

WHAT IS THE PROGRAMME?

The Music Industry Apprenticeship Scheme aims to give up to 15 young people from diverse backgrounds an exciting, high-quality opportunity to fast track their career in the music industry through meaningful work experience and specific music industry training.

DiVA believes it is important to give opportunities to young people from under-represented backgrounds an equal opportunity to pursue a career in the Music industry and is looking for like-minded organisations to join the scheme by offering at least one paid opportunity within their business.



HOW WILL IT WORK?

Host Companies submit a job description that meets their needs. Roles best suited for this scheme are support roles in digital marketing/content creation, administration, business affairs, licensing.

DiVA will provide Host Companies with a recruitment service to source their candidate. This will include, marketing the role, shortlisting, pre-screening, and organising interviews.

It is up to the Host Company to decide who they want to take on. DiVA will then provide specific music industry training, support, and overall account management of the apprenticeship programme.

HOW LONG DOES THE APPRENTICESHIP LAST?

The Programme will last 15 months.

HOW MUCH TIME WILL THE APPRENTICE NEED FOR TRAINING?

The apprentices are required to spend 20% of their time participating in “off the job” training, which is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship.

“Off the job” training can include training that is delivered at the apprentice’s normal place of work but must not be delivered as part of their normal working duties.

“Off the job” training includes:

- Lectures, online learning, masterclasses
- Practical training (shadowing; mentoring; industry visits and networking)
- Learning support (time spent writing assessments/assignments)

WILL IT MEAN THE APPRENTICE IS OUT OF THE OFFICE FOR A WHOLE DAY EVERY WEEK?

No. DiVA has adopted a flexible approach to “off the job” training that does not require apprentices to be out of the office each week delivered as follows:

- **Development Mentors:** Apprentices will be assigned an external Development Mentor who will meet the apprentice every 4-6 weeks (site and remote visits). In addition to mentoring the apprentice, they will assess their skills and competencies against the assessment plan that underpins the apprenticeship programme. An online portfolio of evidence will be created using various evidence types such as samples of work, case studies, questions and answers, discussions, voice recordings.
- **Masterclasses:** This will consist of 2 x monthly (off-site) workshops teaching the candidate the underpinning knowledge of the qualification.
- **E-learning:** Weekly webinar series that builds on the off-site sessions
- **Study days:** Apprentices are allocated 12 study dates to use throughout their apprenticeship to focus on writing assessments and assignments

WHAT DO THE APPRENTICES GET TRAINED IN?

Apprentices will work towards a Business Administration or Junior Content Production according to the job role submitted by the Host Company.

DO WE HAVE TO EMPLOY THE APPRENTICE DURING THEIR TIME WITH US?

Yes. Apprentices must be engaged in a fixed term contract on fair and reasonable terms for the duration of the apprenticeship programme.

HOW MUCH WILL IT COST US?

For the scheme, we would like apprentices to be paid a minimum salary of £17K per annum. If companies wish to increase this salary to the London Living Wage, they do so at their discretion.

Each company will be charged £500 to cover administration costs associated with the recruitment process.

DO WE HAVE TO PAY FOR THE TRAINING?

- Apprenticeship Levy payers: training costs are covered by your Apprenticeship Levy.
- Non-Apprenticeship Levy payers: you are required to contribute 5% of the cost of the apprenticeship programme

DiVA is looking for levy paying employers interested in reinvesting their levy vouchers into the programme, for the good of the music industry. Sharing your levy money means non-levy-paying companies can benefit from having 100% of the training and assessment of their apprentices covered. Contact arit@divaapprenticeships.com to discuss this opportunity in more detail.

IS THERE ANY GRANT SUPPORT?

Employers may be entitled to a financial incentive of £1,000 if they take on 16 to 18-year-old apprentices, young care leavers and those aged 19-24 with an Education and Healthcare (EHC) plan. DiVA will submit applications on behalf of employers. However, it is the government that approves applications.

In the event an application is successful, financial incentives are paid in two instalments as follows:

- 50% will be paid 90 days after the apprentice starts; and
- 50% will be paid 365 days after the apprentice starts.

WHAT SUPPORT WILL WE GET IN MANAGING THE APPRENTICE?

DiVA will provide ongoing account management of the apprenticeship programme, which includes being on call to answer any questions you have, holding quarterly review meetings, and troubleshooting when required.

WHAT HAPPENS AT THE END OF THE APPRENTICESHIP?

Most companies offer their apprentice a full-time job at the end of their apprenticeship programme, which is the ideal outcome. However, this is not compulsory.

HOW OLD ARE THE APPRENTICES?

Apprenticeships are open to those aged 16 and above. Over 80% of applications received by DiVA are from those aged 18 and over.

WHAT IF SOMETHING GOES WRONG?

DiVA is on hand to support companies and apprentices through any challenges that may arise. Nevertheless, if an apprentice breaches the terms of the fixed term contract with the host company, the apprentice can be dismissed in accordance with the agreement and relevant grievance and disciplinary procedures.

WHAT ARE THE NEXT STEPS?

Please complete the official application form and return to arit@divaapprenticeships.com

WHEN WILL THE PROGRAMME START?

The provisional timeline is as outlined below:

- Host Company engagement April – June 2019
- Recruitment of apprentices during July - September 2019
- Apprentices start October 2019

WHO IS DiVA?

DiVA is an award-winning recruitment and training organisation that helps individuals pursue careers they enjoy. They do this through career coaching, pre-employment programmes and the delivery of business and digital apprenticeships in the creative industries. Over the last eight years, DiVA has helped young talent from diverse communities gain employment in Universal Music, Warner Music, PPL, PRS, BBC Worldwide, Endemol Shine UK, All3 Media, UK Music, the BRIT Apprenticeship Programme, 20th Century Fox, Southbank Centre and a host of other well-known media brands.

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job supported with a skills development programme allowing an employed individual to develop and learn new skills relevant to the music industry in a real work environment. Students gain industry specific technical knowledge, practical experience and develop core skills needed for their immediate job and future career prospects. The apprentice gains this through a varied approach to learning which is carried out in the workplace and through formal off-the-job training.

HOW CAN I GET MORE INFORMATION?

Please contact arit@divaapprenticeships.com