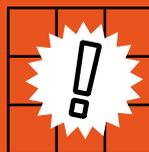




2017



ST HELENS COLLEGE

APPRENTICESHIP

ESSENTIAL



GUIDE



St Helens College



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**“IN THE WORKPLACE,
APPRENTICES *DEVELOP*
THEIR SKILLS *RAPIDLY.*”**

ST HELENS COLLEGE OFSTED 2014

WELCOME

Welcome to St Helens College's guide to Apprenticeships.

As a College, we offer Apprenticeships as one of several routes that you can progress onto in order to further your education and launch a successful career. Apprenticeships are a fantastic way of gaining on and off-the-job training, earning money and getting a qualification, all at the same time.

Competition for places on apprenticeships is fierce. So, use this guide to get prepared and get ahead of the competition.

We hope that you find the information in this booklet useful, but if you have any further questions, please contact our Apprenticeship team by calling 01744 623315.

6 BENEFITS OF AN APPRENTICESHIP

1



GET PAID

2



GAIN WORK-RELATED
AND HIGHER LEVEL
QUALIFICATIONS

3



GAIN WORK
EXPERIENCE TO HELP
LAUNCH YOUR CAREER

4



CHOOSE FROM A
RANGE OF INDUSTRIES

5



YOU'LL BE FULLY
SUPPORTED BY
ST HELENS COLLEGE

6



APPRENTICESHIPS ARE
A GREAT FIRST STEP IN
YOUR CAREER



**"I'M NOW AN
AWARD-WINNING
PAINTER AND
DECORATOR"**

"I was unsure of what kind of career I wanted to go into when I left school but I went on to successfully secure an apprenticeship with local painting contractor, Bagnalls.

An apprenticeship has allowed me to earn whilst studying for my qualifications with St Helens College.

I am now fully qualified with aspirations to continue with my education and one day set up my own company.

I have been shortlisted for many industry awards including the Painting and Decorating Association's Apprentice of the Year Award, the Family Business Apprentice of the Year Award and the Dulux Student of the Year Award."

CONNOR SMITH - The Grange School
Painting and Decorating Apprenticeship

INTRODUCTION TO APPRENTICESHIPS

Apprenticeships combine practical on-the-job training with work-related qualifications for those aged 16 or older, living in England and not currently in full-time education.

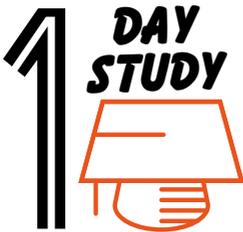
Apprenticeships can take from one to four years to complete depending on your level of entry, and the type of apprenticeship you choose. The level that you start at will vary depending on your current skills, qualifications and experience. This information will usually be included in the apprenticeship vacancy advert or job description.



APPRENTICES WORK FOR A MINIMUM OF 30 HOURS A WEEK AND A MAXIMUM OF 40 HOURS A WEEK.



FOUR DAYS A WEEK WILL BE SPENT IN THE WORKPLACE TO GAIN ON-THE-JOB EXPERIENCE.



ONE DAY A WEEK WILL BE SPENT AT ST HELENS COLLEGE GAINING YOUR WORK-RELATED QUALIFICATIONS.



YOU WILL EARN AT LEAST THE NATIONAL MINIMUM WAGE FOR APPRENTICES IN YOUR AGE GROUP.



***"I'VE PROGRESSED
FROM A LEVEL
3 IT, SOFTWARE
AND TELECOMS
APPRENTICESHIP
TO A HIGHER
APPRENTICESHIP"***

"After high school I planned on studying A levels to secure a place at university to study architecture but after 3 months, I decided that studying A levels wasn't for me and felt that an apprenticeship training programme would be a more suited pathway.

St Helens College helped me to secure my apprenticeship with ICC Solutions, supporting me with regular meetings and college assessments and I really enjoyed it.

I now work for the Department of Work and Pensions as a Benefit Fraud Investigator whilst completing my level 4 Civil Service Apprenticeship."

NATHAN HOLLAND - Great Sankey High School
Level 4 Civil Service Apprenticeship

APPRENTICESHIP CHOICES?

St Helens College offers a broad range of apprenticeships across various industries. We can help to ensure that you gain the qualifications, work experience and the skills needed to progress within your chosen industry.

CONSTRUCTION

Bricklaying | Electrical Installation | Plumbing | Plastering | Painting and Decorating | Carpentry and Joinery | Wall and Floor Tiling

ENGINEERING

Fabrication and Welding | Mechanical Engineering | Electrical Engineering

MOTOR VEHICLE ENGINEERING

Light Vehicle Maintenance | HGV Maintenance | Body Repair and Paint

COMPUTING AND PROFESSIONAL

Computing | Business Administration | Customer Service | AAT Accounting

LEISURE AND RETAIL

Beauty and Spa Therapy | Hairdressing | Catering | Event Planning
Floristry | Hospitality | Retail

LIFE SCIENCES AND HEALTH

Animal Management | Dental Nursing | Science | Sports and Fitness
Laboratory Operations

PUBLIC SECTOR

Childcare and Education | Health and Social Care | Public and Uniformed Services

LOGISTICS, TRANSPORT AND WAREHOUSING

Warehousing and Storage | Procurement | Customer Service | Management



RELIABLE AND PUNCTUAL

DRIVEN AND MOTIVATED TO SUCCEED

LOOKING TO PROGRESS IN THEIR CHOSEN INDUSTRY

GOOD LITERACY AND NUMERACY SKILLS

CONFIDENT AND A HARD WORKER

SOME WORK EXPERIENCE

ENTHUSIASTIC AND EAGER TO LEARN

EXCELLENT COMMUNICATOR

WHAT MAKES A GOOD APPRENTICE?

WHAT INFORMATION SHOULD I INCLUDE ON MY CV?

Personal Details

Always include your name, email address and contact details at the top of your CV. There is no point submitting your CV if the employer can't contact you!

Personal Statement

This is your chance to stand out from the crowd and highlight your strengths. Personal statements give the employer a sneak peek into who you are, what you can bring to their business and what you hope to achieve. Use this to prove why you are suitable for the role they are looking to fill.

Key Skills

Bullet point your top five skills that you can offer the employer.

Work Experience

This section should include all of your relevant work experience, listed with the most recent first. Include your job title, the name of the organisation, time in post, and your key responsibilities. If you haven't got any work experience, speak to local businesses and voluntary services as this will really help to boost your CV.

Achievements

This is your chance to show how your previous experience has given you the skills needed to make you a suitable candidate. This may be awards that you have received in school or college or could be linked to a programme such as NCS, Prince's Trust or Duke of Edinburgh Award.

Education

It's important to list all of your qualifications (or predicted qualifications) on your CV along with the dates that you achieved them, the type of qualification and the grades you received.

Hobbies and Interests

Hobbies and interests show an employer that you are committed, and have developed team working and communication skills. For example, if you have attended dance classes or football, turning up for training each week shows dedication and reliability. Make sure to include anything else that will add value to your CV.

TOP TIP

Always ask someone to read over your CV for a final check. They might pick up on strengths that you haven't included, or spelling mistakes.

A portrait of Stephanie Birchall, a young woman with blonde hair, smiling. She is wearing a dark blazer, a white shirt, and a purple patterned scarf. A name tag is visible on her left chest. The background is plain white.

**“I’M AN
ASSISTANT
EVENTS
MANAGER
AT MERCURE
HOTEL!”**

“I joined St Helens College as a Hospitality Apprentice and after really enjoying my course, I decided to continue with my studies and advance on to the level 3 Supervision and Leadership.

During my studies, I worked part-time in the College’s fine dining restaurant and represented the College in the Battle of the North West, competing against other college’s in the Liverpool City Region. We won gold!

After successfully securing my first big role as Chef De Rang at Paul Askew’s exclusive restaurant in Liverpool – The Art School, I gained as much experience as possible before landing a managerial position at the Mercure Hotel in St Helens.”

STEPHANIE BIRCHALL - De La Salle

Level 3 NVQ Diploma in Hospitality Supervision and Leadership

APPRENTICESHIP APPLICATION TIPS

TOP TIPS!

Due to the high demand for skilled apprentices, competition for apprenticeship vacancies is fierce, so you need to make sure your application stands out.

Here are some top tips to help you apply for your apprenticeship.

1 Before you start filling out an application, print off a copy of anything that might help you such as a personal statement, a CV, any previous application forms you might have completed or copies of your certificates.

2 Always make sure that you mention any work experience that you may have and the skills that you have developed from this, even if it is unrelated to the apprenticeship that you are applying for as it shows employers that you are motivated and are serious about your future career. Don't worry if you haven't got any work experience. Take the initiative to set some up. This could be one day at the weekend or during the summer holidays.

3 Remember to give examples of your strengths where you can. For example, if the job description asks for good communication skills, think about how you have previously demonstrated this and give an example.

"I feel that I have very good communication skills. As a keen member of a local football team, it is crucial that we communicate constantly when on the pitch to ensure we work together to win the game. I have been praised by the team captain for the way I communicate on the pitch, remaining calm and motivational with other members."

4 Have a look through the job description again and write down or circle (if you have printed it off), all of the buzz words that you can see. These words usually describe key characteristics that they want the right apprentice to have, for example, 'reliable', 'determined' and 'initiative.' These are the types of words that you should include in your application to impress employers.

5 The most important tip of all is to always make sure that you read over what you have written and check for mistakes before submitting your application. Where possible, ask someone else to read it too.

YOUR INTERVIEW CHECKLIST

If you have impressed the employer with your application. The next step is likely to be an interview.

Interviews can be daunting and it is normal to feel nervous, so to help make the interview process a bit easier, we have put together a checklist for you.

PRIOR TO INTERVIEW

<input type="checkbox"/>	Research the organisation and job role you have applied for
<input type="checkbox"/>	Prepare at least 2 questions that show an interest in the job and organisation
<input type="checkbox"/>	Plan your journey allowing plenty of time to arrive before the interview
<input type="checkbox"/>	Prepare answers to some typical interview questions e.g What are your strengths? What would you like to improve on? Why do you want this job role?
<input type="checkbox"/>	Prepare examples of when you have used skills relevant to the job
<input type="checkbox"/>	Prepare your clothes the night before and make sure they are washed and ironed
<input type="checkbox"/>	Print off any documentation you might need – CV or copies of certificates

APPEARANCE

<input type="checkbox"/>	Take a bath or shower prior to interview
<input type="checkbox"/>	Wear appropriate clothing and footwear (smart business clothing and formal shoes)
<input type="checkbox"/>	Wear subtle perfume/aftershave
<input type="checkbox"/>	Remove facial piercings
<input type="checkbox"/>	Remove chewing gum prior to interview

BODY LANGUAGE

<input type="checkbox"/>	Shake hands firmly
<input type="checkbox"/>	Smile
<input type="checkbox"/>	Sit when offered a seat and sit still with good posture
<input type="checkbox"/>	Be attentive, nod or take notes
<input type="checkbox"/>	Make eye contact



RESPONSIVENESS

●	Take a note pad and pen to make notes if needed
●	Switch off your phone and put it away
●	Arrive 10 minutes prior to your interview time
●	Speak clearly and show enthusiasm
●	Answer questions clearly and concisely, focus on your strengths and give examples
●	Avoid interrupting the interviewer

CLOSING THE INTERVIEW

●	Ask questions about the organisation and job that you prepared before the interview
●	Thank the interviewer for their time, tell them you look forward to hearing from them and shake hands

APPLICATION PROCESS

ROUTE ONE

You know what industry you want to work in, but you need to find a suitable apprenticeship job vacancy.

APPLY

Register with National Apprenticeship Service and search their vacancies www.gov.uk/apply-apprenticeships.

Visit St Helens College Job Shop www.sthelens.ac.uk/JobShop to search all our current vacancies.

Once you have started applying you'll start to receive phone calls from colleges and training providers to find out more about you and check you meet all the relevant criteria for the role you have applied for. This may involve a telephone interview, face to face interview and English & maths assessments. This is often done before your CV is put forward to the employer.

YES

SUCCESSFUL?

NO

If you're successful after your interview with the employer the college will arrange an apprenticeship start date with your employer and let them know your college timetable. You'll also receive confirmation and a contract of employment direct from the employer.

Enrol onto a full-time college course and make your tutor aware that you would like an apprenticeship. Once you have been successful in being offered an apprenticeship we can transfer you onto an apprenticeship at any point throughout your course.

A traineeship might be another option to consider, it will help you to develop the skills and experience that employers look for. Visit page 17 for more information on traineeships.

ROUTE TWO

You already know of, or have found, an employer who will employ you as an apprentice.

Contact St Helens College on 0800 99 66 99 with details of your employer and your area of interest and we will organise the rest to get you onto an apprenticeship.

We will arrange an apprenticeship start date with your employer and let them know your college timetable.

LEAVING SCHOOL THIS YEAR?

If you are currently in Year 11, you will only be able to start an apprenticeship after the last Friday in June and must have turned 16 years of age. You should still apply to St Helens College directly.

TOP TIPS

1

Always apply for the full-time course equivalent of the apprenticeship you want. If you haven't managed to secure an apprenticeship vacancy before September at least then you will have a place in college, gaining skills and knowledge that you can transfer into the workplace once you have found an employer.

2

You'll need to create a good CV as this is usually how an employer first receives your details. Go to page 9 in this booklet for tips on how to write a good CV

3

Search and apply for vacancies on www.gov.uk/apply-apprenticeships or via St Helens College Job Shop. Before applying visit page 11 for top tips on how to write a winning application

4

Colleges and employers will start to make contact with you after you have submitted an application. It is important to make sure you answer your phone even if the number appears as unknown and set up a voicemail so they can leave messages.

5

Don't wait until September to start applying for apprenticeships. Apply over the summer even if you don't have your results, you may be offered some work experience which could always lead to an apprenticeship after you get your exam results. If not, it will look great on your CV to future employers.

MYTH BUSTER

MYTH APPRENTICESHIPS ARE FOR THOSE WHO HAVE GOT POOR GRADES AT GCSE

BUSTED Wrong. Apprenticeships are another further education route. It is a type of learning for those that want to get into employment rather than develop a career through study alone.

MYTH I CAN'T GO TO UNIVERSITY IF I DO AN APPRENTICESHIP

BUSTED Wrong. You can still progress with an apprenticeship and you could still choose to go onto university upon completion of a level 3 apprenticeships. All the qualifications you'll work towards are well recognised by universities and there are now degree level apprenticeships.

MYTH APPRENTICESHIPS ARE BADLY PAID

BUSTED Wrong. You'll earn a minimum £102 per week while training, gaining on the job skills and experience – all debt free! Plus you won't have any university debt.

MYTH YOU CAN ONLY DO AN APPRENTICESHIP FOR A CAREER IN A TRADE

BUSTED Wrong. Apprenticeships span several industries including professional positions.

MYTH THE EMPLOYER WON'T KEEP ME IN A JOB AFTER MY APPRENTICESHIP

BUSTED Wrong. Most employers will invest in your training and development to keep you in the business.

MYTH I NEED EXPERIENCE TO GET AN APPRENTICESHIP

BUSTED Apprenticeships provide an opportunity for you to develop your work experience, gain skills related to the industry to help you progress. Employers recognise applicants won't necessarily have previous work experience.

TRAINEESHIPS

If you aren't quite ready for an apprenticeship, a traineeship could help prepare you.

A Traineeship is an education and training programme with a work placement that is focused on giving young people the skills and experience that employers are looking for. Traineeships incorporate work preparation training, English and maths for those who need it, and a high quality work experience placement.

Traineeships last anything from six weeks to a maximum of six months with the content tailored to your individual needs, including:

- Work preparation training which ensures you are ready and have the confidence to take the first step in your career, such as an Apprenticeship.
- English and maths support to help give you the literacy and numeracy skills needed for the workplace. All young people undertaking a Traineeship will be required to study English and maths, unless they have achieved a GCSE grade 4 or above in those subjects or, for those aged 19 - 23, a GCSE grade C or above in those subjects or a functional skills qualification at level 2.
- A meaningful work experience placement which provides insight and experience of the world of work.





Apprenticeships

2017 

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APPRENTICESHIP
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www.sthelens.ac.uk



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