



cameo
LEARNING CENTRES

Cameo IT/ICT Apprenticeships

Microsoft[®]
*Technology
Associate*

All Programmes deliver at least one Microsoft Technology Associate Certificate

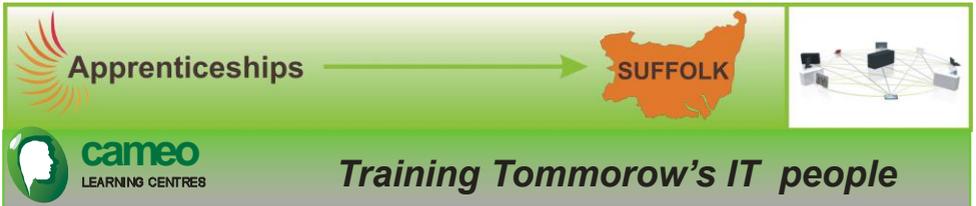
Examples:

Networking Fundamentals

Windows Server Administration Fundamentals

Web Development Fundamentals





About Us

Cameo was founded in 1995. In our early years we delivered commercial courses aimed at training IT Professionals to achieve technical certifications such as Microsoft MCP, Sun Solaris Administrator and CompTIA A+. More recently, we have become involved in the Government funded sector, delivering IT Apprenticeships to young people.

We pride ourselves in our ethical approach and our good solid family values. We believe these to be absolutely essential when dealing with young people, who often need significant understanding guidance and support in their first venture into the employment market.

Cameo is seeking to build mutual trust and enduring relationships with those organisations with a genuine interest in our young people's future. Those who see apprenticeships as a way to make a contribution to society while gaining a cost effective resource. It does not matter what size of company you are as long as you can offer a trainee IT related job role in supportive environment.

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INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AS A CAREER

Information and Communications Technology (ICT) is integral to almost all economic and social activities. Industries across the career spectrum and around the world depend on computer networking to keep employees connected and business flowing.

22 million UK employees use IT in their daily work

1.2 million people are employed in the IT workforce:

- 597,000 in the IT industry itself and
- 650,000 IT professionals work in other industries

So what jobs are available?

IT is a field of tremendous variety, so when considering our training programmes, we have to target particular sectors. Typical job roles available to IT Apprentices as they develop their careers, depend upon the apprenticeship pathway they have selected:

- IT Professional
- IT Application Specialist

IT PROFESSIONAL APPRENTICESHIPS

These apprenticeships suit those candidates who would like to make a career designing, maintaining, upgrading IT systems and supporting users of IT/ICT resources. Typically they would expect to work as part of a professional IT team in a larger organisation or alternatively, for a smaller specialist IT company.

IT APPLICATION SPECIALIST APPRENTICESHIPS

These apprenticeships also have a significant IT content but are primarily aimed at those people who expect to use IT as an everyday tool in a non-technical IT job role. Apprentices will be trained to a high standard of competence and it is envisaged that some will progress into a position where they can give advice on selecting applications for a particular task. An application specialist apprenticeship may also suit someone wanting to move into a service desk role, although in this case we would recommend the IT Professional route.

CAMEO'S IT, SOFTWARE, WEB & TELECOMS PROFESSIONALS APPRENTICESHIPS

The main focus of Cameo's IT Professional Programme is to prepare people to become generalist IT support staff working with Microsoft Windows servers and desktops. This is an advanced level apprenticeship delivering a full level 3 qualification.

Programme Duration 15 - 18 months

Qualifications:

- BTEC Level 3 Certificate in ICT Systems and Principles (QCF)
- BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals (QCF)
- Vendor qualifications (e.g. Microsoft MCP certification) in agreement with the employer.

Each apprentice would normally spend one day per week at our classroom located next to the Butter market bus station in central Ipswich.

Typical programme

BTEC Level 3 Certificate in ICT Systems and Principles (QCF)

- Computer System Architecture
- Computer Networking Principles
- Security of ICT Systems

BTEC Level 3 Diploma in Professional Competence for IT and Telecoms *Professionals* (QCF)

- Health and Safety
- Develop Own Effectiveness and Professionalism
- Technical Fault Diagnosis
- Security of ICT Systems
- Installing and Upgrading Software
- Working with ICT hardware and equipment
- Customer Care in ICT

The programme is flexible and the exact content will be agreed with your employer.

IT PROFESSIONAL APPRENTICESHIPS – TYPICAL JOBS

Desktop support

The main focus of this role is supporting end users either remotely or by personal visit. Most IT desktop support roles are office based. You would need a good knowledge of popular office productivity software (e.g. Microsoft Office) and some interest in computer hardware.



Where users are geographically dispersed, technicians may need to travel between sites.

IT Service Desk Support (Also suited to IT Application Specialists)

These front line staff are the first point of contact within the IT support organisation. All support is normally remote, i.e. over the telephone, often using remote diagnostic tools. The key here is a genuine liking of people, excellent communication skills and patience are at least as important as technical knowledge.



Network engineer

This role involves setting up, administering, maintaining and upgrading communication systems, local area networks and wide area networks for an organisation. Network engineers are also responsible for security, data storage and disaster recovery strategies.

CAMEO'S IT APPLICATION SPECIALIST

Our IT Application Specialist apprenticeship programme is designed for those who want to work with IT systems and software in a non-technical capacity. This is an intermediate apprenticeship delivering a full level 2 qualification. Job roles that might be suited to this apprenticeship include:

- Office support
- Personal assistant
- Accounts assistant
- Website technician
- Teaching assistant
- Sales and marketing
- Helpdesk support



Programme Duration 12 - 14 months

Qualifications:

- BTEC Level 2 Diploma in IT User Skills (ITQ) (QCF) BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals (QCF)

An apprentice would normally spend half a day per week at our classroom located next to the The Old Cattle Market bus station in central Ipswich.

Typical programme

- Improving Productivity Using IT
- Understanding the Potential of IT
- Developing Personal and Team Effectiveness Using IT
- IT Security for Users
- Using the Internet
- Using Email
- Word Processing Software
- Presentation Software
- Website Software

The programme is flexible and the exact content will be agreed with your employer.

Seven Asset



Seven Asset provides commercial vehicle contract hire in Ipswich, Suffolk and across the UK, including Van, HGV and LGV Contract Hire. From its inception in 1997 the Seven Asset Management business has been built on delivering exceptional customer service for commercial vehicle contract hire.

Jason Boon – IT Manager

"Employing an apprentice has been a great way for us to grow our small IT team without high training and staff costs. I feel apprenticeships offer an ideal way for young

people to get into employment whilst still continuing their development through both on the job and classroom based training."

Ipswich Borough Council

Ipswich Borough Council provides a voice for its communities as well as a wide range of services to meet their needs.

Katie Coupe - Human Resources at Ipswich Borough Council

"Apprenticeships are a great start to a career. With many Apprentices already working in the public sector, Apprenticeships provide on-the-job training and valuable work experience whilst working towards nationally-recognised qualifications."



APPRENTICE PERSPECTIVE'S

Adam - C (Cameo)

“Being an apprentice is exciting because it allows you to earn while you learn. As an apprentice you are able to experience what it is like to work within a professional environment whilst still completing a course towards your diploma. Being an IT apprentice is enjoyable as there are many different areas within IT ranging from fixing computers to using software. So far during my apprenticeship I have completed tasks such as testing out faulty hard drives and installing additional RAM. Also I have created a website and done some work on a database including creating tables and forms and inputting data into the database.”

Adam - L (Ipswich Borough Council)

“So far I have fully enjoyed my apprenticeship and the support that Cameo offer is second to none, they're always happy to help and provide a calm and relaxed environment within which to learn.”

Josh –Y (Seven Asset)

“I believe that choosing to do the Apprenticeship route over University was a good step in the right direction for me. I believe this because with going to University you are paying a lot of money for the training in which you are receiving and this put me off this path in my life. When opting to do an Apprenticeship and reading in depth about what they have to offer, helped my choice to be clearer, because I am currently getting on the job training, earning money instead of paying it and I am getting training in which I consider to be of a high standard, to set me up in the future.

With an Apprenticeship you can opt to do more things such as NVQ's, Diplomas and Certification in places like Microsoft, whereas Universities stick to a set plan in which they have created so there is no flexibility as there is within an Apprenticeship.”

CANDIDATE ELIGIBILITY

The basic rules covering those who would like to undertake an apprenticeship are as follows:

School Leavers

- You must be able to confirm that you have recently completed Year 11 at school and that that you do not intend to return to full-time education.

Everyone

You must be able to confirm

- You are not currently attending school, college, university or other types of training as a student and have no intention to.
- You are not a graduate (i.e. attained a degree or a QCF Level 4 or higher) or currently in higher education
- You reside in the UK and have been resident for three or more years. (The three-year period or residence for nationals of an EU country must not have been for the purpose of receiving education during any of the qualifying period).
- You are a citizen of the European Union or a refugee, who has been granted by the UK Government, refugee status.

In addition you must be able to demonstrate to us

- You are able to show understanding and commitment to the programme.
- You are capable of achieving the programme.
- You are able to fully participate in the programme.

Educational Attainment

There are no hard and fast rules on what qualifications you should have for entry to these programmes. As a guide however, we would normally expect the following:

IT Application Specialist (Intermediate Apprenticeship)

4 GCSE's (A-C)

IT, Software, Web & Telecom's Professionals Apprenticeships

5 GCSE's (A-C) plus 1 A Level

HOW TO APPLY FOR AN APPRENTICESHIP

An Apprenticeship is a real job with training so you can earn while you learn and pick up some recognised qualifications as you go.

Prepare a good CV

Employers have to make decisions on who to recruit on quite small amounts of information. As a young person, perhaps in applying for your first job you do not have much relevant experience to call on and it is imperative that you present yourself in a good light. Step one is to prepare a C.V. listing your qualifications, hobbies, membership of any special interest groups and any achievements.

Remember to edit your C.V. for every job you apply for. It must show why you want that particular job.

National Apprenticeship Vacancy Matching Service

The Vacancy Matching Service forms part of the National Apprenticeship Service. Its role is to enable employers to advertise apprentice jobs and to allow applications from candidates to be submitted on line.

<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Candidate/Apprenticeships.aspx>

Track Vacancies

Make regular checks for advertisements in the local press and on-line. Not all apprenticeship jobs are advertised on the Vacancy Matching Service web site.

Register with a training provider

You should register with a training provider such as Cameo, as soon as possible. They will have links into local business.

The one stop site for Apprenticeships

Fields marked with an asterisk * must be filled in.

Start your Apprenticeship search here...

Search Type

- Keyword
- Occupation Type/Job Role
- Learning Provider
- Employer
- Apprenticeship Type

Keyword * ?

Search By

- Location
- Postcode

Location *

[More detailed search options](#)

New User?

[Register now](#) to apply for vacancies online. Registration is FREE.

Returning Users

[Login now](#) to send and track applications

EMPLOYER INFORMATION

Contract of Employment

As with all employees you would be expected to put in place a contract of employment.

Induction/Guidance

Apprentices must be given an induction into their role and must be supported through on-the-job training. You will be expected to nominate a “mentor,” who will ensure your apprentices are given guidance on the job you expect them to perform.

Training

Your apprentice will be required to undertake an approved programme of training. This may involve spending between half and one day per week at our training centre in Ipswich. For apprentices who are under 19 **at the start of their apprenticeship**, no training fees are payable by the employer.

Pay

As with all employees, you are also responsible for the wages of your apprentice. This is currently set at a minimum rate of £2.68 per hour for the first 12 months of their apprenticeship. After the initial 12 month period, if they reach the age of 19 they are entitled to national minimum wage. 16 – 18 year olds may continue to be paid the national minimum apprentice wage (£2.68 per hr), until they reach the age of 19.

Holidays

Like most other employees, apprentices must be given at least 20 days’ paid holiday per year as well as bank holidays.

Grants

You may be eligible for a wage payment incentive grant of £1500. The main conditions are as follows:

- You must not employ more than 1000 people
- Not have previously recruited an apprentice within the last 12 months
- Agree to abide by the standard apprenticeship conditions

If successful, grants are paid to the employer within 6 months of the apprentice start date. Cameo will give guidance on completion of the necessary claim form, although responsibility for this, rests entirely with the employer.

FREE IT TRAINING FOR EMPLOYERS

We believe that the apprenticeship programme should benefit both the apprentice and the employer. Following feedback from our apprentices and from employers, it became apparent that apprentices often find it difficult to gain enough work based experience to enable them to pass these very tough vendor tests. Some employers also mentioned that existing staff would actually benefit more than their apprentices. We do not want to disadvantage either employers or apprentices and have come up with what we believe, is a good compromise.

All apprentice programmes will be based on standard NVQ units but all apprentices will be invited to attend up to four vendor certification courses per year. Each employer will decide which of these their apprentice should attend.

FREE IT TECHNICAL TRAINING FOR EXISTING STAFF

Each employer of a Cameo apprentice is invited to nominate one additional member of staff to attend two of these courses:

- Exam 70-640 - Windows Server 2008 Active Directory, Configuring
- Exam 70-642 - Windows Server 2008 Network Infrastructure, Configuring
- Exam 70-646 - Pro: Windows Server 2008, Server Administrator
- Exam 70-680 - Windows 7, Configuring

Please note that this list will be revised for the Aug 2014 – July 2015 intake.

HOW TO RECRUIT AN APPRENTICE

Recruiting an apprentice can be a daunting prospect. It is every bit as difficult as recruiting any member of staff. With an apprentice, you get a very cost effective resource. You have to be prepared however, to support and guide them into their new career with you. They will find it to be a real culture shock and may rely upon your help in order to make the adjustment from school to working life.

Recruiting A School Leaver

From June onwards a great many young people leave school. Some will go to university but increasingly, many will choose an apprenticeship. Cameo visits local schools and creates lists of young people interested in becoming apprenticed to a local company. As we engage with these individuals, we ask them to submit their details (personal information stripped out) to our web site. They are published on:

<https://www.server1.cameolearning.co.uk/Employerpreviewall.a5w>

Apprenticeship candidates interested in working in an IT Role.

To express an interest, please tel. 01473 254452 - or [Email](#)

Funding Rules - based on age, as follows:

16 - 18 - Fully funded training programme.

19 - 24 - Part funded training programme (employer contribution required)

25 + - Unfunded, no government contribution towards training programme costs.

All cases:

Employer pays £2.68 / hr (min) for first year, then minimum wage.

Nearest Town:	Search	All						
▶ Candidate 000048	Earliest Start 07/07/2014	Lives in Ipswich	Driving Licence None	Transport No	Funding Fully Funded	GCSE Details	A Level Details	Other Quals
Candidate 000049	Earliest Start 07/07/2014	Lives in Kesgrave	Driving Licence None	Transport No	Funding Fully Funded	GCSE Details	A Level Details	Other Quals
Candidate 000050	Earliest Start 07/07/2014	Lives in Stowmarket	Driving Licence Full	Transport Yes	Funding Fully Funded	GCSE Details	A Level Details	Other Quals
Candidate 000051	Earliest Start 24/03/2014	Lives in Stowmarket	Driving Licence Full	Transport Yes	Funding Part Funded	GCSE Details	A Level Details	Other Quals

You can view this information at any time, no need to create an account or register in any way. You may also find people who have registered their details with us. You will see by their earliest start date, whether they are immediately available.

It is important that you express an interest as soon as you know you are interested in recruiting, since the best candidates are soon snapped up. In the case of School leavers you should aim to interview as soon as possible after Easter.

Any Other Information

Please contact Steve Wiggins (s.wiggins@cameo.co.uk) or Caroline Reed (c.reed@cameo.co.uk) – Tel 01473 254452. We would be very happy to assist.

OUR PARTNERS

Funding

Our funding comes from the Skills Funding Agency, via our lead education college, Felixstowe Trade and Enterprise College, Felixstowe



Felixstowe Trade and Enterprise College specialises in shipping, logistics and international trade. They offer a wide range of qualifications for this diverse sector, providing a wide range of subjects that promote business, management and enterprise. Their campus is based locally in Felixstowe, one of the largest container ports in Europe. Apprentices and other students can study through a sophisticated online system.



The Skills Funding Agency fund skills training for further education (FE) in England. They support over 1,000 colleges, private training organisations, and employers with more than £4 billion of funding each year

Quality



The matrix Standard is the unique quality standard for organisations to assess and measure their advice and support services, which ultimately supports individuals in their choice of career, learning, work and life goals.

Awarding Bodies



OCR is a leading UK awarding body. They provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.



Pearson Education Limited (Pearson) is the UK's largest awarding organisation, offering academic and vocational qualifications and training to schools, colleges, employers and other places of learning in the UK and internationally.

USEFUL INFORMATION

Apprentices

<http://www.notgoingtouni.co.uk>

notgoingtouni.co.uk is now the UK's leading website dedicated to helping school & college leavers make informed decisions about their future by showing the opportunities that exist outside of traditional university such as apprenticeships, sponsored degrees, diplomas, gap years, distance learning and jobs. They stress however, that they are not anti-uni.

www.nationalcareersservice.direct.gov.uk

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

Help and advice for young people in Suffolk

<http://www.thesource.me.uk/jobsandcareers/unlock-your-future-with-an-apprenticeship/>

Employers

<http://www.edexcel.com/i-am-a/employers/BTEC-Apprenticeships/Pages/home.aspx>

General Information

<https://www.gov.uk/apprenticeships-guide>

Comprehensive information about apprenticeships in England.

If you need any further information at all, please do not hesitate to contact us:

01473 254452

apprenticeships@cameo.co.uk