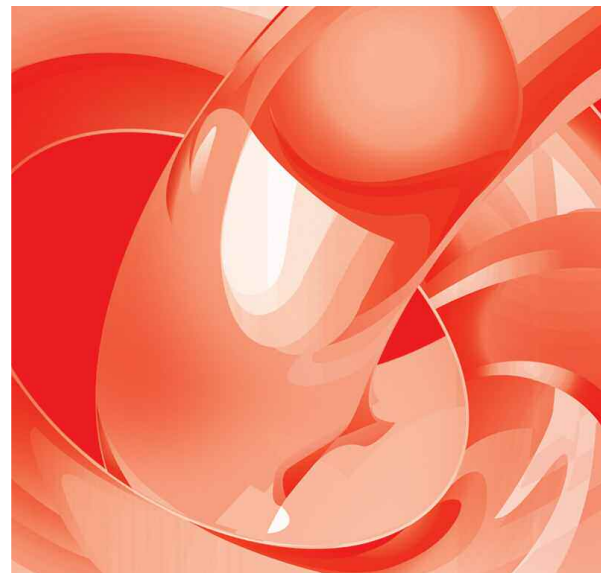


The Renewable Solutions Provider  
Making a World of Difference

# Mitsubishi Electric's National Apprenticeship Programme 2016



Air Conditioning | Heating  
Ventilation | Controls



**Partner  
Programme**

# Mitsubishi Electric's National Apprenticeship Programme

Building upon the success of the last two years, this year's programme will again see us support our Partners in recruiting and supporting young and talented apprentices.

Together, we will help address the national challenge of underskilled youth and high youth unemployment, while also realising the very real business benefits of taking on apprentices.

We will be offering apprenticeships in the following disciplines:

- Refrigeration and Air Conditioning (including heat pumps)
- Building Services Engineering Technology and Project Management

Hiring apprentices can help businesses of all sizes to develop a skilled, motivated and qualified workforce. Apprenticeships can help you boost productivity by growing your skills base, with these gains including increased profits, lower prices and better products.

Apprenticeships can help your business by:

- Reducing training and recruitment costs
- Increasing productivity and your bottom line
- Developing a skilled, motivated and qualified workforce
- Improving customer service results
- Providing financial return on investment

Partners can use their RDF to help support the costs. Mitsubishi Electric can contribute up to a maximum of £5000 per annum.

Each apprentice will be given free access to relevant Mitsubishi Electric training courses as deemed relevant by our training team.

# What is an apprenticeship?

The Mitsubishi Electric National Apprenticeship Programme is part of a nationally recognised framework that provides a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Within each framework are various qualifications which are recognised by an awarding organisation such as City & Guilds.

Three levels of apprenticeship are available:

- Intermediate
- Advanced
- Higher

This programme is initially offering opportunities at the Intermediate and Advanced levels.

The aim of the occupational frameworks is to ensure that the Intermediate and Advanced level apprenticeship programmes deliver the skills and knowledge required by the industry to achieve competence, while also providing the job-related skills that will be used in the working environment, as well as personal effectiveness skills and career progression.

An apprenticeship is a training agreement between an employer, learner and the training provider, providing your business with the opportunity to recruit ambitious and motivated young people, while benefitting from additional support and financial assistance from the Government and Mitsubishi Electric. Apprentices trained within your company will provide a strong foundation to your staff base and show your commitment to the future development of your business and the building services sector as a whole.

## Benefits

Why do more than 100,000 UK employers, in over 160,000 workplaces, use apprenticeships to attract new talent, re-skill existing staff and tackle skill shortages?

- 92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce
- 77% of employers believe Apprenticeships make them more competitive
- 76% of those employers who employ apprentices agree they make their workplace more productive
- 81% of consumers favour using a company which takes on apprentices
- 9 in 10 of every employer that takes on an apprentice report benefits to their business\*

Other benefits reported by employers who hire apprentices include:

Other benefits reported by employers who hire apprentices include:

- Improved products or services
- New ideas being introduced to the organisation
- Higher staff morale
- Increased employee retention

# Testimonials

The Mitsubishi Electric National Apprenticeship Programme offers great potential to everyone, but don't just take our word for it, these are some of the young people that joined us over the last two years:



**Joseph Clarke**

Temperature Control

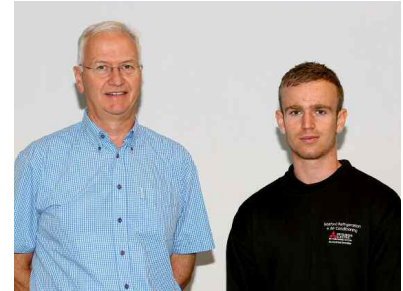
2014 “ I feel my apprenticeship is going really well so far. I am gaining great on-site experience and learning different types of methods and techniques from a range of engineers, which I'm finding really helpful. I am also finding the theory taught in college is proving very beneficial for then taking it on site and using it. ”



**Becky Critchley**

Airway Solutions

2014 “ I am really enjoying the training and find it very interesting. As well as learning new skills and information that I can apply when I am working on equipment in customers premises, the training is helping me further my knowledge of the industry. ”



**William Stow**

Watford Refrigeration

2014 “ I'm really enjoying the mixture between work and college and being able to earn money whilst learning a trade. I've had great support from my company and everyone has been really helpful. ”



**Luke Trevatt**

Accurate Mechanical Ltd

2015 “ I'm really enjoying my apprenticeship so far, the new skills I'm learning have been a great asset to my skill set as an apprentice working with our trained engineers at Accurate and I'm learning something new every week. I'm really looking forward to learning more and more as the course progresses. ”



**Toby Young**

Alpollo Air Conditioning Ltd

2015 “ I am thoroughly enjoying my apprenticeship and feel that I have learnt quite a lot in a short time. It has given me confidence when on site and helped me feel part of the team both at college and at work. Looking forward to 2016. ”



**Boris Walderston**

Pure Air Conditioning

2015 “ I'm enjoying the apprenticeship and training, I am finding the college tutors very supportive and knowledgeable. I feel that I have progressed in both my practical and theory work. I am learning various new skills from my site supervisor which I am frequently using whilst I'm on site. ”

# What does taking on an apprentice mean for you?

All apprentices must have an Apprenticeship Agreement between the employer and the apprentice. The agreement must state that the apprentice will be undertaking an apprenticeship in the agreed framework and can be used to reinforce the understanding of the requirements of the apprenticeship.

As the employer you must give your apprentice an induction into their role and provide on-the-job training. You are responsible for paying your apprentice's wages and issuing their Contract of Employment. As an employee, the apprentice receives the same rights as other employees.

Employers must ensure that they can cover the range of skills required for the appropriate training frameworks. Taking-on an apprentice is a serious commitment for any employer and will last for the duration of the apprenticeship, which is between 2-4 years.

You will have the regular financial obligations of a normal employment arrangement, including salary, national insurance, health and safety, insurance and training costs where applicable.

## Mentorship

From the beginning, you will be responsible for (and regularly checked) that you are providing good mentorship and on-the-job training to the apprentice. Employers must act within the law and are liable for the actions of their employees, who should be made aware of the company's equal opportunities policy. Relevant staff should also be trained on the equal opportunities policy.

## Budget

The Government, through the National Apprenticeship Service, supports employers through a number of routes, in particular the learning component of an apprenticeship framework (i.e. college) can be either fully or part funded. **Employing an apprentice is no different to employing any other full-time member of staff, and employers will be expected to support a range of commitments such as:**

- Apprenticeship training costs where applicable (see College contributions)
- Travel allowance to workplace and college
- Company pension contributions
- Holiday pay
- Personal Protective Equipment (PPE)
- Tools
- Accommodation if on 'college block release'
- Any cost of living supplements
- Non apprenticeship training

Salary for your apprentice can range from minimum wage to recommended wage and it is the employer's choice as to the level (above the minimum) that is paid.

## Our Training Provider

One of the largest work-based learning providers in England and Wales, JTL works with approximately 3,500 businesses and train more apprentices than anyone else in the building services engineering sector.



With headquarters in Orpington, JTL employs around 300 people and has dedicated sites in Orpington, Birmingham, Wrexham, Tankersley, Norwich and Oxford and almost 100 training centres available across England and Wales for their learners. As a registered charity, every penny JTL receives gets reinvested for the benefit of the industry's apprentices and employers.

“Apprenticeships are an increasingly favoured option for bright young people who are attracted by the chance to earn while they learn and gain qualifications. We’re thrilled to be working with Mitsubishi Electric to train the next generation of professionals.”

## Entry requirements

The National Apprenticeship Programme is suitable for individuals who have sufficient entry qualifications, and an aptitude for technical subjects.

If a candidate is missing a grade they can undertake functional skills to achieve the required grade.

- **Practical (craft-based):** Minimum entry requirements are GCSE (or equivalent) grades A-C in Maths and English, A-E in ICT and A-D in Science is desirable
- **Building Services (technical):** Minimum entry requirements are GCSE (or equivalent) grades A-C in Maths and English, A-E in ICT and A-C in Science is desirable.

## Apprenticeship levels

The Mitsubishi Electric National Apprenticeship Programme has been designed around the needs of our Partners: to deliver fresh talent on site; to create the next generation of building services management.

There are regional variances in qualification levels. The following tables (1. & 2.) provide an overview of the frameworks we intend to work with.

Table 1.

Practical (craft-based)		
	Intermediate Level Apprenticeship in Refrigeration and Air Conditioning	Advanced Level Apprenticeship in Refrigeration and Air Conditioning
Pathway	Air Conditioning	Air Conditioning
Level	2 Intermediate	3 Advanced
Country	England	England
Qualifications on Completion (course name and number later)	<b>Level 2 NVQ Diploma</b> Installing, Testing and Maintaining Air Conditioning and Heat Pump Systems	<b>Level 3 NVQ Diploma</b> Installing, Testing and Maintaining Air Conditioning and Heat Pump Systems
	Industry recognised Intermediate Apprenticeship certificate	Industry recognised Advanced Apprenticeship certificate
Classroom education	1 day per week / block release	1 day per week / block release
Expected duration	2 years	2 years (+ 2 years from intermediate to achieve advanced)

Table 2.

Building Services (technical)	
	Advanced Apprenticeship in Building Services Engineering Technology and Project Management
Pathway	Building Services Engineering
Level	3 Advanced
Country	England (not available as a funded apprenticeship in Scotland / Wales)
Qualifications on Completion (course name and number later)	Level 3 Diploma in Construction and the Built Environment - Building Services Engineering
	Level 3 NVQ Diploma in Building Services Engineering Technology and Project Management
Classroom education	1 day per week / block release
Expected duration	4 years



# Employer contributions

## England

### JTL Apprenticeships

The following rates will be made available to all existing and new employers with learners for the academic year 2016/2017 (please be advised the charges are subject to change year on year):

- **16-18 Age Group Apprentices** will be fully funded (no employer charge for training)
- **19-23 Age Group Apprentices** will be jointly funded on a national rate (employers charged £1,500 per year, any discipline/any region)
- **24+ Age Group Apprentices** on Level 2 Qualifications will be jointly funded on a national rate (employers charged £2,000 per year, any discipline/any region).

Local grants may also be available, please speak to your assigned JTL Training Officer once you are approved for the programme.





## Learning provider / college locations

Apprentices are expected to attend college on either a weekly or 'block' basis. Employers are required to pay apprentices for their time at college and all travel allowance to/from college.

Therefore the proximity and location of the learning provider/college is a key consideration for employers.

The map illustrates the locations available under the 2016 programme:

### Colleges - Building Services Engineering

City of Westminster College  
Hartlepool College  
Leeds College  
Southampton City College  
Trafford College

### Colleges - Refrigeration & Air Conditioning

College of North West London  
Eastleigh College  
Grimsby Institute  
The Manchester College  
Leeds College

### JTL Training Training Centres

Wrexham  
Birmingham  
Norwich  
South Yorkshire  
Orpington  
Oxford

Please speak to a  
Partner Programme  
Coordinator for further  
advice on additional  
colleges



## Wages

For apprentices who are under 19, or who are over 19 and in the first year of their apprenticeship, the minimum wage is £3.30 an hour, however many businesses pay more and you should consider: paying more than the national minimum to keep the apprentice happy; whether the apprentice will expect increases as s/he gets older going through the apprenticeship.

Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band.

## National Minimum Wage Rates

The National Minimum Wage rate per hour depends on your age and whether you're an apprentice - you must be at least school leaving age to get it.

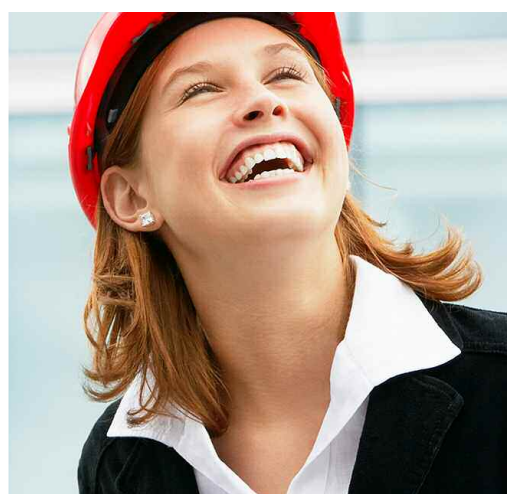
### National Minimum Wage Rates:

Year	21 plus	18 to 20	Under 18	Apprentice*
2015 (Current Rate)	£6.70	£5.30	£3.87	£3.30
2014	£6.50	£5.13	£3.79	£2.73
2013	£6.31	£5.03	£3.72	£2.68
2012	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

\*This rate is for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age. The rates are usually updated every October - the current rates apply from October 2015.

## National Living Wage

From April 2016, the national living wage will be £7.20 an hour for workers aged 25 and older. The minimum wage will still apply for workers aged 24 and under.



# Workplace practice

## Health & Safety

JTL carries-out health and safety checks with the employer before learners (apprentices) begin their apprenticeship, as new learners are at greater risk of injury than experienced workers.

It is a legal requirement that appropriate risk assessments are in place before new learners start. For those learners under 18 years of age young person's risk assessments are mandatory. Health and safety induction training should cover your health and safety policy, site safety rules and safety and emergency procedures. You are also responsible for providing learners with the appropriate Personal Protective Equipment and Clothing (PPE&C).

### Once at work, learners must:

- Be supervised at all times
- Have clear instructions on the equipment they can and cannot use
- Be told about their personal responsibilities for health and safety
- Wear PPE&C provided
- Restrain loose clothing or long hair, remove jewellery or body ornaments to avoid being trapped in equipment
- Ensure illness and disability do not affect ability to work safely



## Working hours

**Working time regulations stipulate young workers aged 16 or 17 should not work:**

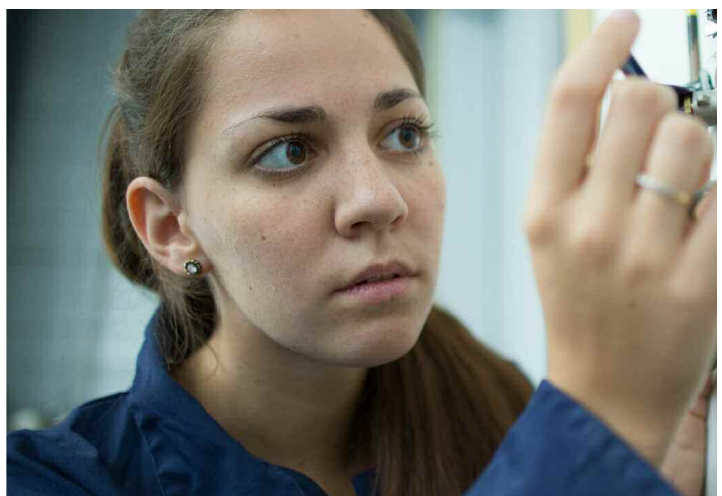
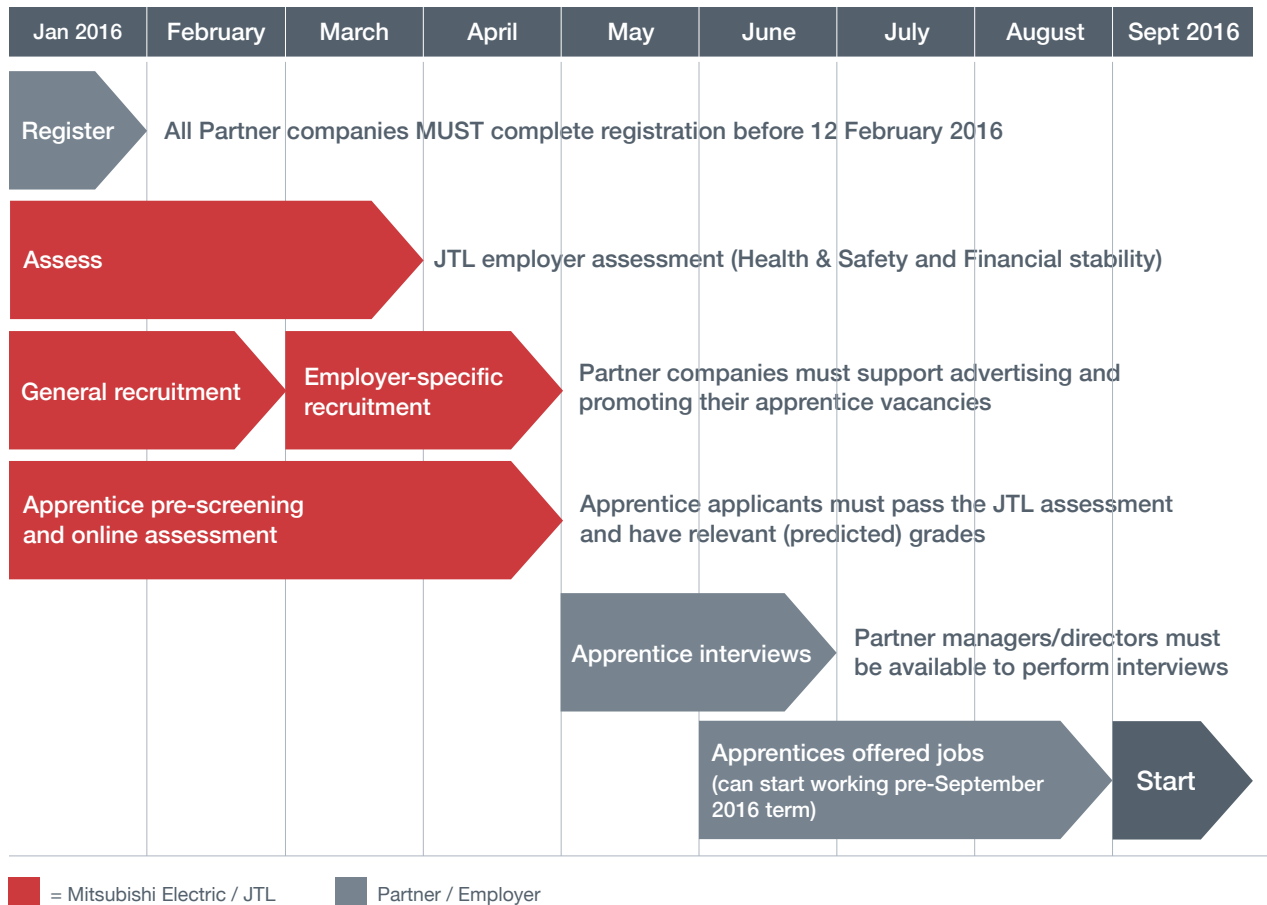
- More than 8 hours a day
- More than 40 hours in any given week
- Must have 12 hours rest period between shifts

The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the Apprenticeship should be extended.

College days are considered paid work days from an employment point of view.

## Next steps

We will commence the recruitment of interested applicants shortly and match these individuals to the locations of committed partner companies. The key phases of the National Apprenticeship Programme 2016 are as follows:



# Employer application form and declaration

Employer company name:

Address:

Postcode:

Employer company registration number (if sole trader please write 'sole trader'):

## ***Employer contact details:***

Name:

Email:

Telephone Number:

## ***Number and category of apprentices required:***

Refrigeration and Air Conditioning (including heat pumps) target number of apprentice(s):

Building Services Engineering Technology and Project Management target number of apprentice(s):

Location where apprentice(s) will be based for work i.e. Town and County:

I confirm Mitsubishi Electric have a current copy of (please tick):

Public Liability Insurance ☐

Employers Liability Insurance ☐

If not, please enclose current copies

## **Declaration:**

As an authorised signatory for the employer company named above I/we understand that employing an apprentice is a **4 year commitment** and undertake to cooperate and support the timings of the National Apprenticeship Programme fully: to promptly respond to requests to review apprentice applications; to set aside sufficient management time for apprentice interviews; to advise JTL of interview decisions upon completion.

Further, I/we undertake to actively support the recruitment of apprentice candidates for our company and to support the Mitsubishi Electric and JTL teams in delivering the programme within the timescales defined in the National Apprenticeship Programme 2016 brochure. We understand that apprentice placements are capped at 20 apprentices each year and that this application may result in our company being placed on an employer reserve list.

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Please send your completed form(s) to: **The Partner Programme Team**

or email: **partner@meuk.mee.com**

Please call **01707 288757** if you have any questions.



## Frequently asked questions

### ■ What level of person can we expect?

Apprentices can start at age 16 and there is no real upper age limit. Apprenticeships are designed for young people looking for a career.

If you employ someone who is young, you will benefit from Government grants, but you may not have someone with a driving licence (for example). So you have to be realistic with your expectations.

### ■ Why is Mitsubishi Electric's programme different?

Our programme was a real first for our industry.

Our goal has been to create a national programme that minimises the effort required by our Partners that wish to be involved.

### ■ Can we go our own way and still claim RDF?

Mitsubishi Electric can contribute up to a maximum of £5,000 per annum but this will ONLY apply to apprentice placements managed under our programme.

### ■ I have a friend/relative I'd like to offer an apprenticeship to; is that OK?

The programme is open to all individuals who have sufficient entry qualifications, and an aptitude for technical subjects. In order to qualify individuals MUST go through the relevant JTL assessments and pass. If your friend/relative passes the minimum requirements then they can come into the programme.

### ■ How long are we committed?

Taking-on an apprentice is a serious commitment for any employer and will last for the duration of the apprenticeship, which is between 2-4 years.

### ■ Is my apprentice full-time?

The minimum hours of employment for an apprentice should be at least 30 hours, and no more than 40 hours in a given week. College days are considered paid work days from an employment point of view.

### ■ Do you as the employer have to pay National Insurance for your apprentice?

No, apprentices are exempt from N.I.

### ■ Are we guaranteed an apprentice?

In the first year of the programme we managed to match employers-to-apprentices in the majority of cases, however this is not guaranteed. Likewise, we have capped the number of apprentice placements to 20, which may mean that your company's role goes onto a reserve list.

### ■ What does JTL as our training provider do?

JTL are a training provider, they are not the employer or the college tutor. They act as a mediator between all aspects of the apprenticeship.

The qualification they deliver is an NVQ - a National Vocational Qualification. Should the applicant meet all of the entry requirements and when they begin the course, JTL will assess them on site, help them collate their log book, portfolio and all site evidence. They will source and register the apprentice for their training centre placement. They will assess them in that training centre environment. They can also act as a confidant should you or the apprentice experience any concerns, worries or doubts in either aspect of the training.

### ■ How much will you have to pay for the apprentice?

You will need to pay the apprentices wages as you would other employers – the rates are different though, please see page 10 for this. And if they are 19 and over you will need to contribute towards their college fees as from this age they will only be partly funded by the government. If they are between 16-18 their college course will be fully funded by the government.

### ■ How will I receive the Mitsubishi Electric contribution back?

This will be as a normal RDF claim and you will receive this amount back onto your Mitsubishi Electric SAP account or through your wholesaler / VAR.

### ■ Could an apprentice attend a college near to me?

This is an option yes, it will depend on whether JTL Training can contract with your local college.

It is always best to enquire about using your local college with your Partner Programme Co-ordinator and they can get in touch with JTL Training for you.

If you are interested in recruiting and supporting young and talented apprentices.

Please complete the **Employer application form and declaration** on page 13 and return it to either your account manager or the Partner Programme Team via email: **[partner@meuk.mee.com](mailto:partner@meuk.mee.com)**

or call **01707 288757** if you have any questions.





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Effective as of January 2016



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