

Introducing the new apprenticeship standard that sector managers have been waiting for: Trade Supplier Level 2

Created by wholesalers for wholesalers, the **Trade Supplier Level 2 Apprenticeship Standard** launched in April 2018.

Suitable for both **new recruits** to your business, and for training **your current team**, this apprenticeship standard develops well-rounded trade suppliers.

Created by experts, tailored to your business

There's an impressive array of expertise behind the creation of Trade Supplier: CEF, Edmundson Electrical Ltd, KEW Electrical Distributors; LEW Electrical Distributors, Lockwell Electrical, R&B Star Ltd, Rexel UK and Stearn.

Trade Supplier Level 2 is available in England only, as Scotland, Wales and Northern Ireland offer alternative apprenticeships.

What makes the Trade Supplier apprenticeship different?

This one-year **comprehensive, job-focussed rigorous training programme** is entirely relevant to a wholesaler branch. Some apprenticeships focus on warehouse **OR** trade counter training, but **Trade Supplier covers both**. Plus, there's a strong focus on customer needs, giving new recruits a broader base of skills and knowledge.

At the end of their 12 month's on-the-job training, your apprentice completes an End Point Assessment to secure a Pass, Merit or Distinction.

EDA Apprenticeships Plus: the apprenticeship experts for your business

As an EDA member or affiliate, you benefit from the EDA's long-standing partnership with EDA Apprenticeships Plus. The EDA Apprenticeships Plus team offers a range of flexible apprenticeship services, including their popular 'hosting' service which is explained in more detail overleaf.

What will my Trade Supplier apprentice learn?

- ✓ Overview of the UK's electro-technical sector and your organisation's role within it
- ✓ How goods and services flow between manufacturer and your customer
- ✓ Recognising the products, services and language used by your customers
- ✓ Serving customers and understanding their needs
- ✓ Taking orders and deliveries
- ✓ Communicating confidently with internal and external customers
- ✓ Effective listening and identifying specialist customer needs

You'll find more details on the EDA Apprenticeship Programme overleaf

To find out more, contact the EDA head office



020 3141 7350

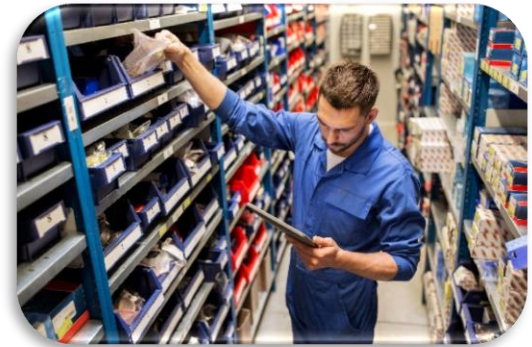


training@eda.org.uk

Apprenticeships: recruiting and developing the best team for your business

Recruiting an apprentice, researching training courses, contracting with training providers, managing your apprentice's payroll and HR support all takes time and effort, notwithstanding the specialist knowledge to navigate the apprenticeship and training landscape.

With so many calls on your time you need a service that's easy to use and takes the extra workload off your hands. **It's why we at the EDA have teamed up with the experts at EDA Apprenticeships Plus.**



Your step-by-step service

- ✓ **Find out more:** contact the EDA on **020 3141 7350**, email **training@eda.org.uk** or **complete the attached enquiry slip**
- ✓ **Taking your brief:** EDA Apprenticeships Plus will contact you to discuss the role;
- ✓ **Recruitment:** EDA Apprenticeships Plus run a recruitment campaign and shortlist candidates for you;
- ✓ **Interviews:** you've chosen your apprentice from the shortlist, and EDA Apprenticeships Plus will handle the hiring process for you;
- ✓ **Training provider negotiations:** EDA Apprenticeships Plus understand the training landscape and can **help you take advantage** of funding options and cash incentives. They'll appoint a training provider from the roster of approved partners - **only top performing training providers make the grade;**
- ✓ **Legal, payroll, HR management, and extended mentoring support:** an on-going service for you and your apprentice, delivered by our expert partners EDA Apprenticeships Plus.

£££ Ask about cash incentives

Our popular 'hosting' service

EDA Apprenticeships Plus can employ your apprentice and you 'host' them in your business. There's a 10% management fee for the service, plus your apprentice's salary. In England the government contributes 90% towards the cost of training, so the 10% you pay represents great value for money. Some businesses may not be required to pay for training – we can tell you if you qualify for this or for additional cash incentives.

The EDA Apprenticeships Plus team can advise you on salaries in your area but, to help you budget, a good guide is £185/week for under 18, and £215 for 18+ (40-hour week, 8am – 5pm, Mon – Fri, 1-hour unpaid lunch).

Apprenticeships: an extended interview

An apprenticeship combines a job and study for a qualification. It's like an extended interview for both parties. You 'host' the apprentice in your business, supporting them to become a valuable member of your team. Ideally, you'll want to offer a permanent role at the end of their apprenticeship training, which is typically one year, although it depends on the level and apprenticeship framework studied.

Your apprentice will:

- ✓ **Work** in your business and learn on-the-job from you and your team
- ✓ **Study** for a qualification alongside their job
- ✓ **Be trained** on your premises (usually once a month) by a tutor from an approved training provider



What will my apprentice study?

The apprenticeship depends on the job role, and there are loads of options to choose from, but you may wish to consider the following apprenticeship frameworks:

- **Trade Supplier (England only)**
- **Business & Administration**
- **Customer Service**
- **Management**

Created by wholesalers for wholesalers: more on the brand-new Trade Supplier Apprenticeship Standard overleaf

