

# FeRFA

## APPRENTICESHIP SCHEMES

FeRFA has been successfully running apprenticeship schemes since 2006, enabling employers to raise the skills level within their companies and provide a route for unskilled employees to gain an industry-wide recognised qualification and the CSCS Blue Skilled card.

### **WHAT APPRENTICESHIP SCHEMES ARE AVAILABLE?**

FeRFA has three apprenticeship schemes – all of which are run at least annually:

- In Situ Flooring: Resin
- In Situ Flooring: Screeds and
- Prepare and Profile Substrates

The schemes are delivered in modules by a mix of formal instruction off the job, alongside supervised on the job training at employer level, with a final end assessment by an industry approved Assessor. The onsite employer supervision will be conducted by a suitably competent person and there will be a candidate record book to evidence all training received.

All courses lead to an NVQ Level 2 Diploma and CSCS Blue Skilled Card. (Apprentices can apply for a CSCS Red Trainee card following registration to the NVQL2 and successful completion of the Health, Safety & Environmental touch screen test.)

The courses take 18 months to complete and modules are held over two (and sometimes three) days at regular intervals throughout the first 14 months of the scheme. During the remaining months the candidates continue with their learning on the job, gaining in experience until the final assessment period.

Training takes places at a variety of locations around the country, including the training facilities of FeRFA manufacturer and associate members giving apprentices the opportunity to mix and apply different materials.

CITB grants are available for eligible CITB levy-payers.

On achievement of the NVQL2, apprentices are invited to attend the annual FeRFA Awards Dinner to be presented with their diplomas in a Graduation ceremony.

**Full details of the programmes are overleaf.**

## PROGRAMME OF MODULES

### IN SITU FLOORING: RESIN

Module No.	Course Modules	Duration	Module No.	Course Modules	Duration
1	Introduction to the NVQ	½ day	8	Forming Saw Cuts	1 day
2	Induction/Employment Rights	½ day	9	Abrasive Wheels / Manual Handling	1 day
3	Generic Health & Safety	1 day	10	Prepare background surfaces	2 days
4	Introduction to In Situ Resin Flooring	1 day	11	Coatings	2 days
5	Work practice & project planning	1 day	12	Self-smoothing	2 days
6	First Aid Appointed Person	½ day	13	Screeds	3 days
7	Asbestos Awareness	½ day	14	Flowable Screeds	2 days
On-site training, unit assessments and final sign off					

### IN SITU FLOORING: SCREEDS

Module No.	Course Modules	Duration	Module No.	Course Modules	Duration
1	Introduction to the NVQ	½ day	8	Forming Saw Cuts	1 day
2	Induction/Employment Rights	½ day	9	Abrasive Wheels / Manual Handling	1 day
3	Generic Health & Safety	1 day	10	Prepare background surfaces	2 days
4	Introduction to Screeds	1 day	11	Traditional Screeds	2 days
5	Work practice & project planning	1 day	12	Calcium Sulphate Screeds	2 days
6	First Aid Appointed Person	½ day	13	Thermal, Acoustic Insulation & Underfloor Heating	2 days
7	Asbestos Awareness	½ day	14	Flowable Polymer Screeds	2 days
On-site training, unit assessments and final sign off					

### PREPARE AND PROFILE SUBSTRATES

Module No.	Course Modules	Duration	Module No.	Course Modules	Duration
1	Introduction to the NVQ	½ Day	8	Manual Handling	½ day
2	Induction/Employment Rights	½ Day	9	Abrasive & Diamond Wheels	½ day
3	Generic Health & Safety	1 Day	10	Shotblasting	3 Days
4	Introduction to Surface Preparation	1 Day	11	Planing	2 Days
5	Work practice & project planning	1 Day	12	Grinding	2 Days
6	First Aid Appointed Person	½ Day	13	Polishing	2 Days
7	Asbestos Awareness	½ day	14	Multi-Stripping	2 Days
On-site training, unit assessments and final sign off					

## APPRENTICESHIP SCHEME GRANTS AND COSTS 2018

From April 2018 CITB grants are as follows:

### GRANT FUNDING AVAILABLE

Short Duration grant payments (payable in instalments following completion of modules) On achievement of NVQ Level 2 (Month 16-18)	£540  £600
<b>Total</b>	<b>£1,140</b>

NOTE: Payments of grants will only be made if all outstanding levy assessments are paid in full or a direct debit arrangement is in place.

There are three fee payment options:

### APPRENTICESHIP COSTS OPTION 1 – FeRFA Members (CITB Registered Employers with grant eligible candidate)

Initial payment per candidate payable prior to commencement of the course	£300
11 monthly payments by standing order at £90 each	£990
<b>Total Fees</b>	<b>£1,290</b>

### APPRENTICESHIP COSTS OPTION 2 – Non CITB Registered Employers (no grants)

Initial payment per candidate payable prior to commencement of the course	£825
11 monthly payments by standing order at £425 each	£5,175
<b>Total Fees</b>	<b>£5,500</b>

### APPRENTICESHIP COSTS OPTION 3 – CITB Registered Employers with grant eligible candidate (Non FeRFA member)

Initial lump sum payment per candidate	£500
11 monthly payments by standing order at £110 each	£1,210
<b>Total Fees</b>	<b>£1,710</b>

Course fees include all training, refreshments, documentation, as well as disposable PPE for use when training. Employers are expected to supply all apprentices with safety boots, gloves and face-fit masks.

**NB Hotel accommodation (B&B) is included for Modules 1-3 Induction and Modules 6-9 only.**

Course fees are subject to VAT on these costs, there is no VAT added to CITB grant payments.

## **HOW TO REGISTER CANDIDATES**

Simply phone FeRFA on 07484 075254 or email [secretariat@ferfa.org.uk](mailto:secretariat@ferfa.org.uk) with the following detail (you will be sent a registration form to complete which can be downloaded from the Training section of the FeRFA website):

- Name of candidates
- Date of birth
- National Insurance number
- Experience of candidates (e.g. any previous qualifications)

Further details including the candidate enrolment form can be downloaded from the training section of the FeRFA website here: <http://www.ferfa.org.uk/apprenticeships.php>

## **WHAT IS REQUIRED OF YOU AS AN EMPLOYER?**

Your apprentice must be directly employed by you with a full contract of employment. Labour-only sub-contractors and agency staff are not supported by this grant.

You must be able to offer the range of work experience necessary to comply with NVQ work-based evidence requirements and provide on the job training as required by the scheme.

You must ensure that your apprentice has access to support and guidance by allocating a mentor/supervisor who will be responsible for inhouse training and progress and sign off the logbook.

You must provide tools and protective clothing and pay for all travel and accommodation plus wages whilst attending off the job modules.

Apprentices will be expected to receive an appropriate wage - for example under the Building and Allied Trades Joint Council (BATJIC) rule agreement - although the level of wage you pay lies solely between you and your apprentice. For further information you can contact the ACAS Minimum Wage Helpline on 0300 123 1100 or go to the website <https://www.gov.uk/national-minimum-wage>