Guide to Apprenticeships 2019/20
Welcome

If you’re thinking about applying for an apprenticeship but would like more information, then this guide is the perfect place for you to start. It’s filled with everything you need to know to be able to find an apprenticeship that’s just right for you!

An apprenticeship is a job with training and in a nutshell, it’s an excellent way to gain qualifications and work place experience - all at the same time! Plus, you’ll also get paid whilst you learn and gain practical skills to help you in your career. Depending on the qualification or the employer, you will:

- work four days a week and go to college for one day
- work full/part-time and take a week out, on a regular basis, to go to college
- work full/part-time with your apprenticeship programme delivered in your workplace

To start an apprenticeship you need to:

- be at least 16 years old
- work more than 30 hours a week (except by prior agreement) with a company that’ll let you do the apprenticeship
- be prepared to commit to your apprenticeship for up to 2 years

Although, this may vary according to the type of apprenticeship.

Apprenticeship Framework

All levels of apprenticeships are made up of a number of elements known as a framework. The level of apprenticeship depends on the job role and the experience the job requires.

An apprenticeship framework at Nottingham College will always include:

- An NVQ qualification (assessed on-the-job)
- A technical certificate which is delivered in college or in the workplace
- English and Maths modules
- Employer rights and responsibilities

Apprenticeship Standards

Apprenticeship Standards are written by employers and include the specific Knowledge, Skills and Behaviours needed to be trained in a specific occupation. An apprenticeship standard has an end point assessment which varies by apprenticeship. The end point assessment is assessed by an independent end point assessment organisation. Ask us for more information if you are unsure!
NOTTINGHAM COLLEGE

A new era for education
We’ve got a place for you

Be part of it
**Life of an Apprentice**

**What can you expect?**

Every apprenticeship role is different. However, you can expect your working day to be varied, stimulating and challenging.

You’ll be learning new skills, meeting people in a new environment and you may be working with colleagues or the general public for the first time.

Whatever your role, you’ll be working towards the same goal – your success and the success of the business you’re working with.

**What will I get paid?**

Just like any other job, the amount you earn depends on your employer, the trade you’ve chosen, your age and experience.

If you’re aged 16-18 and/or a first year apprentice, your wage will be at least £3.90 per hour. As your skills develop, employers usually increase your pay. If you are aged 19 or over, and have completed the first year of your apprenticeship, you will be eligible for the National Minimum Wage.

**What does it cost?**

Nothing to you. Apprenticeships are fully funded by the Government for those aged 16-18. If you’re over 19, your employer may have to pay a contribution.

**Will I have holidays?**

If you are working full time, you will have a minimum of 20 days holiday, plus 8 bank holidays.

**What off-the-job training will I do?**

You, your employer and Nottingham College tutors will put together a learning plan outlining the work you will do.

At college, you learn practical skills, as well as the theory behind them. Evidence of your work is collected in a portfolio and used to assess your achievements.

For some apprenticeships, you also need to sit assessments which are either practical or written.

Apprenticeship Standards will require you to take an End Point Assessment. This is assessed by an independent assessor to ensure you are qualified to industry standard.

"Completing my apprenticeships with Nottingham College was a great experience and I learned a lot. I’m now a Public Transport Business Support Officer at Nottingham City Council. I truly enjoy my job because people care about me as a person and about my professional growth."

Rabia, Level 2 and 3 Business Administration apprenticeships at Nottingham City Council
5 FACTS ABOUT APPRENTICESHIPS

1. Apprentices should work for at least 30 hours per week.

2. An apprenticeship generally takes between 1 and 5 years to complete.

3. Most of the training is delivered in the workplace and the rest is given by a training organisation either in the workplace or off site. Most of the apprenticeships will require you to attend college, generally, on a one day per week basis.

4. Training is specifically tailored to ensure you develop skills that an employer wants.

5. The skills and experience you gain will give you a real advantage in the workplace and give you a real chance of getting a job.

DID YOU KNOW?
After completing their apprenticeship, 90% of people stay in employment and 71% stay with the same employer.
Which sector should I choose?
An apprenticeship can begin your exciting journey into an exciting career that is perfect for you! Here, at Nottingham College, we have a wide variety of exciting opportunities for you to choose from, that can kick-start your future.

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DID YOU KNOW?

More than 80% of apprentices said their career prospects improved after doing an apprenticeship.
Throughout the year we open our doors to let people come and have a look around our fantastic facilities and talk to staff about their options. We will be holding a range of different events, some for everybody, some aimed at school leavers and some just for adults.

Open days are a great way to get a feel for the College and we highly recommend you book onto one.

Check www.nottinghamcollege.ac.uk/open for details on dates and times.
Why choose Nottingham College?

Making sure we deliver the right courses for you and help you gain the qualification and career you want and need is very important to us!

An apprenticeship is different to going to school, college or university. As an apprentice, you’ll be doing a **real job in a real workplace** – and getting paid for it! You’ll be part of a team and will have responsibilities to your employer and colleagues.

At Nottingham College, it is our goal for us to work together to make sure that you develop all the skills that employers look for. During your apprenticeship, you’ll develop the vital skills for the job you’re doing, as well as the expertise needed to get ahead in your career – even if that’s starting your own business!

Whether you’re looking for your first role or you’re already in employment, a Nottingham College apprenticeship can offer you a fantastic opportunity to shine in a job you want!

What levels are available?

At Nottingham College, there are **3 levels** of apprenticeship to choose from depending on your qualifications and experience:

- Intermediate Level Apprenticeship - (Level 2)
- Advanced Level Apprenticeship- (Level 3)
- Higher Level Apprenticeship - (Level 4 or above)

Most apprentices start at Intermediate Level, which links to prior experience and the amount of responsibility in a job.

You will have the chance to progress to a Higher Apprenticeship which, depending on the framework, may include a HNC or Foundation Degree.

Higher Opportunities

With the introduction of Higher Apprenticeships, you can now progress your career to degree level and beyond. Higher Apprenticeships are available at a range of levels, from the equivalent of a foundation degree to a bachelor’s degree and soon to a master’s degree level in some sectors.

Higher Apprenticeships are a way for businesses to train their employees in the key, high level skills that are going to be vital in the future. It’s also a way for you to learn at the highest level whilst getting paid, developing the skills employers want and making you the ideal candidate for the best jobs later in your career.

Over 80 pathways are available in a range of different subjects representing hundreds of job roles, ranging from commercial airline piloting to legal services, with more in development. They provide an alternative route to professional qualifications and accreditation in industries including accountancy and law. They also deliver the high level technical skills that are required for successful careers in craft based industries such as engineering and I.T.
What help will I get?

We understand that you may need guidance not only choosing the right apprenticeship for you but also along the way.

Rest assured though, at Nottingham College, we will support you at every stage!

You will get:

- Your own personal assessor who will be on-hand to provide feedback on your progress and support with any problems you may have.
- A workplace mentor (where possible) to see you through your apprenticeship.
- Access to Nottingham College’s learning centres and IT facilities to complete your assignments.
- The eligibility to purchase an NUS Extra Card.

“I’ve always wanted to be an apprentice from my time at school, especially because you can start earning money straight away unlike what would happen if you were just studying on a full time course. I started working as an apprentice at Milspec in Basford for six months and following that I’ve been with M&S.

... I think that the facilities, tools and other equipment, learning and tutors have been great at the college and are really helping me get a good understanding of what it’s like to have a full time job and career within plumbing,”

Ewan Greg - Level 2 Plumbing and Heating apprentice

In the UK, there are at least 1,000 different apprenticeship roles.
Finding your EMPLOYER

Where do I start?
Apprenticeships are available in more than 170 industries, covering over 1,500 job roles. There are up to 25,000 vacancies available across England on the gov.uk/apply-apprenticeship website right now!

How do I find an employer?
There are lots of ways of finding out which companies run apprenticeship schemes. You can:

- Search for apprenticeship vacancies on our website www.nottinghamcollege.ac.uk by clicking on the apprenticeship tab, followed by apprenticeship vacancies.
- Search the national apprenticeship website for apprenticeship vacancies - www.findapprenticeship.service.gov.uk/apprenticeshipsearch.
- Talk to one of Nottingham Colleges careers advisors. They will be more than happy to have a chat and discuss the best options for you dependant on your future goals.
- Call the National Apprenticeships Helpline on 0800 015 0400. They will send you some helpful information about finding a job. They can arrange a meeting with colleges in your area to discuss options.
- Look in the recruitment section of the local newspaper to see if any companies are advertising apprenticeship opportunities.
- Get in touch directly with a company you would like to work for. If you decide to do this, chat to a careers advisor about the best way to get on touch, either by telephone or letter.
- If you’d like to do an apprenticeship programme but are currently unemployed, please call us on 0115 945 7260.

Apply for apprenticeships with Nottingham College
One of our experienced recruitment officer will match you to our current vacancies, if we do not have any suitable vacancies we will keep you updated with vacancies as they come in.

The business team contact businesses on your behalf matching your skills to employers in the local area. We offer advice and guidance during your initial consultation to help provide options for you.

Email: business@nottinghamcollege.ac.uk

CV Tips
- Make sure your spelling and grammar are correct.
- Ensure everything is factually correct.
- Tailor it to the role you are applying for.

How to ace your interview!
Here’s a few tips from the professionals on how to impress in your interview:

1. BE ON TIME – make sure you arrive early to show you are punctual.
2. BE PREPARED – research the roles and the company.
3. PRACTICE YOUR INTERVIEW TECHNIQUE – with a friend or family.
4. BE CONFIDENT – you’ve got an interview because they want to hire you – this is the final step.
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Apprenticeship benefits

- Apprenticeship Standards are designed to make sure the training being completed is relevant to the industry you are working in and proves you can carry out all aspects of their job. These can lead to qualifications that are nationally-recognised.
- You can progress within a business and build your contacts.
- You can develop your skillset with hands-on experience.
- You can get a head start in your chosen industry.
- Many companies that employ apprentices have great benefits, including a range of high class facilities and activities.
- Nottingham College’s learning centres and IT facilities are a fantastic way to complete your assignments.

Employers we work with

We work with a range of local, regional and national employers such as:

- Alliance Painting & Decorating
- Archway Trust
- Boots UK
- Games Workshop
- Hairven
- Hyundai
- J Tomlinson
- Jigsaw 24
- Kia Motors UK
- Nottingham City Council
- Nottinghamshire County Council
- Nottinghamshire Fire & Rescue
- Nottingham Trent University
- Nottingham University Hospital
- University of Nottingham
For more information about our apprenticeships:

0115 945 7260
business@nottinghamcollege.ac.uk
www.nottinghamcollege.ac.uk