



APPRENTICESHIPS

A GUIDE FOR STUDENTS AND PARENTS

www.kirkleescollege.ac.uk



#MAKEITHAPPEN



Kirklees College offers the widest range of Apprenticeships in Calderdale and Kirklees.

An Apprenticeship is the perfect way to gain a qualification while you work and a great way to learn the skills that you need to succeed in your chosen career.

At Kirklees College we offer a wide range of high quality Apprenticeships for young people offering fantastic job opportunities and if you do well, the potential of getting a debt free degree

through higher and degree level Apprenticeships.

We work closely with hundreds of employers to make sure the skills you are learning are exactly what they need.

In this booklet you can find out more about Apprenticeships and why all our employers and Apprentices say it "works for me!"

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DID YOU KNOW?

We train
approximately
2,000
apprentices over
30 occupational
areas.

Our apprentices are
employed at **over**
1,000 companies
throughout West
Yorkshire.

90%
of apprentices
stay on in
employment

9 out of 10
employers report
benefits from taking
on an apprentice



93%
of employers
would recommend
Kirklees College as
an apprenticeship
training provider.

77%
of apprentices
stay with the
same employer
on completion

WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a real job with training which allows you to earn while you learn, as an alternative to A-Level or degree level study.

Apprenticeships usually take between one and five years to complete and are available in 1,500 occupations nationally across 170 industries varying from construction to manufacturing through to IT and the creative and digital sectors.

Normally doing an Apprenticeship involves one day a week in college and the rest of the time you are in the workplace.

BENEFITS OF DOING AN APPRENTICESHIP

- Earning a salary
- Training in the skills employers want
- Excellent progression opportunities, whether looking to study further or climb the ranks within the workplace
- Increased future earning potential
- Learning at your own pace with the support of a mentor
- Paid holiday

APPRENTICESHIPS AND LEVELS

There are various levels of Apprenticeship you could apply for depending on your current skills and qualifications.

Apprenticeships have equivalent educational levels:

Intermediate	Level 2	5 GCSE passes grades 9-4 (formerly A*-C)
Advanced	Level 3	2 A level passes
Higher	Levels 4/5	HNC or Foundation Degree
Degree	Levels 6/7	Bachelor's or Master's Degree

Source: www.gov.uk



SALARIES

The minimum wage for apprentices is £3.90 per hour, but many employers pay more than this. It depends on the sector, region and Apprenticeship level e.g. some Higher Apprenticeships can pay as much as £300 – £500 per week.

NB. An Apprenticeship is classed as full time employment so parents do not get Child Benefit if their son/daughter is doing an Apprenticeship.

ENTRY REQUIREMENTS

Apprenticeships are available to anyone over the age of 16, living in England. There are different entry requirements depending on the sector and job.

SOME THINGS TO THINK ABOUT...

WHERE CAN I FIND APPRENTICESHIP VACANCIES?

- Kirklees College website - www.kirkleescollege.ac.uk/apprenticeships
- Government Apprenticeship website - www.findapprenticeship.service.gov.uk
- C&K Careers Recruitline - <https://ckcareersonline.org.uk/>
- Local Press Job Adverts
- Give your CV to local companies
- Speak to family and friends about opportunities they may know of

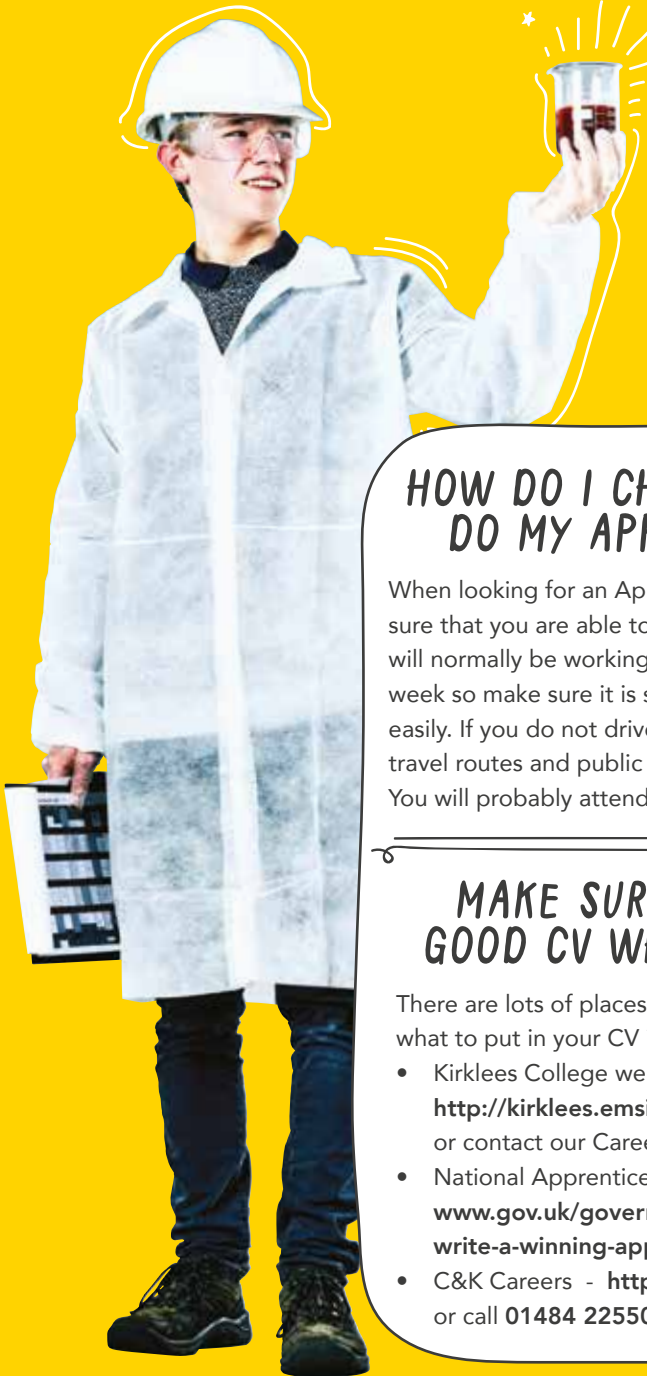


WHAT KIND OF COMPANIES OFFER VACANCIES?

A wide range of companies offer vacancies from small independent firms to large national or multi-national chains. It depends on the career and type of Apprenticeship you are looking for and whether you would prefer to work for a small or large company. Kirklees College has a wide range of vacancies across the West Yorkshire area, not just Kirklees.



#MAKEITHAPPEN



HOW DO I CHOOSE WHERE TO DO MY APPRENTICESHIP?

When looking for an Apprenticeship you should make sure that you are able to get to your place of work. You will normally be working there for at least 30 hours per week so make sure it is somewhere you can travel to easily. If you do not drive, make sure you check your travel routes and public transport links before you apply. You will probably attend college one day a week.

MAKE SURE YOU HAVE A GOOD CV WHEN YOU APPLY

There are lots of places you can get information about what to put in your CV including:

- Kirklees College website online Careers Coach - <http://kirklees.emsicareercoach.co.uk/> or contact our Careers Team on **01484 437000**
- National Apprenticeship website - www.gov.uk/government/publications/how-to-write-a-winning-apprenticeship-application
- C&K Careers - <http://ckcareersonline.org.uk> or call **01484 225500** and ask for the Info Line

APPRENTICESHIPS WE OFFER:

BUSINESS AND PROFESSIONAL DEVELOPMENT

- Accountancy
- Business and Administration
- Customer Service
- Human Resources Practitioner
- Marketing
- Management
- Recruitment Resourcer
- Team Leading/Supervising

CHILDHOOD STUDIES

- Children and Young People's Workforce (Early Years Educator)
- Supporting Teaching and Learning in Schools

COMPUTING AND ICT

- Digital Marketing (social media)
- Infrastructure Technician
- Software/Web/Telecoms

CREATIVE INDUSTRIES

- Creative Junior Content Producer

CONSTRUCTION

- Architecture Joinery
- Bricklaying
- Bench Joinery
- Electrical Installation
- Plastering
- Plumbing and Heating
- Property Maintenance Operative
- Site Joinery

ENGINEERING

- Machinist – Advanced Manufacturing Engineering
- Mechatronics Maintenance Technician
- Product Design and Development Technician
- Toolmaker and Tool and Die Maintenance Technician
- Fabrication and Welding

HAIR AND BEAUTY

- Barbering
- Hairdressing

HEALTH AND SOCIAL CARE

- Care Leadership and Management
- Adult Care Worker

HOSPITALITY AND CATERING

- Commis Chef
- Chef de Partie
- Hospitality Team Member/Supervisor

MOTOR VEHICLE

- Vehicle Refinishing (MET)
- Heavy Vehicle Maintenance
- Light Vehicle Standards

PROCESS MANUFACTURING

- Warehousing, Storage and Logistics
- Food and Drink Process Operations
- Food and Drink Maintenance Engineer
- Supply Chain Management

SCIENCE

- Laboratory Technician
- Science Manufacturing Technician
- Science Industry Maintenance Technician

**MORE APPRENTICESHIPS ARE
BEING DEVELOPED ALL THE TIME**

See www.kirkleescollege.ac.uk for the latest offer.

HOW TO APPLY FOR AN APPRENTICESHIP WITH KIRKLEES COLLEGE

Applying for an Apprenticeship can be confusing for some people, but don't worry because we're here to help. The two main ways are:

ONE

APPLY FOR AN APPRENTICESHIP IN A SUBJECT AREA THROUGH COLLEGE

If you know you want an Apprenticeship within a certain subject area (e.g. hair) then you can apply using the college application form or your local online application system. Our teams will help you to find a suitable employer.

You will come in for a college interview. If the team offer you a place on an Apprenticeship, we will pass your details on to companies who we think you are a good match for and they will then contact you to arrange a job interview with them.

TWO

APPLY FOR A SPECIFIC APPRENTICESHIP VACANCY

We advertise our vacancies on the college website and on the national website. If you see one that you are interested in, then you can apply for that direct to us. You come in for a college interview, and then if suitable you will go see the company for an interview.

If you apply direct to us for an Apprenticeship, then usually we will also give you an offer of a place on a full time course as back up. If you haven't found an employer by enrolment then you can join the full time course.

THREE

APPLY DIRECT TO A COMPANY

You will need a good CV to get an interview. Don't worry - you can email your CV to our Apprenticeship recruitment team and they will help you.

CASE STUDY

EasyFireplace

01484 644464 / www.easyfireplace.co.uk



EMPLOYER: CHRIS WORSLEY

is a former Kirklees College Alumni and the Managing Director of Easy Fireplace – a local fireplace firm that has been in operation for over 12 years. The business is based on strong foundations of customer service, quality brands and products.

“I believe in investing in my team and bringing through apprentices and young people adds a certain spice to your business that I really wouldn't be without. Give apprentices the freedom to express themselves and they can help drive your business forward in a new and fresh way, with ideas that you wouldn't have considered. I think any business that doesn't consider hiring an apprentice is definitely missing out. If you invest in them they will give back to you, and their potential is limitless!”

APPRENTICE: JOSEPH EDWARDS

is studying towards his Digital Marketing Apprenticeship with Easy Fireplace - a company that has been working with Kirklees College for over four years. Joseph and was keen to learn the skills required to progress in this career path whilst gaining on the job experience.

“I feel like I've really developed and grown since joining Easy Fireplace and it's helped me become more confident and really learn the workings of a business culture - something I would never have got from just studying a subject alone at college.

The on the job experience is invaluable, coupled with the theoretical side at college - it really is the best of both worlds and the best part is, I am getting paid and in creasing my job prospects at the same time.”



BEST APPRENTICE AWARDS

THE
COLS
2018

*Some of the Apprenticeship Award Winners from our
College Outstanding Learner Success Awards 2018*

ICT

Jordan Smith

21, Bradford
Works for Dixons City
Academy



Jordan has made an outstanding contribution to the IT department at the Dixons Academy Trust in a short space of time.

He has supported students, staff, and engaged with IT companies beyond the remit of his role.

Jordan has developed well in his role and shown outstanding levels of maturity and patience.

MOTOR VEHICLE

Shannon Hammond

22, Halifax
Works for a prestige
car manufacturer.



Shannon is progressing well on her apprenticeship and has high aspirations for her future with the company.

She is a hardworking and determined student who has fitted in fantastically onto the course and with her peers.

She would like to progress towards studying for her Senior and Master Technicians qualification, once she completes her apprenticeship.

ENGINEERING

Bret Hill

22, Kent
Works for Hovis



I always wanted to do an apprenticeship, and with my interest in the food and drink industry, this ticked all the boxes.

I love that I can learn so many things under one roof, and because of the variety, no two days are the same.

My proudest achievement of my apprenticeship so far is winning my COLS award.

HOSPITALITY AND CATERING

Rosie Skill

20, Huddersfield
Works for Cafe Venecia



When Rosie started with Kirklees College, she was a very shy and quiet young lady, but due to her determination to succeed, she has flourished.

Throughout her apprenticeship she has blossomed into a very capable, creative, determined learner. She has responded positively and pro-actively to all challenges given and is thriving.

Rosie has established, and continues to maintain, excellent working relationships with her colleagues and customers, and is developing an excellent understanding of the business she works in.

PARENT'S VIEW

JOANNE MALLINSON

Mum of Engineering Apprentice Isaac

How did you help your son decide on an Apprenticeship? What options did you look at?
When Isaac left school, he was unsure which path to take i.e. sixth form, university or an Apprenticeship. We looked at all the options available and as a family, agreed that the best route would be to learn a trade and at the same time further his education. The added benefit was he would receive a wage while learning; this also helped with learning the value of money.

How do you support your son with his Apprenticeship?

As parents, all we have needed to do is ensure we are as committed to his learning and offer our help and support when required.

Did you have any opinions about Apprenticeships before your son did one?

Due to Isaac's father's background, we knew that Apprenticeships were well structured and

would give him a good and solid grounding and education for the future and also enable him to contribute and add value to the company he is working for.

Has your opinion of Apprenticeships changed now?

Only backed up what we already knew.

What would you say to parents who might think Apprenticeships are not as good an option as university or other routes?

I would suggest to them to do their research as we did. The benefits of a Apprenticeship in our opinion outweigh university. They are a fantastic grounding for life in the real world and young people are paid while working and learning. Furthermore, once qualified, they also have experience in their field where as gaining a degree gives no experience on the job and no guaranteed employment at the end.



Would your business be interested in taking an apprentice?

Contact the employer team for more information:

employers@kirkleescollege.ac.uk
0800 781 3020



**KIRKLEES
COLLEGE**

EMPLOYERS



THE ROLE OF THE TRAINER/ASSESSOR



What does an Assessor do?

We are based in Kirklees College and help students through their Apprenticeships. We work closely with apprentices to help with the training side of things on their qualification and also work with employers to make sure that apprentices are on track in the workplace.

How and when is my Trainer/Assessor assigned?

Your trainer/assessor is assigned either when you enrol on your Apprenticeship or when you have an employer and the trainer/assessor comes out to site to do the necessary paperwork with you and your employer to sign you up on your Apprenticeship.

What will my Trainer/Assessor help me do?

Your trainer/assessor will monitor and review you in the workplace. They will also assess you in the workplace doing work on your Apprenticeship. They will make sure that your Apprenticeship runs smoothly both at college and at work.

How will my Trainer/Assessor keep in touch with my employer?

Via email, text, phone call, letter and progress reviews with employer and Apprentice every 8-10 weeks.

What do Apprentices do in college?

In construction, for example, 50 per cent of the apprentices time is practical in our fully equipped workshops and realistic site pods learning trade skills, which varies in difficulty based on the level of the Apprenticeship. The other 50 per cent is theory in classroom working towards the diploma units with end online exams. Apprentices also use the college library facilities to work on their work based evidence for their portfolio. Apprentices also do maths and English if required and there is a mentor on hand to help anyone who needs it.

Why would you recommend Apprenticeships?

Yes we recommend doing an Apprenticeship as you get paid to learn and in most cases the workplace learning is one to one. You gain a qualification for life that has great career prospects and travel opportunities.



Image: Construction students with Trainer/Assessor Rob Tulk (right)



APPRENTICESHIPS

V

UNIVERSITY



What's the difference?

With an Apprenticeship you are working, earning and learning on the job from the very start. With a degree you study full time in a chosen subject with some work experience.

If I do an Apprenticeship can I still study to degree level?

If you do an Apprenticeship you could still study at degree level. Many apprentices move on to higher education with the help and support of their employer or you may choose to leave your job and go to university or college.

Are Apprenticeships the 'easy' option?

Apprenticeships are not a back up option for students who "didn't get the grades to go to university". Many companies are looking to recruit high achieving school leavers who want to go straight into work. Sometimes there can be a lot of competition for places. Employers are wanting focused and motivated young people.

Which route is quicker?

For some subject areas it could take less time to do an Apprenticeship than to do a degree and then the industry qualification. You would also be working in the role all that time, building up your skills base rather than just learning the theory.



Are Apprenticeships cheaper?

Graduates are expected to leave university with around £40,000* debt or more. With an Apprenticeship the training is free and you are getting paid for the job at the same time. Cost is probably one of the main reasons to choose an Apprenticeship.

Will I earn more money if I go to university?

If you opt for university you'll have to wait until after graduation to start earning a full-time wage. As an apprentice you'll earn while you learn and receive at least the national minimum wage for apprentices. Recent research by The

Sutton Trust found that apprentices who study for a Level 5 Higher Apprenticeship will earn almost £52,000 more than graduates in their lifetime.

How can I decide which is best for me?

Investigate each option and research as much as possible. Don't feel pressurised into choosing a specific path because of peer pressure or family influence. Take your time to research your choices and talk to people who have done an Apprenticeship and those that have completed degrees. Visit training providers and attend events and open days – see page 16 for some local events coming up. ➡

*Source: Which?

APPRENTICESHIP EVENTS

COMING SOON



5
FEBRUARY

5 FEBRUARY 2020

South Kirklees Apprenticeship Event
John Smith's Stadium, Huddersfield, 5.30pm-8pm

12
FEBRUARY

12 FEBRUARY 2020

North Kirklees Apprenticeship Event
Batley Town Hall, 5.30pm-8pm

5
MARCH

5 MARCH 2020

Calderdale Apprenticeship Event
The Shay Stadium, 5.30pm-8pm

OPEN DAYS

HUDDERSFIELD CENTRES

SATURDAY 25 JANUARY 2020

10.30am - 12.30pm (last entry 12pm)

TUESDAY 24 MARCH 2020

5.30pm - 7.30pm (last entry 7pm)

WEDNESDAY 1 JULY 2020

4pm - 6pm (last entry 5.30pm)

DEWSBURY CENTRES

TUESDAY 21 JANUARY 2020

5.30pm - 7.30pm (last entry 7pm)

SATURDAY 21 MARCH 2020

10.30am - 12.30pm (last entry 12pm)

SATURDAY 27 JUNE 2020

10.30am - 12.30pm (last entry 12pm)

MORE DETAILS ONLINE

Keep an eye on our website for Apprenticeship matching days where we will be inviting companies to talk to potential apprentices.

info@kirkleescollege.ac.uk • 01484 437070

 @kirkleescollege  facebook.com/kirkleescollege

