

NVQs for starters

qualifications for new

entrants

Part of the Printing Skills Training Scheme (PSTS)

Young people who are new to the industry need a solid grounding in the basic knowledge and techniques used in our business today. The best way to get your new entrants up and running – and making a real contribution to your business – is to put them through a BPIF NVQ training programme. They will be in the workplace doing a real job, but gaining credits towards their qualification at the same time.

Who can take part?

- The New Entrants Programme has been expanded to include all trainees from 16 up to 24 years-old
- And there may also be funding available for staff over 25-years-old through the BPIF's Upskilling Programme.

Courses to suit your business

Trainees will study either Print Production – pre-press, printing and finishing, which focuses more on the technical side of things – or Print Administration – which concentrates on business skills, including estimating. The NVQs can be tailored to meet your needs by concentrating on one or more of the eight NVQ print options:

- Pre-press
- Desktop publishing
- Machine printing (including digital)
- Mechanised print finishing & binding
- Print administration
- Carton manufacture
- Envelope manufacture
- Handbinding

Two levels to choose from

We'll provide an initial assessment to help you decide what level of NVQ will suit your apprentice:

- Apprenticeships – NVQ level 2 plus key skills and a technical certificate
- Advanced Apprenticeships – NVQ level 3 plus key skills and a technical certificate

How it works

We provide a structured training programme along with monitoring and support services to make sure your apprentice achieves a nationally recognised qualification.

Assessment

is done in the workplace either by your staff or our training co-ordinators, as you prefer.

We'll provide NVQ workbooks, key skills support, technical certificate tuition and a Skills Portfolio, as well as administrative support. We'll register your apprentice for the NVQ and pay the registration fee.

All that is required from you is your time and commitment to training.

Help with recruitment

When you're thinking of taking on a young person, our regionally based business advisers can provide invaluable advice. We can also provide selection testing services to help you spot those with the potential and commitment needed to succeed in the industry.

Just in case..

The New Entrants Programme is funded by the Government and may be subject to variation from time to time as a result of changes in Government policy.

New Entrants Programme

Application form part 1 (part 2 overleaf)

Please enrol my trainee on the New Entrants Programme

Company details	Company name	_____	
	Contact name	_____	
	Address	_____	
	Postcode	Email	_____
	Tel no	Fax no	_____

How many people do you employ?

Apprentice/trainee details	Surname	Forename	_____
	Home Address	_____	
		Postcode	_____
	Tel no	_____	
	National Insurance no	Start date with employer	_____

Sex (delete as applicable)	Male / female	Date of birth	_____
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Ethnic origin (please tick box)	<input type="checkbox"/> Asian or Asian British - Bangladeshi <input type="checkbox"/> Asian or Asian British - Indian <input type="checkbox"/> Asian or Asian British - Pakistani <input type="checkbox"/> Asian or Asian British - any other Asian background <input type="checkbox"/> Black or Black British - African <input type="checkbox"/> Black or Black British - Caribbean <input type="checkbox"/> Black or Black British - any other Black background <input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed - White and Asian <input type="checkbox"/> Mixed - White and Black African <input type="checkbox"/> Mixed - White and Black Caribbean <input type="checkbox"/> Mixed - any other mixed background <input type="checkbox"/> White - British <input type="checkbox"/> White - Irish <input type="checkbox"/> White - any other White background <input type="checkbox"/> Any other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Special needs	Does the trainee have a disability or handicap that may affect the type of work he or she is able to do? (delete as applicable)	Yes/No
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Type of registration and training scheme preferred (please tick)	The trainee is 16-24 years old and being registered as:	
	Apprentice (Level 2)	<input type="checkbox"/>
	Advanced Apprentice (Level 3)	<input type="checkbox"/>

Please list the trainee's educational qualifications
(please ensure these are available for the BPIF Training Co-Ordinator to view on the first visit to your company)

Subject/s	level	grade	date achieved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

New Entrants Programme

Application form part 2 (part 1 overleaf)

Qualification – please identify the NVQs the apprentice/trainee will be working towards (please tick box)

Pre-press:

Analogue Level 2 Level 3

Digital Level 2 Level 3

Desktop Publishing Level 2 Level 3

Machine Printing:

Sheet Fed Litho Level 2 Level 3

Web Offset Level 2 Level 3

Flexography Level 2 Level 3

Screen Level 2 Level 3

Gravure Level 2 Level 3

Pad Printing Level 2 Level 3

Digital Level 2

Mechanised Print Finishing & Binding:

General Print Level 2 Level 3

Newspapers & Periodicals Level 2 Level 3

Envelope Manufacture Level 2 Level 3

Handbinding Level 3

Carton Manufacture Level 3

Print Administration Level 3

The apprenticeship is made up of three strands – The NVQ, The Technical Certificate and Key Skills.

Are you prepared to release your candidate for assessment, tuition and exams as required? Yes/No

Introduction

Are you a member of the BPIF? Yes/No

If yes, what level Platinum/Gold/Silver

Were you introduced to the New Entrant scheme by a BPIF representative? Yes/No

If so, who was this _____

YMP

Please send me further details about the YMP Organisation (I am over 18)

Declaration

We have read the details and conditions of the Printing Skills Training Scheme for the New Entrants Programme and our company accepts the obligations and requirements laid down for participation

Trainee signature

Signed for and on behalf of the company

Position held

Date

This application should be sent to:
BPIF Training
Unit 2, Villers Court
Meriden Business Park
Cope Drive, Coventry, CV5 9RN
Tel (01676) 526030
Fax (01676) 526033
Email empaff@bpif.org.uk

New Entrants Programme

Conditions

We ask you to agree to...

- 1 employ the apprentice/trainee and provide rates and full employment terms and conditions, including disciplinary and grievance procedures appropriate to new entrants
- 2 provide equal opportunities for all applicants irrespective of race, religion or gender and select trainees on the basis of their abilities and not their disabilities
- 3 register the young person as a modern apprentice (16-24) and provide us with details about them
- 4 provide details about training credit for those young people being registered as a modern apprentice as necessary
- 5 maintain positive records of attendance using the trainees Training and Attendance Record and make them available to the training co-ordinators when required
- 6 provide access to the company's attendance record system to your training co-ordinator when required
- 7 demonstrate that the trainee has a safe working environment by:
 - a providing insurance for the trainee under Employer's Liability and Third Party Policy
 - b providing evidence of having notified the enforcing authority of the use of the premises as required under the Factories Act 1961 and the Offices, Shops and Railways Premises Act 1965
 - c providing evidence of a Fire Certificate covering the premises as required under the Fire Precautions Act 1971
 - d issuing a statement setting out your company's general policy on; health and safety as required by the Health and Safety at Work Act 1974; Equal Opportunities, including disabilities
 - e ensuring that the trainee is aware of dangerous machinery prohibitions
 - f ensuring that the trainee's general level of health is commensurate with the job they are to undertake
 - g undertaking a risk assessment for under 18 year olds, before starting employment, and copy it to the apprentice and the parent/guardian
 - h ensure that the appropriate checks are made to ensure that employment that involves regular contact with young people under the age of 18 is not offered to or held by anyone who has been convicted of certain specified

offences, or whose name is included on lists of people considered unsuitable for such work held by the Department for Education and Skills and the Department of Health'

- i notify us within 24 hours if the trainee is involved in an accident or if they leave your employment for any reason
- 8 notify us if there is any change in circumstances which may change the nature of their employment
- 9 provide a structured programme of training for the trainee centred around the relevant units of the appropriate NVQ, Key Skills and Technical Certificate
- 10 provide the trainee with approximately two hours a week to build their portfolio
- 11 allow the trainee's supervisor to complete at least a half day training programme to become an expert witness (training delivered by the BPIF) or undertake to provide a workplace assessor
- 12 provide access for the training co-ordinator to the trainee supervisor and, where appropriate, the chapel representative.
- 13 ensure that the trainee is not registered with any other training provider that is claiming LSC funding
- 14 provide access to the local LSC, National Contracting Service and Government representative with a BPIF training co-ordinator to audit delivery of the training scheme including health and safety
- 15 help towards the cost of training already undertaken should the trainee leave the scheme or fail to complete the assessments as identified on the Individual Learning Plan

In exchange we will...

- 1 provide the administrative support for the scheme
- 2 supply you with a Skills Portfolio
- 3 supply you with NVQ workbooks for the required NVQs and key skills materials
- 4 supply the trainee with a copy of a Training and Attendance Record if applicable

- 5 fund the cost of providing the trainee with the essential knowledge needed to support the training programme
- 6 register your apprentice for the NVQ, key skills and technical certificate as appropriate and pay the awarding body registration fees
- 7 provide monitoring and support services for the trainee until the chosen NVQ, Key Skills and Technical Certificate have been achieved
- 8 provide training courses or a learning programme for your trainer/workplace assessor to achieve a recognised industry or national qualification
- 9 provide an external NVQ assessor and internal verification service as part of the application process for NVQs at Levels 2 and 3 and Key Skills
- 10 cover the full cost of membership of the YMP if the trainee is 18 and over
- 11 Process you details and your trainee's details fairly and lawfully according to the Data Protection Act

This agreement can be terminated by the BPIF, the NVQ candidate or the employer with 1 months notice and no liabilities will be incurred by any party. However, we would ask you to discuss any withdrawal from the scheme fully with your BPIF Training Co-ordinator before any decisions are made.

Because the scheme relies on Government funding, we also have to say...

The scheme is subject to amendment by the BPIF at any time if the government, for any reason: reduce or alter the level of funding; or amend the conditions applicable to such funding; or amend the administration of the scheme; or curtail, withdraw or terminate or amend the relevant contract with the BPIF. Limited funding may be available for trainees over 19 year old.