

Home of
**STAGE,
SCREEN &
DESIGN.**



What Apprenticeships are available?

- Production Assistant - Content Creator

Apprenticeships offer a cost-effective way to fill skills gaps and shape employees to benefit your business.

From the initial recruitment of an apprentice to guiding them through the successful completion of their apprenticeship, **our process at Windsor College is seamless, straightforward and hassle-free.**

Find an apprentice

Windsor College aims to make hiring the ideal recruit for your business as straight-forward as possible, by offering a personal and bespoke Apprenticeship Recruitment Service.



learn more ↓

windsor.ac.uk ↗

Find your ideal apprentice by:

- Introducing us to an employee you would like to join the program
- Joining one of our workshops (assessment days) where you will be able to meet multiple candidates to interview and network with other film and TV industry and suppliers.
- Requesting a selection of candidates based on your selection criteria for you to interview at your workplace.



Will I have to employ them 9-5 every day?

An apprenticeship offers exceptional flexibility. Typically, an apprenticeship contract entails an average commitment of 30 hours per week. However, there may be weeks where the workload fluctuates, with some requiring more hours and others fewer. Additionally, provisions for overtime can be made if the workload exceeds the agreed contract hours.

What training will my apprentice receive and when will they become productive?

Apprentices are employed by you from day one. They learn at your place of business receiving on the job training. As their employer, you will train them on the specifics of the role within your business.

Windsor College will support their learning in the form of:

- **3 x Block release (approx. 1 week per block) to plan, execute and edit a large scale project**
- **Mix of online and creative workshops 1:1 every Friday**

Features and benefits:

360 degree support package.

- Support and guidance from an Apprenticeships expert to help guide you through the whole process and ongoing support from people who understand the demands and flexible working patterns of the industry.
- A package of support from Screen Berkshire including £1k towards set-up costs for your new employee.

The Recruitment Process:

We will support you with all elements of this process

1. Contact the team on **01753 443855** or email business.service@windsor-forest.ac.uk to register your interest.
2. Book onto the workshop/assessment day in June/July.
3. Pick candidates for interview on the assessment day. CVs and profiles of candidates will be sent to you.
4. Offer your successful candidate a job role and they are then employed by you on an agreed start date. Induction and teaching will begin in September 2024.

How much does an apprentice cost? —————

The Government will fully fund all Apprenticeships for learners age 16-20. All of these costs relate to the age of the Apprentice when they start the Apprenticeship. Payment of the agreed wage should be made to the Apprentice either weekly or monthly. The Apprentice should be informed of payment arrangements. The employer can decide what wage they want to offer, although the national minimum wage requirements need to be met.