



Skills for Learning Professionals

Information and Library Services Apprenticeship Framework in England and Wales

Lifelong Learning UK is the body responsible for managing the Apprenticeships framework in Information and Library Services in England and Wales. This information sheet is a brief introduction to the programme giving the details of the components needed for completion. Note that currently there is no framework available in Scotland.

There are two Levels of apprenticeship, the Apprenticeship at Level 2 and the Advanced Apprenticeship at Level 3.

Further details are available from the LLUK web site, by contacting the LLUK Information and Advice service on 0207 936 5798, and at www.apprenticeships.org.uk

Apprenticeship

The Apprenticeship qualification consists of the following components:

NVQ:

Level 2 in Information and Library Services

Technical Certificate

There is no technical certificate currently available

Key Skills:

Communication - Level 2
Application of Number - Level 1
IT - Level 1

Employer requirements:

There are no specific employer requirements

Advanced Apprenticeship

The Advanced Apprenticeship qualification consists of the following components:

NVQ:

Level 3 in Information and Library Services

Technical Certificate:

City & Guilds progression award in Library and Information Services

Key Skills:

Communication	– Level 3
Application of Number	– Level 2
IT	– Level 3

Employer requirements:

Entry Requirements

No nationally laid down minimum entry or previous experience requirements for Apprenticeships apply. However, Apprenticeship candidates should normally be able to demonstrate an ability to achieve the required key skills in their programme. The minimum age for entry is 16 years.

Direct entry to the Advanced Apprenticeship will normally require a period of previous experience in a role with a Level of responsibility and a completion certificate of a Level 2 VRQ/NVQ or equivalent.

Apprentices are expected to show the following skills and attributes:

- Motivation to succeed in working in an information or library service setting
- Willingness to learn and apply that learning in the workplace
- Ability to demonstrate that they have the potential to complete the qualifications which are part of the Apprenticeship
- Willingness to communicate effectively with a range of people
- Being numerate and literate
- Willingness to undergo a police check if required

On - and Off-the-job Learning

Young people are entitled to receive appropriate learning away from the direct working environment; providers and employers should work together to manage this process. It is recommended that a minimum of one day per week is allocated to off-the-job training.

Off-the-job training is defined as learning which takes place:

- Within the workplace, but away from the normal day to day work responsibilities, for example using a computer or distance learning materials in a separate room or office
- Away from the workplace at the premises of a learning centre or local college.

Minimum Duration of Training

The minimum duration acceptable for completion should be at least 12 months for an Apprenticeship and 24 months for the Advanced Apprenticeship, unless individual circumstances (such as significant prior learning) make the relevant minimum length of stay inappropriate.