Apprenticeships

2019

ST HELENS COLLEGE APPRENTICESHIP ESSENTIAL GUIDE

St Helens College

No smoking

WELCOME

Apprenticeships are a great way to develop your skills and experience on-the-job whilst gaining a recognised qualification. One of the many benefits is, you'll get paid to do it.

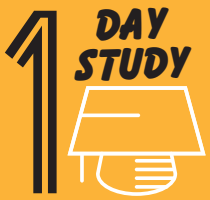
An apprenticeship is an actual job, meaning that you'll spend more time out in the workplace than in the classroom, learning and perfecting your skills. So if you prefer to learn by doing, then an apprenticeship is a great place to start.

There are so many apprenticeships to choose from across a huge range of industries (some of which you will be able to explore over the next couple of pages), so you will never be stuck for choice.

Apprenticeships can take one to four years to complete, depending on which level you start at and the type of apprenticeship you choose. This means by the time you complete it, you'll know your job inside and out, and could have the chance to move up the career ladder.

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 GAINING YOUR WORK-RELATED QUALIFICATIONS.

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

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.

FIND VACANCIES AT:

Apprenticeships

www.gov.uk/apply-apprenticeship

St Helens College

www.sthelens.ac.uk/JobShop

CONSTRUCTION

Construction is a multi-billion pound industry and it is estimated that an additional 135,500 apprentices will need to be employed in the construction sector by 2020.

Apprenticeships are a highly valued and recognised pathway into construction, covering a wide variety of occupations, from qualified scaffolders and plasterers to surveyors, civil engineers and site managers.

Choose from a range of apprenticeships in construction, including:

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

Qualities required:

- Physically fit
- Able to work as part of a team
- Able to follow both written and verbal instructions
- Comfortable with working at heights
- Excellent practical skills

ENGINEERING

The UK is a world leader in engineering and therefore spans a huge variety of specialisms, from aerospace and aviation to renewable energy and manufacturing technologies.

Engineering employers are projected to need 1.82 million people with engineering skills by 2020, in order to preserve some of the world's most complex functions, from maintaining clean energy supplies to finding sustainable ways to grow food, build houses and travel.

Choose from a range of engineering apprenticeships, including:

- Electrical Engineering
- Fabrication and Welding
- Mechanical Engineering

Qualities required:

- Good communication skills
- Able to work both independently or as a team
- Good understanding of technology
- Excellent at physics and maths
- Methodical and good at solving problems
- Able to follow both written and verbal instructions

Ash

“The supportive tutors with their industry links, helped me to secure my innovative apprenticeship. As part of my role, I research and develop new ideas and improve existing designs and processes across a variety of industries such as automotive, chemical, aerospace and packaging.”

Classroom
Level 3 Diploma in Engineering Technologies: Mechanical Engineering

Career
Mechanical Engineering Design Apprentice, CAL International

Joined us from
Sussex College Network (Sri Lanka)

Connecting **Classroom** to **Career**

Read Ash's story at
www.sthelens.ac.uk/Ash

MOTOR VEHICLE

With over 32 million vehicles on the UK's roads, the automotive industry plays such an essential role in our lives, enabling us to get from A to B.

The growing complexity of today's vehicles, and the pressure to deliver a high-quality customer experience, has created a demand for skilled professionals within the industry, ranging from technical roles such as a light vehicle master technician to customer service and sales roles such as a sales manager or a dealer principal.

Choose from a range of motor vehicle apprenticeships, including:

- Body Repair and Paint
- Maintenance and Repair

Qualities required:

- Good technical skills
- Good customer service skills
- Able to work in a team and on your own
- Good maths and IT skills
- Enjoy working with your hands and using tools
- Good problem solving skills

LOGISTICS, TRANSPORT AND WAREHOUSING

The UK logistics, transport and warehousing sector employs in the region of 2.3 million people across 195,000 companies and with the £1bn investment in the Liverpool Superport, there are many apprenticeships to take advantage of.

An apprenticeship in this sector could lead to a wide variety of careers such as a supply chain manager, freight forwarder, warehouse team leader or supervisor.

Choose from a range of logistics, transport and warehousing apprenticeships, including:

- Logistics Operations
- Management
- Port Operations
- Procurement
- Traffic Office Clerk
- Warehousing and Storage

Qualities required:

- Ability to work independently or as part of a team
- Good maths and computer skills

RETAIL AND LEISURE

The retail and leisure sectors in the UK are worth over £300 billion. They are two of the most innovative and exciting sectors to work in and due to rapid growth in visitors to the UK, hotels, restaurants, retail outlets, theatres, museums and airlines continue to thrive.

There are so many retail and leisure apprenticeships and the one thing that they all have in common is ensuring customers receive first-class service and experience.

Choose from a range of retail and leisure apprenticeships, including:

- Beauty and Spa Therapy
- Event Planning
- Floristry
- Hairdressing and Barbering

Qualities required:

- Good communication skills
- Confident and polite
- Presentable

COMPUTING AND PROFESSIONAL

Computing and professional apprenticeships cover a wide range of occupations in order to keep businesses running efficiently and profitably, with many opportunities to progress on to a degree level qualification.

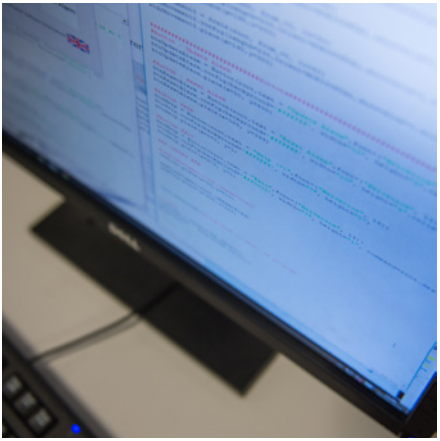
Professionals within this industry specialise in fields such as accounting, administration or IT solutions.

Choose from a range of computing and professional apprenticeships, including:

- Computing
- Business Administration
- AAT Accounting

Qualities required:

- Able to work to tight deadlines
- Good communication skills
- Good command of written English
- Good computer skills
- Good maths skills
- Good telephone manner
- Reliable and presentable
- Ability to manage several tasks at once



Matt

“My apprenticeship has enabled me to gain an extensive amount of skills and knowledge while working as part of an IT Team. With the support from College, I have also been able to achieve Microsoft Office Specialist qualifications, which will enhance my skill set and future career prospects.”

Classroom
Level 3 Diploma in IT

Career
ICT Technician Support Apprentice at St Helens College

Joined us from
De La Salle High School

Connecting **Classroom** to **Career**

Read Matt's story at
www.sthelens.ac.uk/Matt

LIFE SCIENCES

The UK life science industry is the largest in Europe and is at the forefront of clinical and medical innovation and scientific discoveries, which continue to improve the health and wellbeing of living things.

The Liverpool City Region has an active life sciences sector, employing over 6,000 people, and is home to one of the UK's leading biomedical centres for research and clinical activity.

Choose from a range of life sciences apprenticeships, including:

- Animal Management
- Laboratory Operations
- Science
- Sport, Exercise and Fitness

Qualities required:

- Good analytical and technical skills
- Strong maths skills
- Ability to work within a team and on your own initiative
- Methodical approach to your work
- Ability to organise your workload and meet deadlines

HEALTH AND PUBLIC SERVICES

Apprenticeships in the health and public services sectors are becoming a more popular way to enter the industry, with over 132,000 apprentices currently in training. There are also opportunities to undertake a higher apprenticeship.

Apprenticeships in these sectors cover a wide range of occupations from healthcare practitioners, dental nurses and social workers to teaching assistants, civil servants and armed forces personnel.

Choose from a range of health and public services apprenticeships, including:

- Allied Health
- Early Years and Education
- Dental Nursing
- Health and Social Care
- Public and Uniformed Services

Qualities required:

- Excellent communication skills
- Empathetic and patient
- Ability to work within a team and on your own initiative
- Ability to work calmly under pressure
- Strong organisational skills

EARN WHILE YOU LEARN WITH US

01

Achievement Rates

Our overall achievement rate for our apprenticeship provision is 73.8%, 4.9% above the national average.[†]

02

Largest Apprenticeship Provider

Strong collaborations with local, regional and national employers, make us one of the largest apprenticeship providers in the area.

03

Employer Partnerships

We work with over 600 employers across the Northwest, providing an extensive range of apprenticeship opportunities.

04

Excellent Progression

On completion of their apprenticeship, the majority of apprentices went on to gain employment or continue higher levels of study.

05

Dedicated Support

Each apprentice has their own dedicated assessor to monitor their progress and to provide support throughout their apprenticeship.

06

Industry Experts

St Helens College tutors are experts in their fields with specialist knowledge of industry.

[†]Department for Education National Achievement Tables 2015/2016

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.

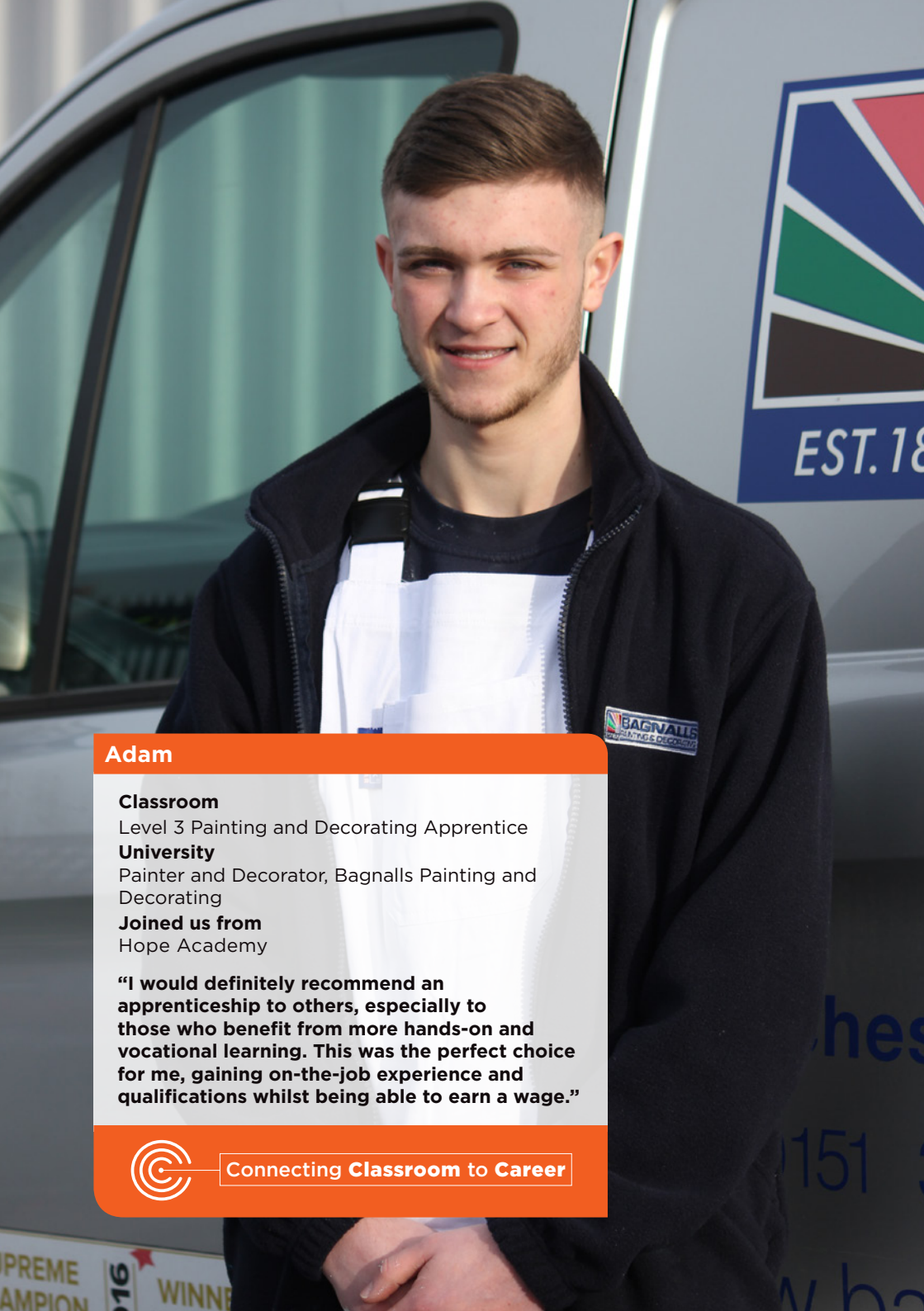
Achievements
This is your chance to show how your previous experience has given you the skills needed to make you a suitable candidate. This may be awards that you have received in school or college or could be linked to a programme such as NCS, Prince's Trust or Duke of Edinburgh Award.

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.



Adam

Classroom
Level 3 Painting and Decorating Apprentice
University
Painter and Decorator, Bagnalls Painting and Decorating
Joined us from
Hope Academy

"I would definitely recommend an apprenticeship to others, especially to those who benefit from more hands-on and vocational learning. This was the perfect choice for me, gaining on-the-job experience and qualifications whilst being able to earn a wage."

Connecting **Classroom** to **Career**

TOP TIPS

01

Be proactive. You don't need to wait until a vacancy is advertised to look for an apprenticeship. By calling or writing to a company you can sometimes find the hidden opportunities. Make sure you have a stand out CV to impress!

02

Search and apply for vacancies on **www.gov.uk/apply-apprenticeships** or via St Helens College Job Shop. Need advice on how to do this? We have some great tips that we'd love to share with you.

03

Colleges and employers will get in touch 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.

04

Although you may be waiting for your GCSE results, start applying for apprenticeships over the summer – don't wait until September. This will give you a head start on the process, and employers may offer you work experience, which could lead to an apprenticeship.

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

	Research the organisation and job role you have applied for
	Prepare at least 2 questions that show an interest in the job and organisation
	Plan your journey allowing plenty of time to arrive before the interview
	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?
	Prepare examples of when you have used skills relevant to the job
	Prepare your clothes the night before and make sure they are washed and ironed
	Print off any documentation you might need – CV or copies of certificates

APPEARANCE

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

BODY LANGUAGE

	Shake hands firmly
	Smile
	Sit when offered a seat and sit still with good posture
	Be attentive, nod or take notes
	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

If you are currently in Year 11, you will only be able to start an apprenticeship after Friday 29th June 2019, and must be aged 16. In the meantime, you should still complete an application form to study a full-time course at St Helens College in your chosen apprenticeship area. You can do this by visiting **www.sthelens.ac.uk**.

ROUTE ONE

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

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Visit St Helens College Job Shop: **www.sthelens.ac.uk/JobShop** to search for live apprenticeship vacancies. To apply for a role, you must register your details with the National Apprenticeship Service **www.gov.uk/apply-apprenticeship**.

↓

Once you have started applying, you will receive a phone call from us to find out more about you and to check you meet the criteria for the role you have applied for. This may involve a telephone interview, face-to-face interview and English and maths assessments.

↓

Once you've passed the criteria checks, you may be invited for an interview with the employer. This is your chance to sell yourself and tell them why you are the best person for the role.

The decision on who gets the apprenticeship is down to the employer, so it's important that you shine at interview stage.

↓

If you are successful and gain an apprenticeship with an employer, we will arrange the final details such as a start date and contract of employment.

Don't worry if you have been unsuccessful! Start the full-time course at College and make your tutor aware that you would like an apprenticeship. Keep applying and once you are successful, we can transfer you on to the apprenticeship pathway.

If you are not quite ready for an apprenticeship, a traineeship could be another option to consider as it will help you to develop the skills and experience needed to secure an apprenticeship.

ROUTE TWO

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

You will need to get in touch to let us know your employer's contact details and the details of the apprenticeship that you have secured.

You can do this by calling **01744 623225** or email **lhumphreys1@sthelens.ac.uk**

We will speak to your employer to sort out the final details such as a start date and contract of employment and then you'll be ready to start your apprenticeship!

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 on to university upon completion of a level 3 apprenticeship. All the qualifications you'll work towards are well recognised by universities and there are now degree level apprenticeships too.

MYTH **APPRENTICESHIPS ARE BADLY PAID.**

BUSTED Wrong. The great thing about an apprenticeship is that you earn a wage while also gaining your qualification. You'll earn a minimum of £105 per week.

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

BUSTED Wrong. Apprenticeships span several industries including professional positions such as digital marketing assistant, business administrator and IT technician specialist.

MYTH **THE EMPLOYER WON'T KEEP ME ON AFTER I COMPLETE MY APPRENTICESHIP.**

BUSTED Wrong. If you demonstrate that you are the right person for the job and perform well, then most employers will invest in your training and development to keep you in the company and to help you progress.

MYTH **I NEED EXPERIENCE TO GET AN APPRENTICESHIP.**

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

St Helens College • Connecting Classroom to Career •

This Apprenticeship booklet has been produced as a guide and was correct at time of going to print. St Helens College reserves the right to amend, remove and add apprenticeships in the future. We also reserve the right to amend course entry criteria. This booklet cannot be considered contractual and we accept no liability for inaccurate statements. Careers information was correct at time of going to print. Information from EMSI Career Coach and National Careers Service.

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