Your guide to finding an apprenticeship
**Apprenticeship listings**

### Automotive
- Accident Repair Technician (Multi-Skill) Level 3 Standard 16
- Auto-care Technician Level 2 Standard 19
- Customer Service Practitioner Level 2 Standard 32
- Customer Service Specialist Level 3 Standard 33
- Motor Vehicle Service & Maintenance Technician (Light Vehicle) Level 3 Standard 55

### Construction
- Bricklayer Level 2 Standard 20
- Carpentry & Joinery-Site Level 2 Standard 24
- Carpentry & Joinery-Site Level 3 Standard 25
- Construction Design & Build Technician Level 4 Standard 30
- Construction Site Engineering Technician Level 4 Standard 31
- Painter & Decorator Level 2 Standard 57
- Plasterer Level 2 Standard 61
- Plumbing & Domestic Heating Technician Level 3 Standard 62
- Refrigeration Air Conditioning & Heat Pump Engineering Technician Level 3 Standard 65

### Creative, Business, Visitor Economy & Lifestyle
- Accountant (Assistant) Level 3 Standard 17
- Accounting (Professional) Level 4 Standard 18
- Business Administration Level 3 Standard 20
- Coaching Level 5 Standard 29
- Chef (Commis) Level 2 Standard 26
- Chef (Production) Level 2 Standard 27
- Chef (Production) Level 3 Standard 28
- Digital Marketer Level 3 Standard 35
- Estate Agent (Junior) Level 2 Standard 43
- Finance Assistant Level 2 Standard 44-45
- Hair Professional Level 2 Standard 46
- Infrastructure Technician Level 3 Standard 49
- Leisure Team Member Level 2 Standard 53
- Operations Management Level 5 Standard 56
- Project Manager (Associate) Level 4 Standard 64
- Personal Trainer Level 3 Standard 58
- Team Leading Level 3 Standard 68-69

### Engineering & Manufacturing
- Electro Technical Level 3 Standard 37
- Engineering (Civil) Technician Level 3 Standard 38
- Engineering (Digital) Technician Level 3 Standard 39
- Engineering Operative Level 2 Standard 40-41
- Engineering Technician Level 3 Standard 42
- Mechatronics Maintenance Technician Level 3 Standard 56
- Product Design and Development Technician Level 3 Standard 43
- Toolmaker and Tool and Die Maintenance Technician Level 3 Standard 70-71

### Science, Health & Care
- Care Worker (Adult) Level 2 Standard 22
- Care Worker (Adult) Level 3 Standard 23
- Dental Nursing Level 3 Standard 34
- Early Years Educator Level 3 Standard 36
- Healthcare Support Worker Level 2 Standard 47
- Healthcare Support Worker (Senior) Level 3 Standard 48
- Laboratory & Science Technician Level 3 Standard 50-51
- Learning Mentor Level 3 Standard 52
- Pharmacy Services Assistant Level 2 Standard 59
- Pharmacy Technician Level 3 Standard 60
- Teaching Assistant Level 3 Standard 66-67
Where do I start?

If you’re thinking about applying for an apprenticeship, 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 – you apply for an apprenticeship in the same way that you would apply for a job. What’s different is that the employer is also willing to train you to do the job. You’ll train at work and train with a specialist tutor at college so it’s really the best of both worlds.

Apprenticeships are a fantastic way to gain qualifications and work experience and remember, you will also be paid a wage.

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 the duration of study

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

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.

Life as an APPRENTICE

What can I expect?
Every apprenticeship role is different. However, you can expect your working day to be varied, stimulating and challenging. You will be learning new skills, meeting people in a new environment and you may be working with colleagues of the general public for the first time. Whatever your role, you will be working towards the same goal – your success and the success of the business you are working with. You will also be working within an organization or business that understands and values apprentices. You may not be the only apprentice in the company you are working with, and you probably won’t be their first. You will be surrounded with people who understand what you need to grow, develop and learn.

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 but you do not have to pay anything.

Will I have holidays?
If you are working full time, you will have a minimum of 20 days holiday, plus 8 bank holidays. Every employer is different though.

What training will I do when in college?
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. New 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.

What support do I receive?
As an apprentice you will be fully supported by a manager or team within the company you work for. You will also have regular visits from a qualified assessor who will check on your progress and mark assessments. Other college tutors will also be available to support you and as an apprentice you will have access to the range of facilities and resources that Nottingham College has on offer.

What I get paid?
Yes. Apprenticeships are paid employment. That means you will receive a regular wage. How much will depend on the employer and your age, but you will earn at least the minimum wage for an apprentice. In 2020/21 the minimum wage is advertised as £4.15 per hour.

Please go to www.gov.uk/national-minimum-wage-rates for the latest on apprenticeship wages as things change every year and there are differences for those over 18 who have completed elements of an apprenticeship already.
Check your spelling and grammar – make a good first impression. Good spelling and grammar means that you’ve cared about your application, have taken the time to make an effort and paid close attention to detail.

Try not to leave it until the deadline day. Sometimes applications take longer than you think and a rushed application will stand out for all the wrong reasons.

Read the entry requirements for the role carefully. You can study apprenticeships at different levels, some are equivalent to degree-level study. Make sure you have evidence of meeting the entry requirements for the role you’re applying to.

Make sure you prepare well for your interview. You can talk to our recruitment team at the college for support and advice. You can use the job description that was advertised with the role to get a good idea for what questions you might be asked. Prepare some notes and some examples of answers. Perhaps it might also be useful to take a trip to where your interview will take place - this may help reduce your nerves and will help to ensure you arrive on time.

If you can’t find a vacancy that you’re interested in, you can still get in touch with us to register your interest. We can work with you to develop your skills and knowledge and help you find an apprenticeship that you are most interested in.

How do I apply for an apprenticeship?

All apprenticeship jobs are advertised on the National Apprenticeship Service website. All apprenticeships offered by Nottingham College are also on this site, as well as Nottingham College’s own website.

Once you’ve found a job that you are interested in, you can apply online. You must make sure that you complete the application form, and all its fields, to the best of your ability.

TOP TIPS FOR APPLYING FOR AN APPRENTICESHIP

Remember to include all the things you’ve done that may be relevant to the role you’re applying for. This could include examples of volunteering, things you’ve done at school, any part-time work or work experience you’ve undertaken or any skills you’ve learned by playing in a sports team. Sell yourself - don’t be shy. Whoever is reading your application knows nothing about you so make sure to include everything you’re proud of or what stands you apart.

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Why 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 Standard, 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 on 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.
Why study an apprenticeship?

Apprenticeships have been around for a long time. Employers and businesses have been using them for years to develop and train young people to ensure they have the specific skills they need to help them succeed.

Whilst you may not earn as much as a fully trained colleague, Apprentices will have the same opportunities as other employees, such as pension contributions and leisure facilities. Apprenticeships have quickly become a great alternative to university. No tuition fees or lengthy time away from home – with an apprenticeship you earn from day one and in the time it could take to complete a degree at university, you could complete a degree-level qualification, whilst gaining valuable experience and no debt!

An apprenticeship requires you to complete a qualification but the other skills and knowledge that you develop on the job are overseen by your employer. That means you will develop skills that are relevant to the industry you are training in and that your employer values the most. You’ll also make excellent contacts within your chosen industry which is great for building your CV and branching out to new opportunities.

You’ll receive regular support and guidance throughout your apprenticeship and you’ll have access to all the facilities and resources provided by Nottingham College. Finally, your chances of employment are really, really good. The vast majority of apprentices stay on with their employer once they’ve completed their qualification and others go on to gain other employment within the sector, even if they choose not to stay with their employer.
It’s a really exciting time to choose an apprenticeship. Apprentices are gaining the up-to-date skills that employers look for when planning their recruitment.

So, it’s safe to say that apprentices are getting ready to be part of an exciting future! Will you join them?

FUTURE
Tomorrow’s skills

READY
Taught today
Accident Repair Technician (Multi-Skill) Level 3 Standard

Mending damaged vehicles using a range of metalworking and finishing techniques.

A Motor Vehicle Accident Repair Technician repairs all elements of a vehicle after it has sustained some type of damage. Depending on the type of damage sustained a technician is expected to undertake complex and detailed repair or replacement of major structural elements of a vehicle.

Typically, an Accident Repair Technician works in a modern, highly technical workshop environment, working on a broad range of vehicles, from cars and vans to light commercial vehicles.

Technicians are competent in all aspects of vehicle accident repair, including Mechanical, Electrical & Trim (MET), Panel Repair & Replacement and Preparation and Paint.

Additionally, an Accident Repair Technician is able to work with detailed and complex technical repair specifications/instructions and, at times, obtain these instructions from a range of sources.

An Accident Repair Technician has the ability to work in a focused, analytical and methodical fashion, completing repairs on time, with a right-first-time, customer-focused approach.

The Accident Repair Technician from day one embraces the need to put complete customer satisfaction, as well as commercial awareness, at the centre of everything they do. The ability to excel whilst working within a team is a key output for any Accident Repair Technician.

Programme duration 3 years.

Entry requirements Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Accident Repair Technician (Multi-Skill) Level 3 Standard

Carrying out routine financial activities and support for businesses and organisations of all types and sizes.

An Assistant Accountant provides support to internal and external customers and will work predominantly either as an assistant accountant within a practice or alternatively within the finance function of an organisation.

Part of the role will involve assisting in the day-to-day financial activities such as data entry, to month-end management accounts and/or year-end financial statements.

In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Potential jobs include:

- assistant accountant
- trainee accounting technician
- accounts clerk
- cashier
- finance assistant
- purchase ledger clerk
- sales ledger clerk

Programme duration 18-24 months.

Entry requirements 5 GCSEs, including Maths (9-4 or C and above) and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end-point assessment.

Apprentices working in the finance industry will spend some time training at our City Hub campus.

Progression As well as becoming an assistant accountant, this standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.
Accounting (Professional) Level 4 Standard

A Professional Accounting/Tax Technician will have responsibility for creating, and/or verifying and reviewing accurate and timely financial information within an organisation or on behalf of another organisation.

In the role you will meet relevant ethical, professional and legal standards, and you will demonstrate your knowledge of the business systems and processes, as well as standard accounting and tax practices.

This role may exist in an accounting practice, business, organisation or HMRC.

Examples of roles as a Professional Accounting/Tax Technician include:

• assistant auditor
• assistant management accountant
• assistant financial accountant
• accounts payable and expenses supervisor
• commercial analyst
• payroll manager
• senior bookkeeper
• senior financial office
• tax investigations officer
• personal or business tax assistant

This occupation covers two areas of specialism, accounting and tax.

A successful apprentice will have met the core requirements common to both areas and one of the two technical knowledge option requirements.

Entry requirements

Candidates will have Level 2 Maths and English equivalent to GCSE grade C or above 9-4, ideally as part of 5 GCSE A-C grades or other comparable qualifications.

Apprentices working in the finance industry will spend some time training at our City Hub campus.

Link to professional registration and progression

The Professional Accounting/Tax Technician standard allows student registration with a number of UK professional bodies in this sector. If a candidate wishes to become a member of a professional body there may be other requirements specific to the relevant Professional Body, which may be taken as part of, or alongside, the apprenticeship at the employer’s and candidate’s discretion.

This apprenticeship may lead to credits being awarded towards relevant undergraduate degree programmes.

Programme duration

18-24 months.

Entry requirements

An Auto-care Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles.

The Auto-care Technician has to demonstrate expertise not only in the technical elements of their role and have a good grasp of the practical and theoretical aspects of the vehicle systems they service, but also needs to have excellent telephone, customer handling (including how to handle difficult customers and deal with customer disappointment) and effective sales skills, as well as strong problem-solving and self-organisation skills. You must be able to work as part of a team but also operate independently, understand how a centre operates from a commercial perspective and how your actions can contribute to business results.

Please note: this Standard does not depend on its own quality apprentices to work on air-conditioning systems. Employers who require apprentices to work on air-conditioning systems must also provide the F-Gas qualification.

Programme duration

Typically it is expected that apprentices will take 30 months for the apprentice to attain the required level of competencies in the workplace although it may be sooner if an individual already has significant prior training and practical experience.

Entry requirements

Grades 3-9 (A*-D), including English Language and maths, or English Language or maths must be grade 3 (D) or above.

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Qualification and professional membership

On completion of this Standard an Auto-care Technician will be eligible to apply for IMI membership as a Registered Young Professional or if they wish as an Associate Member. You would also gain entry onto the IMI Professional Register.

Carrying out a range of services and repairs to cars, car derived vans and light goods vehicles.

An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identity and repair simple system faults.

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Bricklayer
Level 2 Standard

Laying bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures.

The construction sector is the driving force behind the UK economy, employing three million people and contributing 6.4% of GDP. Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other.

Bricklaying is a core function within the construction sector, particularly the house building sector. The Government has a target to build significantly more new homes over the coming years and therefore the demand for bricklayers has never been higher.

Bricklayers lay bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures e.g. chimney stacks. They might also refusit brickwork and masonry on restoration projects. The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations.

A bricklayer may work one-on-one or on larger jobs where their bricklaying group (gang) may work on a particular section of a building alongside other bricklaying gangs as well as other trades.

Programme duration
Typical completion time is likely to be 24-30 months. This may reduce if an apprentice has gained previous relevant knowledge and skills.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration
On completion of this apprenticeship, the apprentice will have satisfied the requirements to obtain a Construction Skills Certification Scheme (CSCS) card at the appropriate level.

Business Administration
Level 3 Standard

Supporting and engaging with different parts of the organisation and interacting with internal or external customers.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes the public sector, private sector and charitable sector.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support progression towards management responsibilities.

This role supports and engages with different parts of an organisation and interacts with internal or external customers. With a focus on adding value, a business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to perform efficiently and with integrity – showing a positive attitude.

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Programme duration
18 - 24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Career progression
The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Programme duration
Typical completion time is likely to be 18 - 24 months. This may reduce if an apprentice has gained previous relevant knowledge and skills.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

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Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Career progression
The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Programme duration
20 - 21 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Career progression
The administration role may be a gateway to further career opportunities, such as management or senior support roles.
Providing frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.

Programme duration
15-18 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.

Career roles might include:
• care assistant
• care worker
• support worker
• personal assistant
• relief team worker
• support worker
• key worker
• home care support worker
• substance misuse worker
• learning disability support worker
• mental health support worker
• mental health outreach worker
• re-enablement worker

Care Worker (Adult)
Level 2 Standard

To work in care is to make a positive difference to someone’s life when they are faced with physical, practical, social, emotional or intellectual challenges. Adult Care Workers need to have the right values and behaviours developing competences and skills to provide high quality compassionate care and support.

They are the frontline staff who help adults with care and support needs, enabling them to have control and choice in their lives which is at the heart of person centred care.

As a Lead Adult Care Worker you will make a positive difference to someone’s life when they are faced with physical, practical, social, emotional or intellectual challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control.

By providing leadership, guidance and direction at the frontline of care delivery you will be instrumental in improving the health and wellbeing of those receiving care and support. Lead Adult Care Workers will in some circumstances have delegated responsibility for the standard of care provided and may supervise the work of other care workers.

This exercising of autonomy and accountability means leading and supporting others to comply with expected standards and behaviours. Adult Care Workers have responsibility for providing supervision, frontline leadership, guidance and direction for others, or working autonomously, exercising judgement and accountability.

Typical roles include:
• care officer
• care supervisor
• senior care worker
• supervising care worker
• senior support worker
• relief team leader
• social work assistant
• social services officer
• outreach development worker
• community support worker
• community outreach worker
• community development worker
• family support worker
• personal assistant

These could all specialise in a variety of areas such as learning disability, mental health, drug and alcohol misuse, homemare, dementia and end-of-life care.

Lead Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres or some clinical healthcare settings. This apprenticeship also covers the role of Lead Personal Assistant who can work at this senior level but may only work directly for one individual who needs support, usually within their own home.

Care Worker (Adult)
Level 3 Standard

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Carpentry & Joinery - Site Carpentry
Level 2 Standard

Using timber products to create and install building components.

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components.

This is a core and options apprenticeship, with two pathways:

Pathway 1: A Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings, as well as a range of repair and maintenance activities.

Pathway 2: An Architectural Joiner will normally be employed in a workshop, producing complex building components and other architectural products, such as doors, windows, units and staircases, which are then transported to construction sites to be installed by site carpenters.

Job roles include:
- site carpenter
- architectural joiner

Programme duration
18-24 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Progression and Professional Recognition

On completion of this Standard, some apprentices may progress onto the Advanced Apprenticeship Standard in Carpentry and Joinery, or secure employment as a Site Carpenter or Architectural Joiner.

The achievement of this standard will meet the requirements of the Construction Skills Certification Scheme (CSCS) 'Skilled Worker' standard, which is widely accepted in the sector as a ‘licence to operate’ in a skilled construction trade.

Carpentry & Joinery - Site Carpentry
Level 3 Standard

Using timber products to create and install building components - responsible for managing their own and other people’s work.

The occupation involves carrying out advanced skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. The Advanced Carpenter and Joiner is able to undertake complex job tasks, requiring high levels of practical skills and knowledge, in addition to managing their own work and leading small teams.

The main differences between a Level 2 Site Carpenter/Architectural Joiner, and a Level 3 Advanced Site Carpenter/Architectural Joiner are that the Advanced Carpenter/Joiner has responsibility for managing their own and other people’s work, as well as being required to complete complex and non-standard work. Examples of complex tasks include curved products, irregular joints and bespoke work.

Carpentry & Joinery - Site Carpentry
Level 3 Standard

This is a core and options apprenticeship, with two pathways:

Pathway 1: An Advanced Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and installing complex and often bespoke building components, such as high-quality doors, shaped linings, staircases with turns, complex wall and floor units, erecting bespoke structural carpentry (inclined roofs and joists) and erecting complex roof structures (e.g. inclined roofs with hips, valleys and dormers).

Pathway 2: An Advanced Architectural Joiner will normally be employed in a workshop, producing complex building components by setting out, marking out and manufacturing bespoke architectural products (e.g. doors, windows, staircases with turns and panelling/cladding).

Job roles include:
- advanced site carpenter
- advanced architectural joiner

Programme duration
15-18 months.

Entry requirements
Grades 4-3 (A*-C), including English Language and maths - one of English Language or maths must be grade 4-3 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Progression and Professional Recognition

On completion of this Standard, apprentices will progress to a wide range of employment opportunities, or move onto full or part-time further education.

The achievement of this standard will meet the requirements of the Construction Skills Certification Scheme (CSCS) Advanced Skilled Worker standard, which is widely recognised as a ‘licence to operate’ in a skilled construction trade.
Chef (Commis)
Level 2 Standard

Preparing food and carrying out basic cooking tasks in every section of a kitchen under the supervision of a senior chef.

A commis chef is the most common starting position in many kitchens and in principle the most junior culinary role.

A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen. Therefore they will have the opportunity to experience, consider and value each section with a view to choosing an area where they feel most inspired.

The learning journey of any chef will vary considerably from one individual to the next; however it is necessary to understand and have experience in the basics that this role provides in order to progress to any future senior chef role.

Production chefs work as part of a team in time-bound and often challenging kitchen environments, including schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens.

Production chefs maintain excellent standards of personal, food and kitchen hygiene in producing food that complies with menu specifications and recipes and comes in on budget. Chefs will often adopt dishes to meet special dietary, religious and allergenic requirements and will often use specialist kitchen equipment that they will be fully trained to use.

They will have excellent communication skills communicating regularly with internal and external customers and other colleagues.

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They will have excellent communication skills communicating regularly with internal and external customers and other colleagues.

Programme duration
15-18 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths. Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the catering industry will spend some time training at our City Hub campus.

Chef (Production)
Level 2 Standard

Production chefs work as part of a team in time-bound and often challenging kitchen environments, including schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens.

They report to the Senior Production chef or appropriate line manager. Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. They apply highly methodical organisational skills, energy, accuracy, attention to detail and are mindful of the importance of sustainability and protecting the environment.

Production chefs maintain excellent standards of personal, food and kitchen hygiene in producing food that complies with menu specifications and recipes and comes in on budget. Chefs will often adopt dishes to meet special dietary, religious and allergenic requirements and will often use specialist kitchen equipment that they will be fully trained to use.

They will have excellent communication skills communicating regularly with internal and external customers and other colleagues.

Programme duration
15-18 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths. Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the catering industry will spend some time training at our City Hub campus.
Managing a team to produce standardised dishes and menus within a kitchen environment.

Senior production chefs may lead a brigade team or may support the head chef in larger establishments. They report activities to the Head chef or appropriate line manager. They supervise production chef teams in a variety of kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. Job roles include head chef, second chef, kitchen manager/supervisor, cook. Senior production chefs have accountability for the day-to-day running of the kitchen service, producing, monitoring and maintaining consistent food standards, legislative requirements and quality across all areas and during all stages of production and supply.

Senior production chefs supervise and contribute to the production of centrally developed standardised recipes and menus and produce dishes to meet specific dietary requirements.

They will complete, monitor and maintain food safety management systems which include delivery, storage, cooking and service and work equipment and identify training needs and assist in the recruitment of kitchen personnel.

Senior production chefs are often required to maintain the catering operating budget using nominated suppliers and seek out ways to support cost reduction, improve performance, reverse, profit margins and customers’ experience. They will manage and lead teams through regular briefings and meetings.

### Programme duration
18-24 months.

### Entry requirements
Grades 9-4 (A*-C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

### Senior production chefs

- Taste both the dishes and menus produced and make any necessary adjustments to ensure the standard and quality are maintained. They will ensure food standards, legislative requirements and quality are maintained.
- They will plan production to maintain stock levels and monitor stock usage and wastage to ensure stock levels are maintained.
- They will produce and maintain a range of food safety management systems including delivery, storage, cooking and service and work equipment as part of the working with kitchen teams.
- They will maintain food safety management systems such as delivery, storage, cooking and service and work equipment and identify training needs and assist in the recruitment of kitchen personnel.
- They will ensure food safety management systems are maintained in the workplace.

Coaching Level 5 Standard

Work with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance.

This role is found in all sectors and organisations including: the health sector, finance sector, engineering and manufacturing, business and professional services, education sector, retail sector, leisure sector, technology sector and construction.

There has been a growing demand for the professionalisation of coaching to include one-to-one coaching, team coaching, leadership coaching and for coaching skills to be embedded within culture and governance infrastructures to support future ways of working.

Coaches work with a wide range of individuals and teams to empower and engage with them to enhance their professional performance. Coaching is a way of treating people, a way of thinking and a way of being which is seen as vital to supporting individuals. Effective coaching is future focussed, releases potential and enables transition, transformation and change for business improvement.

Understanding self, commitment to self-development, building the relationship, enabling insight and learning, outcome and action orientation, use of models and techniques and evaluation are key overarching areas which feature within this occupational area.

Typical job titles include:
- business coach
- career coach
- leadership coach
- wellbeing coach
- performance coach

### Programme duration
14 months.

### Entry requirements
Grades 9-4 (A*-C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Coaching apprentices will spend some time training at our Ruddington campus.

### Professional Recognition
This standard has professional recognition. Bodies include:
- The European Mentoring and Coaching Council
- The Association for Coaching
- The International Coach Federation
Construction Design & Build Technician
Level 4 Standard

Assisting with essential building tasks such as building plans and designs, budget management, assessing building project progression and monitoring the quality of supplies.

The occupation covered by this standard is Construction Design and Build Technician and typical job titles can include: Assistant Design Co-ordinator or Design Manager.

They are associated with the co-ordination of design information on construction projects and are based on construction sites with occasional time in offices.

The main duties and tasks of a Construction Design and Build Technician are:
- Identification of client requirements in construction projects.
- Identification of health and safety risks in the design of projects.
- Checking of compliance with regulations on a construction project.
- The minimisation of the environmental impact of construction projects.
- Assisting architects with the development of detailed design on a construction project.
- Co-ordinate design information on a construction project.
- Monitoring of quality on a construction project.
- Assisting commercial staff with the monitoring of costs on a construction project.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths, English, Science and their equivalent.
Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.
Apprentices working in the construction industry will spend some time training at our Basford campus.

Qualifications
The following qualification will be gained:
- A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the industry’s recognised professional bodies meeting the educational requirements for Technician status in the equivalent level of membership.
- English and Maths; apprentices without level 2 English and Maths will need to achieve this level prior to taking the end point assessment.

Link to professional registration
This apprenticeship will include the knowledge, skills and behaviours required to achieve Technician status with the Institution of Civil Engineers (EngTech ICE). The Technician Professional Review process for EngTech MICE is defined in the end-point assessment process for this apprenticeship and will lead to the designatory letters EngTech MICE and the status of Engineering Technician.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths, English and Science or their equivalent.
Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.
Apprentices working in the construction industry will spend some time training at our Basford campus.

Qualifications
The following qualification will be gained:
- A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the Institution of Civil Engineers as meeting the educational requirements for EngTech MICE.

Link to professional registration
This apprenticeship will include the knowledge, skills, and behaviors required to achieve Technician status with the Institution of Civil Engineers (EngTech MICE). The Technician Professional Review process for EngTech MICE is included in the end-point assessment process for this apprenticeship and will lead to the designatory letters EngTech MICE and the status of Engineering Technician.
Customer Service Practitioner
Level 2 Standard

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

The role of a customer service practitioner is to deliver high quality products and services to the customers. Core responsibilities include providing a high-quality service to customers within the workplace setting, digitally, or by going out into the customer’s own locality. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greets, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction. You may be the first point of contact and work in any sector or organisation type.

Your actions will influence how your customer experiences your products and services and ultimately how satisfied they are with that experience. You will demonstrate excellent customer service skills and behaviours as well as product and/or service knowledge.

You will provide services in line with the organisation’s customer service standards and strategy and within appropriate regulatory requirements.

Programme duration
12-15 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Link to professional registration
Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level.

Customer Service Specialist
Level 3 Standard

A professional for direct customer support within all sectors and organisation types.

The principal role of a customer service specialist is to be a ‘professional’ for direct customer support within all sectors and organisation types. You are an advocate of customer service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries.

You are often an escalation point for complicated or ongoing customer problems. As an expert in your organisation’s products and/or services, you share knowledge with your wider team and colleagues.

You gather and analyse data and customer information that influences change and improvements in service. Utilising both organisational and generic IT systems to carry out your role, you will be comfortable with a range of digital technologies.

This could be in many types of environment including contact centres, retail, webchat, service industry or any customer service point.

Programme duration
A minimum of 18 months to complete depending on experience.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Link to professional registration
On completion of this apprenticeship you can join the Institute of Customer Service as an Individual member at Professional level. Should you choose to progress into a customer service career you may be eligible for further professional membership including at management level.
Dental Nursing
Level 3 Standard

Assisting other dental health professionals, providing chair-side support and a high level of patient care.

The Dental Nurse role complements the role of other dental professionals. One of the primary roles is to provide chair-side support to dental professionals and deliver a high level of patient care.

You will support dental professionals in the administration of anaesthetic, X-rays, fillings, cosmetic procedures, orthodontics, tooth extraction as well as more routine procedures such as check-ups, hygiene consultations and children’s dental reviews.

Dental Nurses may work in a variety of clinical environments and the apprenticeship reflects all aspects of clinical responsibilities and duties of a dental nurse’s role. This qualification will provide you with the relevant qualification to apply to the General Dental Council (GDC) for professional registration as a dental nurse.

Programme duration
24 months (minimum 18 months).

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

Digital Marketer
Level 3 Standard

Use online and social media platforms to design, build and implement campaigns and drive customer sales.

The primary role of a Digital Marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention.

A Digital Marketer Apprentice will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign.

The Marketer will work to marketing briefs and instructions. They will normally report to a marketing manager.

Typical job roles include:
- digital marketing assistant
- digital marketing executive
- digital marketing co-ordinator
- campaign executive
- social media executive
- content co-ordinator
- email marketing assistant
- SEO executive
- analytics executive
- digital marketing technologist

Programme duration
18 - 24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Digital Marketers will spend some time training at our City Hub campus.

Professional Recognition
Completion of the apprenticeship would allow access to join as an Affiliate (Professional) member of the CIM (Chartered Institute of Marketing) and/or Associate membership of BCS.

This apprenticeship is also recognised for entry onto the Register of IT Technicians and those completing their apprenticeships are eligible to apply for registration.
Early Years Educator
Level 3 Standard

Highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.

Early Years Educators, and other job roles such as Nursery Nurse and Childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.

They work in a range of settings including full day care, children’s centres, pre schools, reception classes and as childminders.

They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

An Early Years Educator:
• plans and supervises child initiated and adult led activities which are based around the needs and interests of each individual child.
• supports children to develop numeracy and language skills through games and play.
• has key person responsibility to help ensure each child feels safe and secure.
• observes each child and shapes their learning experience to reflect their observations.
• meets the care needs of the individual child such as feeding, changing nappies and administration of medicine.
• works in partnership with other colleagues, parents and/or carers or other professionals to meet the individual needs of each child.

With additional experience, an Early Years Educator can become the manager of an early years setting.

Programme duration
18 months.

Entry requirements
Grades 1-3 (A*-C), including English Language and maths – one of English Language or maths must be grade 1-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Electro Technical
Level 3 Standard

Install, maintain and repair electrical systems in industrial, commercial and domestic environments.

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies. They are able to work on their own proficiently and work without immediate supervision in the most efficient and economical manner.

They may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and utilise the necessary installation materials.

Programme duration
48 months.

Entry requirements
Grades 1-4 (A*-C), including English Language and maths – Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Electricity is an important area of Electricians’ work. On completion of their work the electrical systems must be safe to use. They must adhere to safe working practices without endangering themselves or others.

Installation Electricians work on the installation, testing, commissioning and maintenance of low voltage (less than 1000v) electrical and electronic devices and appliances.

Maintenance Electricians work on the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.
Engineering (Civil) Technician
Level 3 Standard

Providing technical support to engineers and other construction professionals.

A Civil Engineering Technician provides technical support to engineers and other construction professionals in the design, development, construction, commissioning, decommissioning, operation or maintenance of the built environment and infrastructure. Technicians will be required to have a broad skills base to work in areas which include sustainable construction, structural integrity, geotechnics, materials, tunnelling, marine and coastal engineering, water, waste management, flood management, transportation and power.

A Technician’s work involves:

- Design – assisting in the development of technical solutions by producing design models, calculations, reports and drawings, surveying a site, using appropriate analysis and relevant codes.
- Analysis – using appropriate software systems and other data gathering tools and tests to solve technical problems.
- Project delivery – contributing to planning, managing work schedules, budgets and deadlines, and ensuring outputs comply with client and industry specifications, standards and guidance.
- Site engineering - operating quality systems and Health, Safety and Risk Management procedures and checking specified technical aspects of site activities.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Professional Registration
On completion of the apprenticeship the apprentice will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution in accordance with the requirements of the Engineering Council as the registration body.

Engineering (Digital) Technician
Level 3 Standard

Completing complex tasks using digital engineering techniques such as virtualisation and simulation of design, construction and management of assets.

The role is to produce detailed solutions to achieve the optimum performance of built environment projects via digital models and presentations using software, sketches and electronic visualisations.

The apprentices will typically support Digital Engineers or other functional specialists in completing complex tasks using digital engineering techniques, specifically:

- virtualisation and simulation of design, construction and management of assets.
- digital measurement of design, production and management of assets.
- communication of complex engineering principles to stakeholders digitally.
- integration of construction data and information throughout the whole life cycle of the asset.
- adherence to the standards and regulation of digital information.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Progression and Professional Registration/Membership
Progression from the Level 3 Apprenticeship could lead to Construction Design Manager, Construction Quantity Surveyor, Construction Site Manager, and Civil Engineering Site Manager.

This standard has been designed to deliver sufficient competence, underpinning knowledge and understanding in the identified job roles to allow apprentices to meet the requirements of the Construction Skills Certification Scheme (CSCS) or other industry affiliated schemes.
Carrying out a range of engineering operations.

Engineering Operatives are predominantly involved in engineering operations which are key to the success of the Manufacturing and Engineering sector allowing employers to grow their business while developing a workforce with the relevant skills and knowledge to enhance and sustain the sector.

The role covers a wide range of common and job-specific skills that can be transferred across the manufacturing engineering industry sectors during the course of their careers. Dependent on the sector that they are employed in there may be subtle differences in terms of composition and application of the job role; specific skills and knowledge they will require, however, the core skills and knowledge will be the same regardless of the sector/area they work in.

Engineering Operatives will have clear reporting lines with anything outside their role and responsibility. They will work individually or as part of a team to carry out a range of engineering operations which could include ensuring machines and equipment used are maintained and serviceable; dealing with breakdowns; restoring components and systems to serviceable condition by repair and replacement; operating a variety of machines (CNC or Conventional); assembling and repairing machine and press tools, dies, jigs, fixtures and other tools; fabricating/installation of a wide variety of other sheet fabrications and equipment; fabrication and assembly of metal parts joining techniques; preparing materials and equipment for engineering processes, providing technical support including communications software, text tools, performance, capacity planning, and e-commerce technology as required.

Engineering Operatives must comply with statutory regulations and organisation safety requirements including any environmental compliance procedures and systems; identify hazards and hazardous situations; prepare the work area and equipment; obtain and follow the appropriate job documentation and work instructions; extract the necessary data and information from specifications and related documentation; carry out the engineering activities in line with their job role; carry out quality checks as required; working with minimum supervision either individually or as part of a team and will be responsible for their own actions and for the quality and accuracy and timely delivery of the work they undertake.

Examples of the occupational roles from across the engineering and manufacturing sector that would be covered within this standard are: servicing and maintenance operative; machine setter/operative; mechanical engineering operative; fabricator; engineering fitter; multi-disciplined engineering operative; materials, processing and finishing operative; technical support operative, founding/casting operative.

Programme duration
15 - 18 months.

Entry requirements
Grades 9–3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Different Pathways
- Fabrication & Welding
- Maintenance Operative
Engineering Technician
Level 3 Standard

Designing, building, servicing and repairing a range of engineering products and services.

Engineering Technicians in the Aerospace, Aviation, Automotive, Maritime Defence and wider Advanced Manufacturing and Engineering Sector are predominantly involved in highly skilled, complex work and must, as a minimum be able to:

- Apply safe systems of working
- Make a technical contribution to a range of engineering projects
- Demonstrate effective interpersonal and communication skills
- Develop and maintain safe systems of working and machinery, equipment, systems, processes or services
- Apply proven techniques and procedures to solve engineering problems
- Apply skilled, complex work and must, as a minimum be able to:

  - Demonstrate a core set of behaviours that enable them to support their long-term career development.
  - Engineer and manufactured products and systems that Engineering Technicians work on could involve mechanical, electrical, electronic, electromechanical and fluid power components/systems.
  - Have a commitment to continued professional development.
  - Professional development
  - Manufacturing
  - Non-technical information
  - Communicating both technical and non-technical information
  - databases.
  - Working in different areas of an Estate Agent completing tasks such as arranging viewings and accompanying colleagues on site visits to various properties.

Estate Agent (Junior)
Level 2 Standard

This is a customer-facing role with responsibility for providing the administrative support needed to secure successful property sales. Junior Estate Agents may work in different areas of estate agency, i.e. sales, auctioneering and commercial property. In all cases, they will be required to understand and comply with contractual, statutory and legal restrictions, and client confidentiality. They will be working under supervision within the wider organisation.

The work is varied and typical roles will include: data registration, producing window adverts, arranging and booking viewings, accompanying colleagues on site visits to various properties, selling additional services, collecting keys. This in turn will give them the capability for further career progression on completion of the apprenticeship. This career progression can be either with their existing employer or within the industry in general. It will also enhance their ability to undertake further qualifications.

Programme duration
15 - 18 months.

Entry requirements
Grades 9–4 (A*–C) including English Language and maths, one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 4 (C) and Functional Skills Level 2 can be used as equivalent to GCSE grade 3 (D) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Programme duration
12 - 15 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths, one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 2 (D) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Junior Estate Agent apprentices will spend some time training at our City Hub campus.

Professional Body and Progression
Apprentices who successfully complete this apprenticeship may be eligible to apply for student membership of the following:

- NAEA Property mark (now incorporating the professional bodies formerly known as National Association of Estate Agents, Institute of Commercial and Business Agents and National Association of Valuers and Auctioneers).

Junior Estate Agents may work in different areas of estate agency, i.e. sales, auctioneering and commercial property.
Maintaining an efficient and accurate finance function within a business.

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting a team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business.

An Accounts/Finance Assistant’s work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

Potential employers include corporate businesses, sole traders, partnerships, public sector and not-for-profit organisations and education providers.

Accounts/Finance Assistants may work in-house for an organisation or they might work for an accountancy firm, bookkeeping practice, shared service provider, be self-employed or work on behalf of several different clients.

Potential jobs include:
- accounts assistant administrator
- accounts clerk
- finance assistant administrator
- cost accountant assistant
- assistant bookkeeper
- junior cashier
- junior credit control clerk
- data input clerk
- accounts receivable clerk
- general administrator
- bank reconciliation clerk
- cash poster

 Programme duration
12-15 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the finance industry will spend some time training at our City Hub campus.
Hair Professional Level 2 Standard

Working as a barber or hairdresser to provide hair cutting, styling and grooming services for men and women.

Hiredressers and Barbers must be able to work with all hair types. They also need to be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with their role and be able to work without supervision to a high level of precision, with exceptional client care skills. Achievement of the standard makes you eligible for State Registration with the Hair Council.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).
Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.
Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Healthcare Support Worker Level 2 Standard

Providing high-quality and compassionate health and social care for a wide range of people.

Healthcare support workers (HCSWs) work as part of a team providing high quality and compassionate care to individuals. You will carry out well-defined routine clinical duties like monitoring an individual’s conditions by checking things like blood pressure, temperature or weight, checking on their overall progress, comfort and wellbeing.
Depending on where you work, you may also help them to eat, drink, wash, dress or go to the toilet. You will prepare individuals for healthcare activities carried out by other members of the healthcare team, looking after them before, during and/or after those activities in line with their care plan.
You will also carry out non-clinical duties and, depending on where you work, this could include things like keeping records, making beds, tidying up your work area, returning or cleaning the equipment used during a clinical activity. You will be able to address straightforward problems in your day to day work, reporting concerns and changes to the appropriate person in a timely manner. HCSWs work in a range of healthcare settings and your team may include workers from both health and social care.

Programme duration
15-18 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).
Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.
Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

You will report to a registered healthcare practitioner who will directly or indirectly supervise your work.

Responsibilities and duties of the role
You will be able to work effectively as part of a team. You will always act within the limits of your competence, knowing who to ask for help and support if you are not sure.
You will work within agreed ways of working, following the relevant standards, policies and protocols used in your workplace including the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.
During the first part of this apprenticeship you will be supported to achieve the Care Certificate which forms part of your induction and covers the fundamental skills needed to provide quality care.
Healthcare Support Worker (Senior) Level 3 Standard

Providing high-quality and compassionate specialist health and social care for a range of people.

Senior Healthcare Support Workers help registered practitioners deliver healthcare services to people. As an experienced support worker, you carry out a range of clinical and non-clinical healthcare or therapeutic tasks, under the direct or indirect supervision of a registered healthcare practitioner.

You provide high quality, compassionate healthcare, following standards, policies and protocols and always acting within the limits of your competence.

You may work in a range of services e.g. hospital, community, health or daycare unit, birth centre or midwifery led unit, someone’s home, operating theatre, nursing or care home, assessment centre, hospice, school, prison, GP surgery, charity or voluntary organisation; working in partnership with individuals, families, carers and other service providers.

Duties are delegated to you in line with care plans. Not all duties are routine and you will need to use your knowledge, experience and understanding to make decisions. You are accountable for your work and for reviewing the effectiveness of your actions.

The role requires some experience in healthcare so you are able to demonstrate best practice and act as a role model. You may supervise or guide less experienced staff in your team. You follow the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers.

Roles include:
- adult nursing support
- maternity support
- theatre support
- mental health support
- children and young people support
- allied health profession – therapy support

Next steps
After a period of working and gaining experience, you may be able to work towards an Assistant Practitioner or Nursing Associate post or, providing you meet the entry requirements, apply to university to become a registered healthcare practitioner.

Programme duration
Typically 18-24 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Level 3 Diploma in Healthcare Support prior to taking the end-point assessment.

Industry specific requirement
The apprentice must complete an induction which meets the 15 standards as set out in the Care Certificate.

Infrastructure Technician Level 3 Standard

Set people up on Information Technology (IT) systems, provide support and solve problems to help organisations run smoothly.

As Infrastructure Technician provides IT support to internal and external customers, helping them to be productive when using technology to do their own jobs, by using tools to problem solve and troubleshoot non-routine problems.

The Infrastructure Technician sets people up on systems and provides support when they need it, rectifying issues to maintain the organisation’s productivity. Employers could be in any sector and would tend to be employers with office-based teams who require an in-house IT support service.

You could also find yourself employed by an IT supplier that provides technical support as part of its after-sales care.

Roles may include:
- help desk technician
- first or second line support
- IT infrastructure technician
- network support

Programme duration
12-15 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Professional Recognition
This apprenticeship is recognised for entry onto the register of IT technicians confirming SFIA Level 3 professional competence.

Roles may include:
- help desk technician
- first or second line support
- IT infrastructure technician
- network support
Laboratory & Science Technician
Level 3 Standard

Providing routine and one-off testing and technical support in a scientific laboratory environment.

This role is vital to a whole range of laboratory settings including: chemical, primary and secondary pharmaceutical, biotechnology, formulated products, nuclear companies, analytical science services, dental laboratories and educational establishments.

In this role you will work at the forefront of technology to carry out both routine and one-off laboratory testing (and manufacturing where relevant) and perform a variety of technical support functions.

Routinely, this role interacts with the laboratory manager and lab-based colleagues, internal departments such as manufacturing, procurement and quality, internal customers such as medical staff, teaching staff and students, external suppliers and customers such as service engineers, delivery drivers, regulatory bodies and inspection teams e.g. HSE.

Laboratory technicians are expected to work both individually and as part of a team, working with minimum supervision, taking responsibility for the quality and accuracy of their own work. In any context, working safely and ethically is paramount and many companies operate under highly regulated conditions.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

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Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

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Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.
Learning Mentor
Level 3 Standard

Supporting learners of all ages, and all levels, to develop within a new work role.

The Mentor is therefore a ‘dual professional’, having both up-to-date knowledge and skills in a specialist vocational or subject area, together with the generic skills necessary to support learners (as potentially a first step towards a secondary role as an education and training professional).

Learning Mentors therefore support the development of learners’ knowledge, skills and behaviours, particularly in applying theoretical learning in practical work environments (and usually on a one-to-one, or small group basis). They also closely collaborate with colleagues, other ETS professionals, employers and/or human resource colleagues to meet learners’ needs and achieve their potential.

Programme duration
15 months.

Entry requirements
Grades 9–3 (A*-C), including English Language and maths. Functional Skills Level 1 may be used as equivalent to GCSE grades 4–D.

Progression
The Learning Mentor could progress further within their vocation specialization and/or into roles mentoring the assessment and coaching of vocational learners. They may also be eligible to progress onto a full teaching role within an education and training organisation.

Leisure Team Member
Level 2 Standard

Support, enhance and deliver the day to day operations and services of a leisure/fitness facility.

The role of the leisure team member is to support, enhance and deliver the day-to-day operations and services of a leisure/fitness facility. Working as part of a team, it is the responsibility of the leisure team member to undertake a range of operational duties such as assisting with the opening and closing of the facility, undertaking routine maintenance of equipment and maintaining the cleanliness and safety of the environment. Alongside these operational functions they ensure programmed activities and services are available for customers. They act as a Lifeguard, Swimming Teacher, Gym Instructor and Group Activity Leader. At all times they offer excellent customer service as the first point of contact for customers, responsible for answering queries and dealing with straightforward complaints. They maintain accurate records and promote activities.

Working with a diverse range of customers, from young children to the elderly, you will develop a good understanding of individual and group needs, including an understanding of how to maintain a safe and inclusive working environment in keeping with health and safety, safeguarding and equalities legislation.

The role requires empathy, professionalism and an ability to work flexibly. The leisure team member reports to the duty manager and will typically cover a seven-day week on a rota basis resulting in shifts that may include weekends, early mornings, evenings and public holidays.

Alongside their operational duties there are five key areas of work all leisure team members will cover; leisure and fitness operations, lifeguard duties, swimming teaching duties, gym instruction and leading group activities.

Programme duration
18 months.

Entry requirements
Grades 3–5 (A*-C), including English Language and maths. Functional Skills Level 2 can be used as equivalent to GCSE grades 4–D.

Qualifications
• Level 2 Certificate in Leisure and Fitness
• Certificate in Teaching Swimming
• A Swim England Level 2 in Teaching Swimming
• A STA level 2 Swimming or A STA swimming qualification or as a separate part of the IOSH Level 2 Award in Health and Safety.

52
53
Mechatronics Maintenance Technician
Level 3 Standard

Programme duration
45 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above. Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding safety, quality, delivery and cost within high value manufacturing environments. Typically the work would cover a broad range of activities including installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

Mechatronics Maintenance Technicians

Servicing and repairing light vehicles such as cars and vans, working on all the systems found in the vehicle.

Motor Vehicle Service & Maintenance Technician (Light Vehicle)
Level 3 Standard

Programme duration
3 years.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C). Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment. For those with an Education, Health and Care Plan or a legacy statement the English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

A Motor Vehicle Service and Maintenance Technician services and repairs light vehicles such as cars and vans and works either in dealerships which focus on a particular manufacturer, or in an independent garage which deals with many different makes of vehicles.

The Automotive Retail Industry provides employment for over half a million employees who work for approximately 70,000 employers. In a large dealership the Technician will typically report to the Workshop Controller, who in turn reports to the Aftersales Manager and liaises with the Service Reception. In smaller garages the Technician will report directly to the owner or Garage Manager.

The Technician must be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently.

Technicians working in large dealerships work with other departments such as Sales or Parts, whereas apprentices in smaller independent garages may be called upon to carry out some of the function of the other departments themselves, such as managing their own delivery of parts.

The technician will work on all systems found within the vehicle. The day-to-day work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. Tasks faced are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

The Technician will be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently.

Technicians working in large dealerships work with other departments such as Sales or Parts, whereas apprentices in smaller independent garages may be called upon to carry out some of the function of the other departments themselves, such as managing their own delivery of parts.

The technician will work on all systems found within the vehicle. The day-to-day work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. Tasks faced are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

The Technician must be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently.

Qualification
Before the Standard is met, all apprentices must hold a certificate that meets the EU’s 2014 F-gas regulation.

This Standard has been designed to be recognised by relevant Professional Engineering Institutions and successful apprentices can apply for the appropriate level of professional registration (EngTech).
Operations Management
Level 5 Standard

Managing teams and projects in line with a private, public or voluntary organisation’s operational or departmental strategy.

An operations/departmental manager manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

Key responsibilities may include:
- creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management and coaching and mentoring.
- Roles may include:
  - operations manager
  - regional manager
  - divisional manager
  - department manager
  - specialist managers

Programme duration
30-36 months.

Entry requirements
Grades 9-4 (A*–C), including English Language and maths. Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Progression
On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management, and those with 3 years’ of management experience can apply for Chartered Manager status through the CMI.

Painter & Decorator
Level 2 Standard

Working in domestic and commercial properties and undertaking the decoration and protection of buildings.

Painters and Decorators operate in domestic and commercial properties and undertake the decoration and protection of buildings. Properties include houses, schools, offices, hospitals, factories and construction sites. Working internally or externally they work individually and/or as part of a team applying water-borne and/or solvent-borne paint coatings and wallcoverings.

They have good knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements. They are responsible for their own work achieving a high quality finish at the appropriate pace. They are good problem solvers and communicators and are able to interact effectively with colleagues, clients and associated trades.

Programme duration
36 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths. Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.
Personal Trainer
Level 3 Standard

Coaching clients (on a one-to-one and small group basis) towards their health and fitness goals.

The role of a Personal Trainer is to coach clients (on a one-to-one and small group basis) towards their health and fitness goals.

Through the design and provision of creative and personalised exercise programmes, nutritional advice and overall lifestyle management, Personal Trainers will motivate clients to positively change their behaviour and improve their overall wellbeing by providing specialist, tailored advice within their scope of practice, while always being aware of when to refer clients to relevant appropriate professionals for specialist information and guidance (e.g. physiotherapist, registered dietician, medical specialist).

A comprehensive understanding of business, finance, sales and marketing is also essential to enable the Personal Trainer to build and retain a stable client base. Personal Trainers are typically employed by a fitness or leisure centre or, once qualified, can be self-employed and should expect to work hours that may include evenings, weekends and public holidays.

This occupation exists within a sector that plays an important role in improving the health of the nation, creating opportunities that get more people, more active, more often. Apprentices will be passionate about mind and body care and will be able to inspire and motivate clients from diverse backgrounds and with varying personal goals and aspirations.

Programme duration
15-18 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

It is recommended applicants will hold a Fitness Instructing (Level 2) qualification.

Our Personal Trainer apprentices will spend some time training at our Basford campus.

Progression
Successful completion of this apprenticeship will enable further experience and training in the fitness industry to support the role into fitness management or as a specialist instructor.

On successful completion of this apprenticeship the Personal Trainer will be eligible to apply to become an Affiliate of the Chartered Institute for the Management of Sport and Physical Activity (UKSSPA) and a Member of the Register of Exercise Professionals (REPS).

Pharmacy Services Assistant
Level 2 Standard

Supporting the delivery of pharmacy services.

A Pharmacy Services Assistant (PSA) works under the supervision of a Pharmacist, Pharmacy Technician, or other accountable healthcare professional. In this role you will provide a variety of pharmacy and medicinal services to patients, the public and other professional healthcare teams.

A PSA will be involved in supporting the supply, preparation and assembly of medicines and products; issuing them to patients and other healthcare professionals and assisting in providing advice to patients to help them to make effective use of their medications.

You will be responsible for ordering and receiving medicines, as well as their safe storage, disposal and return.

You'll have a good grasp of what makes healthy lifestyle choices and about relevant screening services.

You will work to standard operating procedures (SOPs), a set of step-by-step instructions compiled by your employer to help staff carry out routine operations. 50% aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with pharmacy regulations.

Programme duration
12-15 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

Programme duration
12-15 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.
Pharmacy Technician
Level 3 Standard

Managing the supply of medicines and devices in a pharmacy and assisting pharmacists with advisory services

Pharmacy Technicians are registered professionals working within the regulatory standards for pharmacy, as set by the General Pharmaceutical Council (GPhC) Pharmacy Order 2010. They work in a wide range of settings, including but not exclusively: registered pharmacies, community services, justice (the Prison Service), GP Practices, dispensing doctors’ practices, care homes and clinical commissioning groups, hospitals, mental health providers, defence (HM Armed Services) and within the private pharmaceutical sector.

In this role you will manage the supply of medicines and devices in a pharmacy and assist pharmacists with advisory services. The actual work setting will determine the specific areas of activity that you will carry out, but typically your role will include the following:

• providing information to patients and other healthcare professionals
• managing areas of medicinal supply such as dispensaries, supervising other staff where necessary
• answering customer questions face to face or by phone and escalating problems or queries to the pharmacist

You are expected to work both individually and as part of a multi-disciplinary team and perform your duties with minimum supervision, with a high degree of autonomy and accepting responsibility for the quality and accuracy of the work you do.

Pharmacy Technicians are expected to communicate effectively with healthcare professionals, patients and the public, whilst respecting and maintaining confidentiality and privacy at all times.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths – one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Programme duration
36 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths – one of English Language or maths must be grade 9–3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Pharmaceutical Technician
Level 2 Standard

Preparing walls and ceilings for decoration and finishing.

This occupation is found in both the new build and refurbishment construction sector which is the driving force behind the UK economy, employing three million people and contributing 6.4% of Gross Domestic Product (GDP).

Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other.

Plastering is a core function within the construction sector, particularly the house building sector and refurbishment sectors. The Government has a target to build significantly more new homes over the coming years and therefore the demand for plasterers has never been higher.

The broad purpose of this occupation is to apply layers of plaster onto walls, floors and ceilings. Plastering serves a protective function, in that it makes buildings more robust and also an aesthetic function.

Plasterers will often complete dry lining projects during their career. Although a person may specialise solely in dry lining, a plasterer must have the knowledge of dry lining in addition to their knowledge and skills to plaster.

Programme duration
36 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths – one of English Language or maths must be grade 9–3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices working in the construction industry will spend some time training at our Basford campus.
Plumbing & Domestic Heating Technician
Level 3 Standard

Planning, selecting, installing, servicing, commissioning and maintaining all aspects of plumbing and heating systems.

Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. Plumbing and domestic heating technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities as they can often find themselves working in customers’ homes as well as on building sites.

As a competent Plumbing and Heating Technician, the installation of plumbing and heating systems includes accurate measuring, marking, cutting, bending and jointing metallic and non-metallic pipework.

Appliances and equipment can include gas, oil and solid fuel boilers as well as pumps, heat emitters, bathroom furniture or controls as part of a cold water, hot water, and central heating or above ground drainage and rainwater systems.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration
By the end of this apprenticeship the candidate will have satisfied the requirements for registration as EngTech by the Engineering Council through The Chartered Institute of Plumbing and Heating Engineering (CIPHE) and or The Chartered Institute of Building Services Engineers (CIBSE).

On completion of the health and safety assessment, as determined by the assessment plan the candidate will have satisfied the requirements to obtain a Construction Skills Certification Scheme (CSCS) card through the Joint Industry Board for Plumbing and Mechanical Engineering Services (JIB-PMES) at the appropriate grade.

Product Design and Development Technician
Level 3 Standard

Designing, building, servicing and repairing a range of engineering products and services.

Product Design & Development Technicians primarily work on all stages of product creation and modification. They support activities ranging from early concept feasibility, design and development stages right through to final preparation for launch and customers. This includes working in concept studios, rapid prototyping, assembly, testing, validating and analysing performance.

Typically they work closely with engineers in bringing new concepts to life or supporting redesigns of existing products.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.
Project Manager (Associate)
Level 4 Standard

Managing project work and teams for businesses and other organisations.

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small.

Every project needs to be managed to ensure its success. A Project Manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Dependent upon the size of the organisation and the complexity of the project, typical job roles include: assistant project manager, junior project manager and project team leader.

Some organisations use Project Manager as a generic job title.

Programme duration
24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.
Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Project Manager apprentices will spend some time training at our City Hub campus.

Qualifications
Apprentices are required to achieve a suitable level of knowledge as part of their development, such that they achieve an IPMA Level D qualification or APM Project Management qualification, prior to their apprenticeship completion.

Link to professional registration
Apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

Refrigeration Air Conditioning & Heat Pump Engineering Technician
Level 3 Standard

Planning, preparing and safely carrying out work in process, product and space cooling.

The Refrigeration Air Conditioning and Heat Pump (RACHP) Engineering Technician is a specialist occupation involved in planning, preparing and safely carrying out work activities in process, product and space cooling. Knowledge must be transferable between any of the core activities of refrigeration, air conditioning or heat pumping.

The work is carried out in a variety of applications essential for key UK business activities such as food production, product distribution, retail storage and display, transport and office climate control, manufacturing processes (e.g. petrochemical, pharmaceutical), IT/Datacentres and medical/healthcare services, temperature and environmental control.

Key activities are: the design, installation, routine maintenance, reactive service, commissioning and de-commissioning of Refrigeration, Air Conditioning and Heat Pump systems. Technicians require a thorough competency in their understanding of the engineering principles of thermodynamics and the vapour compression cycle in order to perform operations. A fully competent technician works without immediate supervision, and liaises effectively with other trades and with end users.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).
Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration
This standard is designed to meet the professional standards of the Engineering Council for registration as an Engineering Technician (EngTech) in partnership with the Institute of Refrigeration and CIBSE.
Supporting the class teacher to enhance pupils’ learning.

Teaching Assistants work in Primary, Special and Secondary education settings across all age ranges encompassing special educational needs and emotional vulnerabilities.

The primary role of the Teaching Assistant is to support the class teacher to enhance pupils’ learning, either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

Promoting self-belief, social inclusion and a high level of self-esteem play an integral part to wellbeing: ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum.

You will act as a positive role model, with honesty and integrity, take part in team meetings and contribute to planning and class activities. Promoting Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

Programme duration
18-24 months.

Entry requirements
Grades 9-3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Teaching Assistant apprentices will spend some time training at our Ruddington campus.

Progression
As well as ensuring full competency as a Teaching Assistant, this standard provides a foundation for potential progression into a number of career paths including Higher Level Teaching Assistant, Assistant Teacher and Teacher.
Team Leading
Level 3 Standard

Managing teams and projects to meet a private, public or voluntary organisation’s goals.

A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

In this role you will provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same, whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

Typical job roles include:
• supervisor
• team leader
• project officer
• shift supervisor
• foreperson
• shift manager

Programme duration
15 - 18 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Team Leading apprentices will spend some time training at our Ruddington campus.

Progression
On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.
Toolmaker and Tool and Die Maintenance Technician
Level 3 Standard

Manufacturing and maintaining the engineering tooling used to produce components/products/assemblies.

Toolmakers and Tool & Die Maintenance Technicians are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to produce components, products and assemblies. These products, assemblies and systems affect all of our daily lives, whether it be for travel (cars, planes, boats and rail), energy, defence, food, clothing, packaging and health including medical equipment, devices and implants such as joint replacements.

This requires the application of a broad range of activities including the interpretation of engineering drawings and technical instructions and the use of hand, machine and automated computer centred machine tools and measuring equipment.

They will be expected to test and adjust the systems they have built or maintained ensuring tooling, jigs, fixtures and assemblies meet the required specification.

This requires the application of a broad range of skills, knowledge and occupational behaviours across a range of engineering disciplines.

Programme duration
42 months.

Entry requirements
Grades 9-4/A*-C, including English Language and maths. Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.
Our campuses

We have a number of campuses located across Nottingham. Each has its own distinctive environment, influenced by the subjects studied there and, of course, all of them come with a warm welcome and friendly atmosphere.

1. Basford
   - 664 Nuthall Road, Basford, Nottingham, NG8 6AQ
   - (Sat Nav: NG6 0LG)

2. City (Adams)
   - The Adams Building, Stoney Street, The Lace Market, Nottingham NG1 1NG

3. City Hub
   - Nottingham College City Hub, 111 Canal Street, Nottingham, NG1 7HB

4. Highfields
   - Jesse Boot Avenue, Science Park, University Boulevard, Nottingham NG7 2RU

5. Ruddington
   - Ruddington Fields Business Park, Nottingham, NG11 6JZ

6. Wheeler Gate Salon
   - 14-16 Wheeler Gate, Nottingham, NG1 2NB
Full-time study options at Nottingham College

You may feel that you are not quite ready for an apprenticeship - perhaps you don’t quite have the qualifications or experience that an employer is looking for. That’s okay. There’s more you can do to boost your CV with qualifications, skills and experiences by taking up full-time study with Nottingham College.

Alongside vocational study you will also be given the opportunity to boost your maths and English grades if these are required to help you secure your first apprenticeship role.

Work experience is built into many of our full-time study programmes so you will also be able to build your CV with skills and experience gained in the workplace.

You can browse our full-time courses and apply online via our website.

If you are aged 19 or over there are a range of part-time study options too, to enable you to develop your skills and knowledge in a particular area which can also help boost your chances of employment.

These courses are also available to view and apply for on our website. If you are already employed and are looking to upskill you can enrol on one of our professionally accredited short courses or even a degree-level programme or higher apprenticeship, continuing to work and study at the same time!
For more information about our apprenticeships:

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