>
<td>€118.72</td>
</tr>
<tr>
<td>Office Administrator</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>13–May–21</td>
<td>€120.00</td>
<td>Basildon</td>
<td>Saddlers Freight Transport</td>
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<tr>
<td>Business Support Apprentice</td>
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<td>Yes</td>
<td>12</td>
<td>01–April–21</td>
<td>€100.00</td>
<td>Basildon</td>
<td>Excel Catering</td>
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<tr>
<td>Trainee Insurance Advisor</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>23–April–21</td>
<td>€135.00</td>
<td>Basildon</td>
<td>Townhouse Property Services</td>
<td>€112.00</td>
</tr>
<tr>
<td>Business Administration Apprentice</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>26–March–21</td>
<td>€106.00</td>
<td>Basildon</td>
<td>Protemp Insurance Services</td>
<td>€151.20</td>
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<tr>
<td>Marketing Assistant</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>23–April–21</td>
<td>€100.00</td>
<td>Basildon</td>
<td>Tamper Forensic Equipment</td>
<td>€118.72</td>
</tr>
<tr>
<td>Light Vehicle Technician</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>23–April–21</td>
<td>€98.05</td>
<td>Basildon</td>
<td>Bluegate Consulting Ltd</td>
<td>€112.00</td>
</tr>
<tr>
<td>Apprentice Sign Maker</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>16–May–21</td>
<td>€106.00</td>
<td>Basildon</td>
<td>Heaton Service Centre</td>
<td>€109.82</td>
</tr>
<tr>
<td>Support Assistant</td>
<td>2</td>
<td>Yes</td>
<td>12</td>
<td>02–April–21</td>
<td>€185.70</td>
<td>Basildon</td>
<td>Joseph Signs Ltd</td>
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<tr>
<td>Office Administrator</td>
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<td>17–April–21</td>
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<td>Print Administrator</td>
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<td>€100.70</td>
<td>Basildon</td>
<td>Style Shooters</td>
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</table>

New record Software Tester present and Animal Care Apprentice still displayed.
<table>
<thead>
<tr>
<th>Vacancy_Title</th>
<th>Level</th>
<th>Day_Release</th>
<th>Duration</th>
<th>Closing_Date</th>
<th>Prob_Wage</th>
<th>Town</th>
<th>Employer_Name</th>
<th>Employ_Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice Greenkeeper</td>
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<td>Yes</td>
<td>10</td>
<td>14–Jul–21</td>
<td>€127.50</td>
<td>Basildon</td>
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<tr>
<td>Childcare Apprentice</td>
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<td>Yes</td>
<td>9</td>
<td>29–Mar–21</td>
<td>€112.00</td>
<td>Basildon</td>
<td>Polaris Childcare Ltd</td>
<td>€125.44</td>
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<tr>
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<td>2</td>
<td>Yes</td>
<td>17</td>
<td>07–Apr–21</td>
<td>€79.50</td>
<td>Braintree</td>
<td>Stepping Stone Preschool</td>
<td>€89.04</td>
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<tr>
<td>Administrative Assistant</td>
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<td>Yes</td>
<td>16</td>
<td>30–Apr–21</td>
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<td>Braintree</td>
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<td>Braintree</td>
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<td>Horse Care Apprentice</td>
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<td>29–Mar–21</td>
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<td>Braintree</td>
<td>Clapper Farm</td>
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<td>Training Yard Groom</td>
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<td>15</td>
<td>19–Apr–21</td>
<td>€79.50</td>
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<tr>
<td>Health and Social Care Apprentice</td>
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<td>Yes</td>
<td>15</td>
<td>29–Apr–21</td>
<td>€98.05</td>
<td>Braintree</td>
<td>Saxon Cares Limited</td>
<td>€109.82</td>
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<tr>
<td>Chef Apprentice</td>
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<td>Yes</td>
<td>14</td>
<td>11–Jun–21</td>
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<td>Braintree</td>
<td>Eclipse Garden Centre</td>
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<td>12</td>
<td>02–Apr–21</td>
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<td>Juniper Hill Stables</td>
<td>€89.04</td>
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<tr>
<td>Trainee Sales Negotiator</td>
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<td>10</td>
<td>12–Apr–21</td>
<td>€100.00</td>
<td>Braintree</td>
<td>Bond Services</td>
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</table>

Average duration: 14

Format/Display
Closing_Date displays dd–MMM–yy (eg 04–Dec–21), Day_Release as Yes/No, 1 mark
Same currency symbol & 2dp for Prob_Wage and Employ_Wage 1 mark

Average Duration calculated, displays under Duration column at end of report. 1 mark
Formatted to as integer 1 mark
Label 100% accurate, to left of value, 100% accurate 1 mark
### Higher Level Care Jobs

<table>
<thead>
<tr>
<th>Vacancy_Ref</th>
<th>Level</th>
<th>Vacancy_Title</th>
<th>Duration</th>
<th>Training_Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAL5025</td>
<td>6</td>
<td>Manager In Adult Care</td>
<td>22</td>
<td>Urban Work Skills Ltd</td>
</tr>
<tr>
<td>SCAL5032</td>
<td>5</td>
<td>Social Care Worker</td>
<td>20</td>
<td>Urban Work Skills Ltd</td>
</tr>
<tr>
<td>CEDL4021</td>
<td>4</td>
<td>Childcare Assistant</td>
<td>12</td>
<td>Tawara Training Solutions</td>
</tr>
<tr>
<td>AEAL4022</td>
<td>4</td>
<td>Apprentice Tree Care Surgeon</td>
<td>24</td>
<td>Progress Learning Foundation</td>
</tr>
<tr>
<td>CEDL4015</td>
<td>4</td>
<td>Childcare Apprentice</td>
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<td>PDJ Training</td>
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<tr>
<td>SCAL3029</td>
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<td>Senior Healthcare Support Worker</td>
<td>15</td>
<td>Tatham College of FE</td>
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<td>BADL4068</td>
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<td>SCAL4024</td>
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<td>SCAL4016</td>
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<td>Poultry Farming and Care Apprentice</td>
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<td>Advanced Childcare Apprentice</td>
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</table>

**Search (31 records)**

- **Level** is \( \geq 3 \) \( 1 \) mark
- **Vacancy_Title** contains **care** \( 1 \) mark

**Sort descending on** **Level** \( 1 \) mark

**Specified fields, correct order** \( 1 \) mark

**Portrait, fits one page only, all fields present, data and labels fully visible** \( 1 \) mark

(all fields must be present to award this mark)
Tawara Digimedia Ltd
15 Copthorne Way
CAMBRIDGE
CB11 8BQ
Tel: 01632 960253
Mobile: 07700 900601
Email: sales@digimediagroup.com

Dear «Title» «Last_Name»

Vacancy for: Level «Level», «Positions»

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at «Time», «Interview_Days». The interview is scheduled to last approximately «Length» minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for «Contact_Person».

Your starting salary will be «Wage» per hour. You will be on probation for «Probation» months. Your training and learning objectives will be laid out in a training plan. You will receive supervised on the job training and will be released to attend «Trainer» for one day per week.

This training position is for a «Duration» months’ term beginning «Start» and ending «End». Your continued employment will depend upon successful completion of your training objectives each year. Once successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance at the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely

Joe Bloggs
Managing Director

Enc

Name, centre number and candidate number in footer 1 mark
Dear Mr. Sinclair,

Vacancy for Level 5 Cyber Intrusion Analyst

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at 10:15 AM, Thursday 12 November. The interview is scheduled to last approximately 45 minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for Gardean D’Ampero.

Your starting salary will be £30,000 per annum. You will be on probation for 3 months. Your training and learning objectives will be laid out in a training plan. You will receive supervision on the job training and will be released to attend Fathom College for one day per week.

This training position is for a 3-month term beginning 01/05/2020 and ending 30/07/2020. Your continued employment will depend upon successful completion of your training objectives each year.

On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance at the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely,

Joe Boggis,
Managing Director

Enc:

Name, Centre number, Candidate number

---

Dear Ms. Singh,

Vacancy for Level 4 Software and Database Development Apprentice

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at 10:15 AM, Wednesday 4 November. The interview is scheduled to last approximately 45 minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for Gardean D’Ampero.

Your starting salary will be £30,000 per annum. You will be on probation for 3 months. Your training and learning objectives will be laid out in a training plan. You will receive supervision on the job training and will be released to attend Fathom College for one day per week.

This training position is for a 3-month term beginning 01/05/2020 and ending 30/07/2020. Your continued employment will depend upon successful completion of your training objectives each year.

On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance at the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely,

Joe Boggis,
Managing Director

Enc:

Name, Centre number, Candidate number
Task 5 – Presentation

6 slides imported, title and bullet layout, no changes to text, blank slides, no overlap of items 1 mark

**Master slide items**
(must be same position/size on all slides, minimum 3 slides)
Logo appears on all slides, resized, consistent position and size 1 mark
Name, centre no and candidate no – any position 1 mark
Auto slide numbers top right (penalise other features) 1 mark

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**Learners’ evaluation of apprenticeships**
Summary of key findings by Jo Briggs

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**Main reasons for taking up apprenticeships**
- gain a qualification
- enter into or progress in a specific career
- a good way to develop work-related skills
- wanted to be paid whilst training
- employer requirement
- need to develop skills due to promotion at work
- personal development/interest

---

**Average duration by subject area**

- 36% of apprenticeships lasted 12 months or longer, adhering to government guidelines
- longest durations in Engineering, Science, Construction and Agriculture
- shortest durations in Leisure and Business

---

**Main skills gained**
- more appropriate skills/knowledge for area of work (89%)
- skills/knowledge gained beneficial for range of jobs/industries (89%)
- better able to work with others (83%)
- English skills improved (63%)
- IT skills improved (62%)
- Maths skills improved (61%)

---

**Benefits to career**
- being better at their job (86%)
- improved career prospects (65%)
- greater job satisfaction (79%)
- increased responsibility (77%)
- better job security (77%)
- received a pay rise (50%)
- had been promoted (12%)

---

**Employment status at point of survey**
- 74% employed full-time
- 14% employed on a part-time basis (common in Education and Health apprenticeships)
- 4% self-employed
- 8% in education
- 5% were unemployed (relatively high levels in ICT, Agriculture, Arts and Media)
- Engineering, Construction, Retail, Health and Business apprenticeships were the most likely to be in work (55% to 91%)

---

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Average duration by subject area

- 96% of apprenticeships lasted 12 months or longer, adhering to government guidelines
- longest durations in Engineering, Science, Construction and Agriculture
- shortest durations in Leisure and Business

Chart
Vertical bar chart created using correct data 1 mark
Chart to left of bullets 1 mark
Chart title 100% accurate 1 mark
Axis labels correct, data labels displayed on both axes 1 mark
Value axis displays minimum 0, maximum 28 1 mark
Value axis increments set at 4 1 mark
Data labels as values on each bar, no legend displayed 1 mark

Print 6 slides to page and chart slide as single, landscape slide, fills page 1 mark
Step 1 – EVIDENCE 1

- File saved as EMPGUIDE with evidence of file type
  - 1 mark

Step 3 – EVIDENCE 2

- SP–Subhead text style created, named correctly, based on normal/default paragraph style
  - 1 mark
- Serif, 14pt, underline, all capitals (penalise extra here)
  - 1 mark
- Centre aligned, 0pt space before, 6pt space after
  - 1 mark

Step 4 – EVIDENCE 3

- SP–Subtitle style modified – now serif 30pt, italic, right aligned no space before and after
  - 1 mark
  -(check 12pt space after changed/no longer displayed)

Step 5 – EVIDENCE 4

- Style list
  - 4 Styles correctly created, named and saved
  - 1 mark
  -(SP–Main, SP–Subhead, SP–Content, SP–Table)
Step 20 – EVIDENCE 5

**DB Structure – SP2APPRENT table**
- Field names as given, correct data types 1 mark (penalise ID field)
- *Vacancy_Ref* set as primary key 1 mark

Step 21 – EVIDENCE 6

**DB Structure – SP2TRAINER table**
- Field names as given, *Trainer_Ref* set as primary key, all data types set as text 1 mark

Step 22 – EVIDENCE 7

One-to-Many relationship between *Trainer_Ref* and *Trainer_Code* fields 1 mark

Step 23 – EVIDENCE 8

Radio buttons used for *Day_Release* with evidence of values stored in the correct field 1 mark
Step 24 – EVIDENCE 9

Columnar form created, correct fields, field headings left aligned, fields/data fully visible 1 mark
Field sizes appropriate for data (height & width), fields consistently aligned, evenly spaced 1 mark
New record in form, accurate data entry 1 mark

Step 27 – EVIDENCE 10

Report exported and saved in pdf format 1 mark

Step 28 – EVIDENCE 11

Today's date field used, correct format dd MMMM yyyy 1 mark

{DATE \@ "dd MMMM yyyy" \* MERGEFORMAT}

Step 31 – EVIDENCE 12

Automated filter to select Technical_Area is Digital and Level is 3 or more 1 mark