

2024/25

GUIDE TO **APPRENTICESHIPS**

At one of the leading apprenticeship providers in the UK






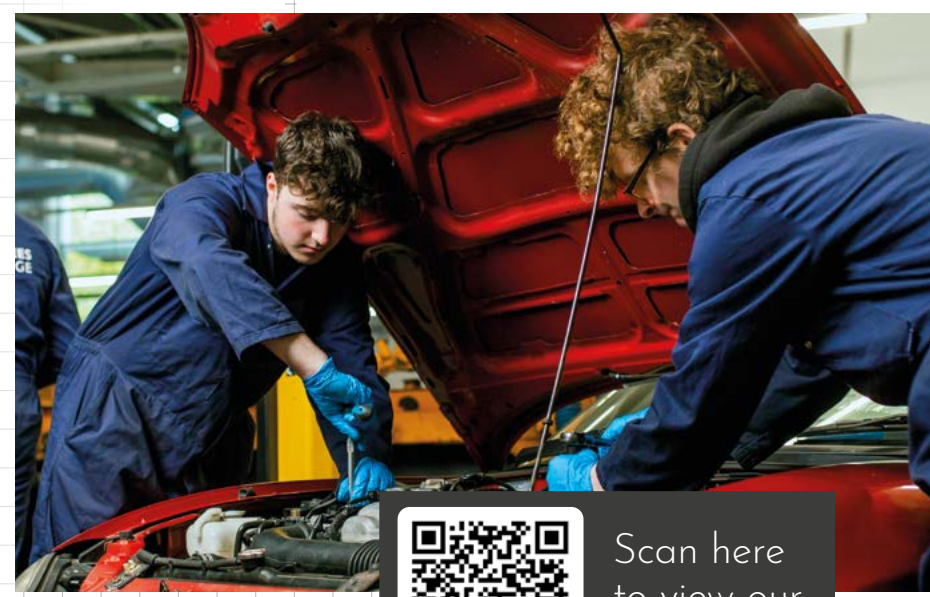
Kirklees College is one of the leading apprenticeship providers in the UK

Each year we train over 1000 apprentices in 30 occupational areas

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

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Scan here to view our vacancies

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 between 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 are in. The current Apprenticeship Minimum Wage is **£6.40 per hour from April 2024**. 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 www.kirkleescollege.ac.uk/apprenticeships/ and look at the featured vacancies to check what qualifications you require.



SOME EMPLOYERS WE WORK WITH



HOW TO GET STARTED

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://ck.mydirections.co.uk>
- Local press job adverts
- Send your CV to local companies
- Speak to family and friends about opportunities they may know of

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 a minimum of 6 hours 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
- 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>

APPRENTICESHIPS WE OFFER:

Business and Professional

- Accountancy
- Business Administration
- Customer Service Practitioner
- Human Resources Practitioner
- Team Leader/Supervisor
- Operations & Departmental Manager
- Business Analyst
- Corporate Responsibility and Sustainability

Digital Development

- Information Communications Technician
- Multi Channel Marketer
- Cyber Security Technician
- Cyber Security Technologist
- Content Creator

Construction

- Bricklaying
- Plastering
- Architectural Joinery
- Site Carpentry
- Electrical Installation
- Plumbing
- Furniture Manufacturer

Education and Early Years

- Early Years Practitioner
- Early Years Educator

Engineering

- Machining Technician
- Mechatronics Maintenance Technician
- Technical Support Technician
- Engineering Fitter
- Metal Fabricator

Hair and Beauty

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

Health and Social Care

- Lead Adult Care Worker*
- Adult Care Worker*

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
- Food and Drink Process Operative
- Engineering Operative
- Supply Chain Practitioner

Science

- Laboratory Technician

Sport

- Personal Trainer

Teaching Education

- Teaching Assistant*
- Learning and Skills Teacher*

MORE APPRENTICESHIPS ARE BEING DEVELOPED ALL THE TIME

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

*18+ only

HOW TO APPLY FOR AN APPRENTICESHIP WITH KIRKLEES COLLEGE

You can't start an apprenticeship with Kirklees College until you have secured a job with an employer. It is your responsibility to find an employer so make sure you are being proactive.

Our Training & Recruitment Coordinators are on hand to support you in finding vacancies and applying for jobs. They will review your CV and support your interview preparation contact them on apprenticeships@kirkleescollege.ac.uk

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.

The college will invite you in for an interview to discuss the apprenticeship. Once you have received a conditional offer the Training & Recruitment Coordinators will put you forward for vacancies. Should you be shortlisted by the employer, you will then be invited to attend an interview at the company.

2 APPLYING FOR A SPECIFIC APPRENTICESHIP VACANCY THROUGH COLLEGE

Look on our website for the latest vacancies: 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 you are shortlisted you will also 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/ apprenticeship or send your CV directly to local companies.

Once you have secured your job, the team will help enrol you on your apprenticeship using our e-SignUp process.

You will still need to pass your GCSEs to start your apprenticeship even if you have secured an employer.

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

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.

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.

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.

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.

ARE APPRENTICESHIPS THE 'EASY' OPTION?

By no means are apprenticeships the easy option. 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.

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.

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.



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.

info@kirkleescollege.ac.uk

01484 437070

apprenticeships@kirkleescollege.ac.uk



Scan this QR code
to find out more:

