



2021



# APPRENTICESHIP

*ESSENTIAL*

A series of white diagonal lines forming a thick, horizontal bar with a dashed bottom edge, positioned below the word "ESSENTIAL".

# GUIDE



St Helens College







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

As an apprentice you are in paid employment, meaning you'll spend the majority of your time in the workplace gaining valuable on-the-job experience. 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 gain permanent employment and 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 in College gaining your work-related qualifications.

You will earn at least the National Minimum Wage for apprentices.

# APPRENTICESHIP CHOICES



Apprenticeships are now more varied than ever, which is why we offer a number of exciting new apprenticeships in fast growing industries, covering job roles such as Science Technician, Accounting and Human Resources.

If you have not yet found an employer, our dedicated apprenticeship team will support you in your search for an employer. If you already know of, or have found an employer, they will work with you and your employer to secure your apprenticeship.

## Find vacancies at:



[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)



St Helens College

[www.sthelens.ac.uk/JobShop](http://www.sthelens.ac.uk/JobShop)



[www.knowsleycollege.ac.uk/jobshop](http://www.knowsleycollege.ac.uk/jobshop)

# EARN WHILE YOU LEARN WITH US

## 01

### **Industry Choice**

Apprenticeships are available with all types of employers across lots of industry sectors.

## 02

### **Largest 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 hundreds of employers across the Northwest, providing an extensive range of apprenticeship vacancies.

## 04

### **Excellent Progression**

Apprenticeship progression routes can lead to full-time employment, university or further study.

## 05

### **Dedicated Support**

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

## 06

### **Industry Experts**

Our tutors are experts in their fields with specialist knowledge of industry.

# 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.



## Apprenticeships

### Our construction apprenticeships:

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

## Qualities Required

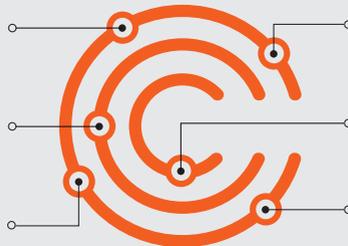
- Able to work as part of a team
- Able to follow both written and verbal instructions
- Comfortable with working at heights

## Connecting Classroom to Career

**Electrician**  
£14k - £30k+

**Construction Manager**  
£27k - £50k+

**Site Inspector**  
£20k - £40k+



**Plumber**  
£14k - £30k+

**Chartered Surveyor**  
£16k - £32k+

**Bricklayer**  
£14k - £30k+

# ENGINEERING

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



## Apprenticeships

### Our engineering apprenticeships:

- Electrical Engineering
- Fabrication and Welding
- Mechanical Engineering
- Engineering Design (CAD)
- Manufacturing Engineering
- Engineering Maintenance

## Qualities Required

- Good communication skills
- Able to work both independently or as a team
- Good understanding of technology
- Methodical and good at solving problems

## Connecting Classroom to Career

### Automation Engineer

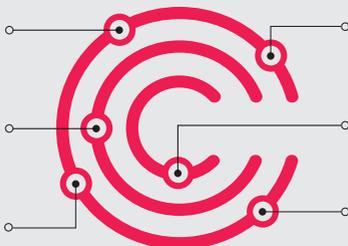
£18k - £45k+

### Fabricator Welder

£15k - £40k+

### CAD Technician

£15k - £35k+



### Product Designer

£20k - £40k+

### Electrical Engineer

£21k - £50k+

### Mechanical Engineer

£20k - £40k+

# MOTOR VEHICLE

With **over 32 million vehicles on the UK's roads**, the automotive industry plays 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.



## Apprenticeships

### Our motor vehicle apprenticeships:

- Vehicle Body Repair and Paint
- Vehicle Maintenance and Repair
- Heavy Vehicle Maintenance and Repair

## Qualities Required

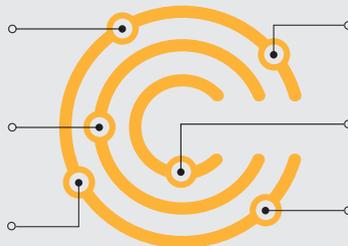
- Good technical skills
- Good customer service skills
- Able to work in a team and on your own
- Good maths and IT skills
- Enjoy working with your hands and using tools
- Good problem-solving skills

## Connecting Classroom to Career

**Fast Fit Technician**  
£15k - £35k+

**Dealership Manager**  
£30k - £40k+

**Vehicle Damage Assessor**  
£25k - £35k+



**Auto Electrician**  
£15k - £35k+

**MOT Tester**  
£22k - £27k+

**Hybrid and Electrical Vehicle Technician**  
£14k - £30k+



# 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 a first-class service and experience.



## Apprenticeships

### Our retail and leisure apprenticeships:

- Beauty Therapy
- Hairdressing and Barbering

## Qualities Required

- Good communication skills
- Confident and polite
- Presentable
- Strong attention to detail
- Creative
- Able to work independently or as part of a team

## Connecting Classroom to Career

### Beauty Therapist

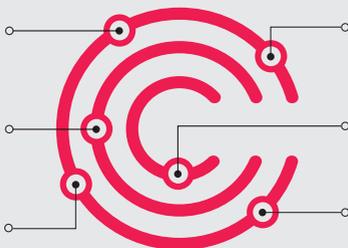
£13k - £25k+

### Image Consultant

£14k - £30k+

### Senior Stylist

£20k - £30k+



### Spa Therapist

£15k - £25k+

### Hairdresser

£14k - £25k+

### Barber

£14k - £25k+

\*Salary data collected from various sources, see inside back cover for details, July 2019

# COMPUTING AND PROFESSIONAL

There is an estimated 5.7 million private sector businesses in the UK, covering a wide range of occupations including accounting, administration and IT solutions.

Computing and professional apprenticeships are essential to keep businesses running efficiently and profitably.



## Apprenticeships

### Our computing and professional apprenticeships:

- Computing
- Business Administration
- Accounting
- Human Resources
- Management
- Customer Services

## Qualities Required

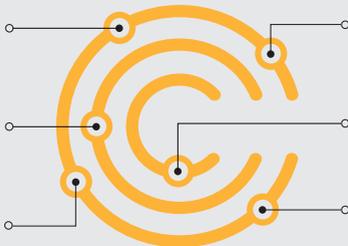
- Good communication skills
- Good computer and maths skills
- Good telephone manner
- Reliable and presentable
- Able to manage several tasks at once

## Connecting Classroom to Career

**Payroll Administrator**  
£15k - £28k+

**Human Resources Officer**  
£15k - £50k+

**IT Service Engineer**  
£12k - £30k+



**Digital Marketing Officer**  
£20k - £50k+

**Accounting Technician**  
£18k - £30k+

**Business Administrator**  
£11k - £24k+

# LIFE SCIENCE

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.



## Apprenticeships

### Our life sciences apprenticeships:

- Laboratory Operations
- Science

## Qualities Required

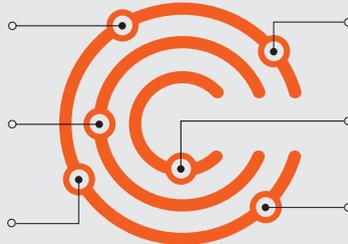
- Good analytical and technical skills
- Strong maths skills
- Able to work within a team and on your own initiative
- Methodical approach to your work
- Able to organise your workload and meet deadlines
- Good attention to detail and accuracy
- Strong organisational skills
- Excellent analytical skills

## Connecting Classroom to Career

**Science Maintenance Technician**  
£18k - £35k+

**Biological Science Technician**  
£15k - £25k+

**Toxicologist**  
£20k - £35k+



**Science Manufacturing Technician**  
£18k - £35k+

**Research Scientist**  
£22k - £43k+

**Laboratory Assistant**  
£15k - £22k+

# HEALTH CARE AND EARLY YEARS

Apprenticeships in the health and early years 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

### Our health care and early years apprenticeships:

- Early Years and Education
- Dental Nursing
- Health and Social Care

## Qualities Required

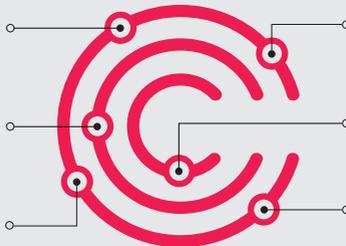
- Excellent communication skills
- Empathetic and patient
- Able to work within a team and on your own initiative
- Able to work calmly under pressure
- Strong organisational skills
- Good time management skills
- Excellent listening skills

## Connecting Classroom to Career

**Dental Nurse**  
£17k - £29k+

**Healthcare Support Worker**  
£15k - £20k+

**Social Worker**  
£24k - £40k+



**Early Years Educator**  
£18k - £30k+

**Teaching Assistant**  
£15k - £21k+

**Health Play Specialist**  
£20k - £28k+

A young man with short brown hair and a light beard, wearing a dark blue Bagnalls jacket over a white t-shirt, stands in front of a white van. The van has a logo with a stylized 'B' in blue, green, and red, and the text 'EST. 18'. Adam is smiling slightly and looking towards the camera. The background is slightly blurred, showing the side of the van and some text like 'UPREME CHAMPION' and 'WINNER' on a sign.

## INSPIRING PAINTING AND DECORATING APPRENTICE

### ADAM

**“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.”**

#### **Classroom**

Level 3 Painting and Decorating Apprenticeship

#### **Career**

Painter and Decorator at Bagnalls Painting and Decorating

#### **Joined us from**

Hope Academy

Read his full story at [www.sthelens.ac.uk/Adam](http://www.sthelens.ac.uk/Adam)

# 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, by tailoring your personal statement to the job role.

## ◉ 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.



## INSPIRING IT TECHNICIAN

### MATT

ICT Services

**“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 IT Apprenticeship

#### **Career**

ICT Technician Apprentice

#### **Joined us from**

De La Salle High School

Read his full story at [www.sthelens.ac.uk/Matt](http://www.sthelens.ac.uk/Matt)

# SEARCHING AND APPLYING FOR AN APPRENTICESHIP



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!



Search and apply for vacancies on [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) or via our Job Shop. Need advice on how to do this? We have some great tips that we'd love to share with you. Get in touch with our team!



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.



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.



Social media can be an effective way to find apprenticeships. Employers regularly use social media platforms like Facebook, Twitter and LinkedIn to advertise new job roles, so make sure that your profile is professional.



Brush up on your interview skills by practising mock interviews with your family and friends, or professionals that you know. Remember to ask for honest feedback.



**INSPIRING  
CIVIL SERVANT  
APPRENTICE**

**NATHAN**

**“My apprenticeship took me to Cincinnati, USA where I was able to gain impressive work experience developing software solutions. It also allowed me to learn from leading industry professionals and experience new challenges. I have since progressed on to a higher apprenticeship.”**

**Classroom**

Level 3 IT Software and Telecoms Apprenticeship

**Career**

Civil Servant Apprentice at Department for Work and Pensions

**Joined us from**

Great Sankey High School

Read his full story at [www.sthelens.ac.uk/Nathan](http://www.sthelens.ac.uk/Nathan)

# PARENT FAQ'S

## What is 20% off-the-job training?

It is a statutory requirement for an apprentice to spend 20% of their paid working hours 'off-the-job'. This time will be spent receiving training to gain the skills needed to complete their apprenticeship.

The 20% off-the-job training can be delivered flexibly, by either the College or employer, as part of each day, one day per week or as a block release. The employer and College will decide on the best model.

## How can I tell if it is a good apprenticeship?

A high wage doesn't always mean that an apprenticeship is good. Look out for a role that is varied, has staff benefits, extra training opportunities as well as progression opportunities. All of the above shows the employer is looking to invest in the apprentice to develop them personally and professionally.

## Financial support for apprentices?

Apprentices can benefit from various money saving schemes including:

- An NUS Apprentice Extra Card - the card costs £11 per year to set up but provides apprentices with massive discounts on high street and online retailers.
- A variety of travel discounts - apprentices aged 16-25 can apply for a railcard saving up to a third on train fares.
- A £1,000 bursary is available for care leavers aged 16-24, to help the transition into the workplace.

## How much do apprentices get paid?

The current national minimum wage for an apprentice is £4.15 (as of April 2019) but this can vary depending on age and length of time on the programme. Any apprentices aged 19+, must be paid at least the National Minimum Wage rate for their age, after their first 12 months in their apprenticeship.

## What apprenticeship levels are there?

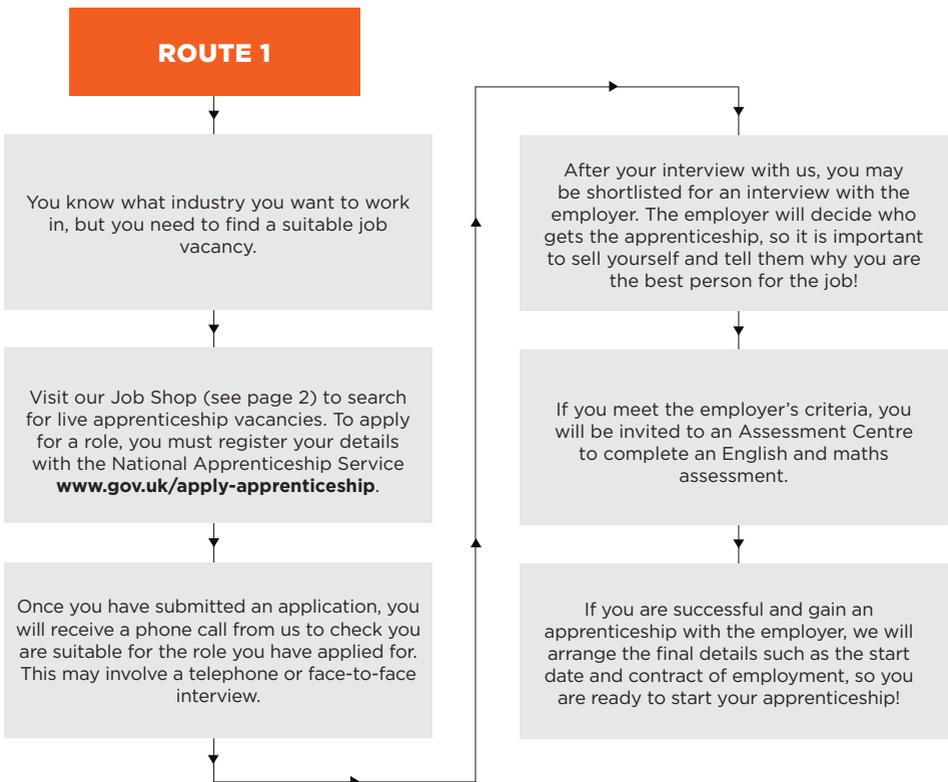
There are various levels of apprenticeships you can apply for, dependant on your current skills and qualifications. Apprenticeship qualifications are just as substantial as alternative study routes and can still get you to university, upon completion of a level 3 apprenticeship.

See the below table for an explanation of apprenticeship equivalent levels:

Name	Level	Equivalent Educational Level
Intermediate Apprenticeship	2	5 GCSEs (grades A-C or 9-4)
Advanced Apprenticeship	3	2 A Levels, 4 AS Levels, Level 3 Diploma/Certificate
Higher Apprenticeship	4, 5, 6 and 7	Foundation, Bachelor's or Master's Degree
Degree Apprenticeship	6 and 7	Bachelor's or Master's Degree

# APPLICATION PROCESS

If you are currently in Year 11, you will only be able to start an apprenticeship after **Friday 25th June 2021**, and **must be aged 16**. In the meantime, you should still complete an application form to study a full-time course with us in your chosen apprenticeship area, for example, construction, beauty or business. You can do this by visiting [www.sthelens.ac.uk](http://www.sthelens.ac.uk) or [www.knowsleycollege.ac.uk](http://www.knowsleycollege.ac.uk).



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.

## ROUTE 2

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 you have secured.

You can do this by calling 01744 623521 or email [appenquiry@sthelens.ac.uk](mailto:appenquiry@sthelens.ac.uk).

If you meet the criteria required for the apprenticeship you will be invited to an Assessment Centre to complete an English and maths assessment.

We will then speak to your employer to sort out the final details, such as the start date and contract of employment, so you are ready to start your apprenticeship!



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.



# TRAVELLING TO COLLEGE

## Getting to College is easier than ever!

Our apprentices have access to our dedicated, FREE bus service that covers key routes, including Maghull, Kirkby, Leigh, Ashton-in-Makerfield, Halewood, South Liverpool, Penketh and Warrington. The bus service operates every weekday, morning and evening during term-time.



For regularly updated information regarding timings and routes, visit [www.sthelens.ac.uk/freebus](http://www.sthelens.ac.uk/freebus) or [www.knowsleycollege.ac.uk/freebus](http://www.knowsleycollege.ac.uk/freebus)



### Merseytravel My Ticket

Apprentices aged 16-18 have access to discounted bus travel with Merseytravel. The Merseyside bus operator offers 'My Ticket', which is available for young people up to the age of 18, for just £2.20. This one day ticket can be used on all bus services in Merseyside and Halton.

### Merseytravel Apprentice Travelcard

For those aged 19-24, the apprentice travelcard is available with Merseytravel, which allows young people enrolled on an apprenticeship can get half price bus or train travel across Merseyside, when buying weekly and four-weekly Solo tickets, or weekly and monthly Railpass tickets.

# MONEY MATTERS

We want to make sure that you can make the most out of your college experience. So don't worry about the costs of coming to college. We have it covered.

**All of our students aged 16-18 are entitled to:**

## 01

### **No course fees**

Apprentices are not required to contribute towards the costs of the apprenticeship.

## 02

### **Free breakfast\***

No more rushing around in the morning – you'll get a free breakfast at College every day!

## 03

### **Free College bus**

Take advantage of our free, dedicated bus service, available across four main routes.

## 04

### **Discounted Travel**

Apprentices have access to a number of travel discounts across Merseyside.

## 05

### **Free Microsoft Office 365**

Usually worth over £100, you'll get the full Microsoft Office package for free!

## 06

### **Student discounts**

Don't miss out on the perks of being a student – you'll have access to exclusive offers and discounts from retailers.



## **ASPIRING AEROSPACE ENGINEER**

### **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 Mechanical Engineering Apprenticeship

**Career**

Mechanical Engineering Design Apprentice at CAL International

**Joined us from**

Sussex College Network (Sri Lanka)

Read his full story at [www.sthelens.ac.uk/Ash](http://www.sthelens.ac.uk/Ash)

# EMPLOYER PARTNERSHIPS

We work with hundreds of employers across the Northwest, providing an extensive range of apprenticeship vacancies.

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



# MYTH BUSTERS

## **MYTH I CAN JOIN COLLEGE TO DO AN APPRENTICESHIP WITHOUT AN EMPLOYER.**

**BUSTED** Wrong. Before you join us, you must have an employer before you are able to start an apprenticeship. If you don't already have one lined up, our recruitment team can help you with your search.

## **MYTH APPRENTICESHIPS ARE FOR THOSE WHO HAVE ACHIEVED 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 COMPLETE 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 £124.50 per week.

## **MYTH YOU CAN ONLY COMPLETE 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 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.

This Apprenticeship booklet has been produced as a guide and was correct at time of going to print. St Helens College and Knowsley Community 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.



# Apprenticeships



St Helens College

[www.sthelens.ac.uk](http://www.sthelens.ac.uk)

0800 99 66 99

[enquire@sthelens.ac.uk](mailto:enquire@sthelens.ac.uk)

    /sthelenscollege



[www.knowsleycollege.ac.uk](http://www.knowsleycollege.ac.uk)

0151 477 5850

[info@knowsleycollege.ac.uk](mailto:info@knowsleycollege.ac.uk)

   /knowsleycollege