

# **GUIDE TO APPRENTICESHIPS**

**2023/24**



**IT  
STARTS  
WITH  
YOU**

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

**KIRKLEES COLLEGE IS ONE OF THE LEADING APPRENTICESHIP PROVIDERS IN THE UK.**

**EACH YEAR WE TRAIN OVER 1,000 APPRENTICES IN 30 OCCUPATIONAL AREAS.**

**OUR APPRENTICES ARE EMPLOYED AT OVER 1,000 COMPANIES THROUGHOUT WEST YORKSHIRE.**



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# APPRENTICESHIPS AT KIRKLEES COLLEGE

An apprenticeship is an ideal way to gain a qualification whilst working to learn the skills needed for your chosen career. Both now and in the future, apprenticeships will provide the next generation of workforce and many business benefits.

Kirklees College offers the widest range of apprenticeships in Calderdale and Kirklees and train over 1,000 apprentices each year. The college also works closely with hundreds of employers to make sure the skills you learn are suited to the employer's needs.

With opportunities in sectors from construction and engineering to hair and beauty and hospitality and catering, this handy guide will give you all the information you need to help you decide whether an apprenticeship is the right choice for you.

## WHAT IS AN APPRENTICESHIP?

An apprenticeship is a real job that combines practical training with study. You will work alongside experienced staff, gain job specific skills and earn a wage. Apprenticeships can take from one to five years depending on what you choose and are open to anyone living in England over the age of 16.

## WHY CHOOSE THE APPRENTICESHIP ROUTE?

- Learn while you earn
- Provides you with a solid grounding in your chosen career
- Gain experience in a real working environment
- Trained by industry professionals in the skills that employers demand
- Paid holiday
- Marked salary increase when you receive your qualification

# APPRENTICESHIPS AND LEVELS

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

Apprenticeships have equivalent educational levels:

Intermediate	Level 2	5 GCSE passes grades 9-4
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

## SALARIES

There are different rates of pay for apprentices depending on your age and what year of your apprenticeship you're in. The current Apprenticeship Minimum Wage is **£5.28 per hour from April 2023**. Some employers pay more so please check the details of any vacancy you apply for. All apprentices are paid by the employers for time spent at both work and college.

## ENTRY REQUIREMENTS

There are different entry requirements depending on the apprenticeship you want to apply for. Visit our website <https://www.kirkleescollege.ac.uk/apprenticeships/> and look at the featured vacancies to check what qualifications you require.



# HOW TO GET STARTED

## WHERE CAN I FIND APPRENTICESHIP VACANCIES?

- Kirklees College website - [www.kirkleescollege.ac.uk/apprenticeships](http://www.kirkleescollege.ac.uk/apprenticeships)
- Government apprenticeship website - [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)
- C&K Careers Recruitline - <https://ckcareersonline.org.uk>
- Local press job adverts
- Send your CV to local companies
- Speak to family and friends about opportunities they may know of

## SOME EMPLOYERS WE WORK WITH

**MYERS**  
Group

**NHS**



**FOX'S**  
Lovingly Baked since 1853



SINCE 1886  
**HOVIS**

University of  
**HUDDERSFIELD**  
Inspiring tomorrow's professionals



# HOW DO I CHOOSE MY APPRENTICESHIP?

When looking for an apprenticeship, you should make sure that you are able to get to your place of work, as apprenticeships usually require 20% off the job training. If you do not drive, make sure you check public transport links. Choose an apprenticeship you are already interested in and speak to our Careers team if you need any advice. The apprenticeship programme you choose will determine how often you come to college, which can range from one day per week up to a 30-week block period.

# SUPPORT WITH YOUR CV

Make sure you have a good CV when you apply.

Places you can get information about how to create or improve your CV include:

- Contact our Apprenticeship Recruitment team by emailing – [apprenticeships@kirkleescollege.ac.uk](mailto:apprenticeships@kirkleescollege.ac.uk)
- Kirklees College website online Careers Coach – <http://kirklees.emsicareercoach.co.uk/>
- National Careers Service – <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>
- C&K Careers – visit <https://ck.mydirections.co.uk/vacancies>



# APPRENTICESHIPS WE OFFER:

## Art and Design

- Content Creator

## Business and Enterprise

- Accountancy
- Business Administration
- Customer Service Practitioner
- Customer Service Specialist
- Human Resources Practitioner
- Team Leader/ Supervisor
- Operations & Departmental Manager
- Recruitment Resourcer

## Childhood Studies

- Early Years Practitioner
- Early Years Educator

## Computing and ICT

- Information Communications Technician
- Digital Marketer
- Cyber Security Technologist
- Software Developer

## Construction

- Bricklaying
- Plastering
- Architectural Joinery
- Site Joinery
- Electrical Installation
- Plumbing

## Engineering

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

## Hair and Beauty

- Beauty Therapy
- Hair Professional (Barbering)
- Hair Professional (Hairdressing)
- Advanced and Creative Hairdressing

## Health and Social Care

- Leader in Adult Care\*

## Hospitality and Catering

- Commis Chef
- Hospitality Team Member
- Chef de Partie

## Motor Vehicle

- Autocare Technician
- Light Vehicle Service and Maintenance Technician
- Heavy Vehicle Service and Maintenance Technician

## Process Manufacturing

- Food and Drink Engineering Maintenance
- Supply Chain and Warehouse Operative
- Supply Chain Practitioner
- Engineering Operative

## Science

- Laboratory Technician
- Science Industry Maintenance Technician

## Teacher Education

- Teaching Assistant\*
- Learning and Skills Teacher\*

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

See [www.kirkleescollege.ac.uk](http://www.kirkleescollege.ac.uk) for the latest offer.

\*18+ only



# HOW TO APPLY FOR AN APPRENTICESHIP WITH KIRKLEES COLLEGE

The main ways to apply for an apprenticeship are:

1

## APPLY FOR AN APPRENTICESHIP THROUGH COLLEGE

If you know the employment area you want to complete an apprenticeship in (e.g. plumbing) then you can apply direct using our online application, or using Get Into if you attend a Kirklees school.

The college will then invite you for an interview to discuss the apprenticeship and help you find a suitable role. When you are matched with an employer, you are then invited to an interview with the company.

2

## APPLYING FOR A SPECIFIC APPRENTICESHIP VACANCY THROUGH COLLEGE

Look on our website for the latest vacancies: [www.kirkleescollege.ac.uk/apprenticeships](http://www.kirkleescollege.ac.uk/apprenticeships)

If you find one you are interested in, you can apply for that job by following the link on the website.

You will come to college for an interview and if successful you will have an interview with the company.

When you apply for an apprenticeship with us, where possible you will have the offer of a place on a full-time course as a backup. If you do not find an employer before enrolment, you can start on the full-time course.

3

## APPLYING IN OTHER WAYS

You can look and apply for vacancies through the local press, at the National Apprenticeship Service website [www.findapprenticeship.service.gov.uk/](http://www.findapprenticeship.service.gov.uk/) apprenticeship or send your CV directly to local companies.

# STUDENT CASE STUDIES

## ETHAN

### LEVEL 2 CUSTOMER SERVICE APPRENTICESHIP, ACCU

"An apprenticeship was the best option for me because I was able to learn both at college and in a workplace, whilst gaining work experience and being paid!

Everyone at the college and Accu have helped me throughout the course and have always been there to answer any questions or to provide support. Now that I have finished my apprenticeship, I have been offered a permanent position at Accu. I can't wait to continue my professional journey with them."



## HEATHER

### LEVEL 3 HAIR AND BEAUTY APPRENTICESHIP, HEADS & TALES SALON, GOMERSAL

"I chose an apprenticeship as I wanted to get more hands-on experience. I am also earning money at the same time as learning the skills I need to be a hairdresser.

I have had the best support from my employer and from college. They have both supported me by breaking things down to help me with what I found trickiest both in the salon and at college. Both are now helping me through my Level 3 as I want to excel in my apprenticeship and get high marks, passing the exam to the best of my ability."



**KATIE**

**LEVEL 2 CUSTOMER SERVICE APPRENTICESHIP,  
CLUB INSURE, ROMERO INSURANCE GROUP**

"I began my apprenticeship because I wanted a career change but didn't want to go back into full-time education. I also really liked the idea of learning whilst I was earning money. Before I finished my apprenticeship, I received a promotion from Apprenticeship Administrator to an Account Handler. I have really enjoyed my apprenticeship and I am looking forward to furthering my career."



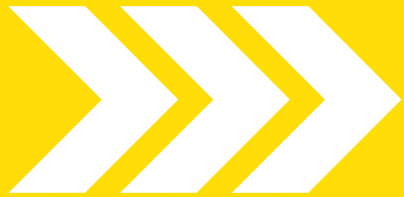
**MATTHEW**

**LEVEL 3 LABORATORY TECHNICIAN  
APPRENTICESHIP, KIRKLEES COLLEGE**

"My apprenticeship allows me to earn money whilst also getting hands on experience in my lab tech role! Due to the nature of my job, no two days are the same which is something I really enjoy. The college have been really supportive of my development and have funded several courses to help me develop professionally! I couldn't recommend an apprenticeship enough."



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# EMPLOYER CASE STUDIES

**CATHERINE LAWSON,  
ACCOUNTING AND EXCHEQUER  
MANAGER FOR WEST YORKSHIRE  
POLICE**



"Our apprentices benefit from the chance to work in a professional organisation. The Force has forged a good working relationship with Kirklees College and all apprentices are progressing well and have fitted into their Teams. Taking on keen ambitious apprentices brings fresh ideas and skills that the organisation needs to progress and enhances the service we provide to our public."

**RACHAEL BROWN,  
PARTS SALES MANAGER,  
ALATAS UK LIMITED**



"We took on an apprentice to invest in local youth and have enjoyed being fundamental in the development of a young person. Our apprentice has fresh ideas, and the fact that they were starting from scratch meant they easily adapted to our company guidance and procedures."

## Would your business be interested in taking an apprentice?

Contact the Business Development  
team for more information:

employers@kirkleescollege.ac.uk  
0800 781 3020



# THE ROLE OF THE ASSESSOR

## WHAT DOES AN ASSESSOR DO?

The role of an Assessor is to support you with your personal and professional development. They work closely with you to help you settle into the workplace and liaise with your employer to monitor your progress and identify areas for improvement.

## WHAT WILL MY ASSESSOR HELP ME DO?

Your Assessor will monitor and review you in the workplace. They will also work to support you if you need any further support in your personal or work life. They act as a go-between for the college and employer to make sure your apprenticeship runs smoothly.

## HOW WILL MY ASSESSOR KEEP IN TOUCH WITH MY EMPLOYER?

Your Assessor will use email, text, phone calls, face to face meetings and complete progress reviews with you and your employer every 8-10 weeks.

## WHAT DO APPRENTICES DO IN COLLEGE?

On your apprenticeship, your time will be split between practical and theory-based learning. In the practical sessions, you will learn the relevant skills that you will need in the workplace. Theory work is completed in the classroom to help you build a solid working knowledge of your sector that will enable you to complete your end-point assessment. You will also complete English and maths qualifications if necessary.



For more information visit  
[www.kirkleescollege.ac.uk](http://www.kirkleescollege.ac.uk)

# APPRENTICESHIPS v UNIVERSITY



## WHAT'S THE DIFFERENCE?

Both methods of study are valued by employers. Apprenticeships are valued for their practical and real-life work experience opportunities that will be available to you from the start. At university, you will study your chosen subject full-time with some work experience opportunities depending on your course.

## IF I DO AN APPRENTICESHIP CAN I STILL STUDY TO DEGREE LEVEL?

Yes, you can study for a degree apprenticeship and many apprentices progress to higher education with the support of their employer.

## ARE APPRENTICESHIPS THE 'EASY' OPTION?

By no means are apprenticeships the easier way out. Apprenticeships can be highly competitive and employers are looking for motivated young people who will be prepared to work hard. Many employers are looking to recruit high achieving school leavers who want to go straight into the workplace.

## WHICH ROUTE IS QUICKER?

Depending on what you choose to study, an apprenticeship could take less time to complete than a degree level course. Working in the industry, you will be developing your knowledge and practical skills whilst on the job rather than just learning the theory elements.



## **ARE APPRENTICESHIPS CHEAPER?**

Apprenticeships are the best option in terms of finances as the government and your employer will fund your training. On an apprenticeship you will learn while you earn, whereas studying for a degree could cost £9,000 per year in tuition fees.

## **WILL I EARN MORE MONEY IF I GO TO UNIVERSITY?**

Going to university will mean that you will have to wait until after you have graduated to start earning a full-time wage. As an apprentice, you will receive National Minimum Wage for an apprentice whilst training, with some employers offering more.

## **HOW CAN I DECIDE WHICH IS BEST FOR ME?**

More organisations than ever are offering apprenticeships as employers recognise their value as a viable alternative to a degree. It's a difficult choice to make and one option isn't necessarily better than the other. Consider what qualifications you already have, what your interests are, your finances and career goals. Do some research, attend open days and ask questions to find out what is right for you.

# APPRENTICESHIP EVENTS

## Want to learn more about apprenticeships?

We are hosting Open Days throughout the year where you can visit our centres, talk to our tutors and find out more about what we have to offer at Kirklees College.

**Please check the college website for the latest updates.**

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

01484 437070

[apprenticeships@kirkleescollege.ac.uk](mailto:apprenticeships@kirkleescollege.ac.uk)



## OPEN DAYS

### ALL HUDDERSFIELD CENTRES

**SATURDAY 18 MARCH 2023**

10.30AM - 1.00PM (LAST ENTRY 12.30PM)

**WEDNESDAY 28 JUNE 2023**

5.00PM - 7.00PM (LAST ENTRY 6.30PM)

### ALL DEWSBURY CENTRES

**WEDNESDAY 29 MARCH 2023**

5.30PM - 7.30PM (LAST ENTRY 7.00PM)

**TUESDAY 27 JUNE 2023**

5.00PM - 7.00PM (LAST ENTRY 6.30PM)

For future dates and more information please see our website

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