

Apprenticeships are the work based study equivalent to Full time FE & HE aimed at young people and adults working in Financial Services through specialised pathways like the one outlined below.

Financial Services Apprenticeships are made up of a number of building blocks:

- **Technical Qualification** – the Certificate in Insurance which demonstrates an individual's knowledge
- **Competence Qualification** – the NVQ - this demonstrates that the individual meets specified competencies to nationally benchmarked standards
- **Key Skills** – these demonstrate an individual's ability to communicate effectively and to use number skills

Insurance
<b>NVQ Level 2:</b> Providing Financial Services
<b>3 Compulsory units plus 3 Optional units</b>
<b>*Key Skills:</b> Application of Number L1 Communication L2
<b>CII Examination</b> Certificate in Insurance IF 1 only

Insurance Technical
<b>NVQ Level 3:</b> Providing Financial Services
<b>3 Compulsory units plus 4 Optional units</b>
<b>*Key Skills:</b> Application of Number L2 Communication L2
<b>CII Examination</b> Certificate in Insurance Full Qualification

Insurance Leadership & Management
<b>NVQ Level 3:</b> Providing Financial Services
<b>3 Compulsory units plus 4 Optional units, Incl L &amp; D</b>
<b>*Key Skills:</b> Application of Number L2 Communication L2
<b>CII Examination</b> Certificate in Insurance Full Qualification



### How is this delivered?

- NVQ delivered in the workplace with dedicated qualified Industry Specialised Assessors
- Worked on a bi-monthly schedule for 1 hr sessions per individual
- Examination study and revisions workshops are built into the schedule alongside the competency ( NVQ ) element
- Progress reviews are carried out every 8 weeks and performance reports are distributed to employer/ Managers etc

### Business Benefits

- Staff qualified to National Industry Standard via National Recognised Framework
- Increases staff retention
- Supports compliance with FSA Training & Competence
- Provides a development framework for existing staff , who meet apprenticeship criteria.
- Support recruitment of School and College Leavers into our professional industry

### How are they funded?

- Fully funded Apprenticeships and Advanced Apprenticeships for individuals 16 – 18yrs old, including technical certificate ie: CII Exam fees & workshops.
- Employer contribution for examination costs for individuals 19 and over

### Eligibility

Apprenticeships are now available to adults as well as young people, as a developed programme for all employed staff that meet the eligibility criteria below:

- Learners must have been UK residents for past 3 years
- Learners must be employed for a minimum of 16 hours per week in an Insurance environment
- **Graduates are not eligible for Apprenticeship funding - but can still undertake the framework at a commercial cost to an organisation**

\* Exemptions from key skills may be available for those with relevant GCSEs within a 5 year timeframe.

For more information:

Call **0161 875 2273**

or visit our website [www.business-financial-services-solutions.co.uk](http://www.business-financial-services-solutions.co.uk)

# Delivering Apprenticeships through the National Skills Academy for Financial Services

## Case Study – Swinton Insurance and Skills Solutions

*“We’re really pleased with how well our people have done out of this. It’s been a real challenge for us to find people in the market who have the skill set and experience we’re looking for and it’s a great opportunity for us as a business to grow our own talent and invest in our own people.”*

*Susan Wood Business Division trainer, Swinton Insurance*

Our expertise is developing and supporting Apprenticeships programmes with large and small employers who want to invest in recruiting and training a highly skilled workforce, via a nationally recognised qualification.

Swinton Insurance are one of our employers who have really seen the benefit of embedding the new Retail Financial Service Apprenticeships into their established Learning and Development practices.

The success of this programme is a measure of the commitment that Swinton Insurance have made in engaging local communities and providing opportunities for young people to embark on a career in financial services and we’re delighted to be a part of their success here in Manchester.”  
*Helen Green Managing director, Skills Solutions Limited*

Swinton Business Insurance has undertaken a pilot Apprenticeships programme in partnership with Manchester based training provider and National Skills Academy for Financial Services partner, Skills Solutions, since February 2007.

Skills Solutions are the largest Training Provider of Apprenticeships programmes in the Northwest and one of the largest across the country offering specialised Apprenticeships in financial services, including relevant industry professional qualifications. The scheme involves the combination of ‘real life’ commercial broking experience at Swinton, together with training delivered by Skills Solutions.

All 12 apprentices who took the IF1 unit of the Certificate in Insurance from the firm, passed with flying colours.

Thanks to the success of the pilot, a further Apprenticeships programme is being planned and will spread to other people in the business division who are interested in expanding their knowledge in the insurance industry.

### Hayley

*“I’ve enjoyed doing the NVQ in Retail Financial Services so far. Nearly everything done in your day to day work can be used as evidence. Doing the IF1 alongside the NVQ has been helpful because the knowledge gained in the seminars can also be used as evidence for some sections of the NVQ. I think it’s definitely worthwhile, it has improved my knowledge and will help in my role here at Swinton.”*

### Nick

*“It’s an excellent insight into the insurance world and however long you have been working in insurance, be it one day or ten years, there will be something in there that you can learn and use in your day to day work.*

*You attend friendly and structured lectures that translate the course into language you can understand. You are given all the support you need and every chance to pass the exam. I would recommend it to anyone.”*

**Skills Solutions are a National accredited CII Provider for Financial Services Apprenticeships and the Lead Provider for the Northwest Financial Services Skills Academy.**



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