

# The Sheffield College

A Guide to Apprenticeships  
with The Sheffield College





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# Welcome from the Principal

There are many different routes to employment and career success. Apprenticeships offer a fantastic pathway to fulfil your career ambitions.



As an Apprentice you'll be paid a wage and earn as you learn, gaining a technical qualification at the same time as completing your training with an employer - which will help you continue on your career journey.

At The Sheffield College we work with more than 850 employers across a wide range of sectors, supporting more than 2,000 Apprentices aged over 16. If you're looking for a change from classroom-based studies and prefer learning in the workplace, then an Apprenticeship might be a good choice for you.

As an Apprentice, you'll usually spend one day a week in college and the rest of the week in the workplace developing your skills, knowledge and industry contacts that can lead to a permanent job or, in some cases, a Higher Level Apprenticeship.

Today's Apprenticeships are available in professions such as business, education, information technology, creative industries, digital technology and law, as well as traditional sectors such as brickwork, construction, plumbing and gas fitting. As a large employer, the college also recruits and trains Apprentices within the organisation.

You can start an Apprenticeship at an intermediate, advanced or even a higher level and work your way up through the levels. So, in some cases, you'll be able to progress to university if you want to study to degree level.

Our Apprentices tell us they are keen to get into the world of work and love the fact that they are getting industry skills and experience as well as a wage. There's never been a better time to start an Apprenticeship. Choose The Sheffield College and a career, not just a course. We look forward to welcoming you!



**Angela Foulkes**  
Principal and Chief Executive Officer  
The Sheffield College



# Why choose an Apprenticeship?

The amount of people now doing an Apprenticeship stands at record levels, with around 900,000 positions currently being funded throughout the UK. Simply put, there have never been more Apprentices across the country and in Sheffield, helping to drive the economy forwards whilst gaining skills, experience and earning a wage. Who can blame them with the impact they are having and the benefits they bring? For example, did you know...

## 120

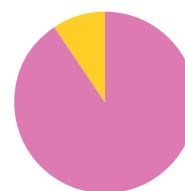
### live vacancies

The Sheffield College usually has around 120 live vacancies at any one time, with 25 to 30 new vacancies added each month across more than 15 different sectors.

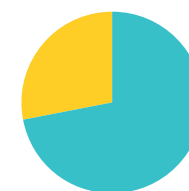
Over **90%** of Apprentices currently progress into work or further training.



89% of Apprentices are satisfied with their Apprenticeship; 97% of Apprentices said their ability to do the job had improved and 92% of Apprentices said their career prospects had improved.



89% satisfied overall



72% very satisfied overall

Nearly 9 out of 10 (89%) Apprentices were satisfied with their Apprenticeship overall. Nearly three quarters (72%) were very satisfied.

**71%** of Apprentices stay with the same employer after completing their initial qualification.

## £77,000 – £117,000

On average, individuals who have completed an Advanced Apprenticeship earn between £77,000 and £117,000 more over their lifetime than similar individuals with Level 2 qualifications.

Higher Apprentices could earn **£150,000** more on average over their lifetime compared to those with other Level 3 vocational qualifications.

More than 2,600 employers were involved in the design of the new Apprenticeship standards. This means that they are now more geared to equip the Apprentice with the exact skills needed to make it in their chosen industry.



# What to expect

**Applying for one of our Apprenticeship vacancies is just like applying for a job. You'll attend an interview to tell an employer why you're the best fit for their business and, if successful, you'll also be earning a real wage.**

As an Apprentice you will be employed by a company working within a specific role. You'll be getting paid to be there and to complete your qualification, so you'll be expected to show a positive and determined attitude and keep regular working hours.

## **What does an Apprenticeship involve?**

You will be employed as part of a company, typically working five days a week. With some Apprenticeships this can involve coming into one of our college campuses for the day, or you may do all of your learning with your employer.

## **An Apprenticeship includes the following:**

- A knowledge based element (what you've learnt during your role)
- A competence based element (how you put what you've learnt into use on a day-to-day basis)
- Skills (English, Maths and ICT to help you along in the workplace)
- Your rights and responsibilities as an employee
- Personal Learning and Thinking Skills (this includes things that will be useful in any job, like team work, time management and creative thinking)



**"We decided to employ an Apprentice as we knew as a company we needed to look to the future and invest in young people to develop as a business. We have an ageing workforce so it's great to give young people the opportunity to train with us and hopefully create a career for life. We work together with The Sheffield College to support our Apprentice to learn the job and to complete his qualification."**

*Neil Beresford,  
Professional Response*

# What support will I receive?

**One of the best parts about being an Apprentice is the guidance and support you receive during your role, helping you to be the best you can be and opening up new opportunities. The support you receive will include the following:**

## **Assessor**

Each Apprentice has their own dedicated assessor. Your assessor will visit you in the workplace to support you with your qualification by helping you with any questions or issues you may be having.

## **Wage**

An Apprenticeship is a real job with a real salary. You will be earning money from the very first day you start.

## **Your employer**

All of our employers are experts in their industry with years of experience meaning you really do learn from the best. They'll help you through your qualification, encouraging you to start what will hopefully be a career for life.





# Apprenticeship levels – explained

**We currently offer nearly 100 different Apprenticeships in a range of different subject areas with employers of all shapes and sizes.**

The right one for you will depend on your interests, skill level and where you would like to be in the future. This section of the guide will give you an overview of the Apprenticeships that we offer, including an idea of what you'll learn during one and what levels we offer them at.

## Remember:

If you don't think you are quite ready for a full Apprenticeship, don't worry. We have just the thing for you – our Apprentice Advantage programme. This is a great way to kick start your career. It will give you the experience employers are looking for, as well as the skills and confidence to progress into a paid Apprenticeship, into work or onto further education.

Remember you can always contact one of our team on 0114 260 2600 for this information in more detail or for an informal chat about Apprenticeships.

**There are four levels of Apprenticeship available for those aged 16 and over:**

### Intermediate Apprenticeships (Level 2)

These provide the skills you need for your chosen career and allow entry to an Advanced Apprenticeship. They are equivalent to 5 GCSEs A\* to C.

### Advanced Apprenticeships (Level 3)

To start this Apprenticeship you should ideally have 5 GCSEs (grade C or above) or have completed a Level 2 Intermediate Apprenticeship. They are equivalent to two A Level passes.

### Higher Apprenticeships (Level 4/5)

These Apprenticeships work towards qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Higher National Certificate or Diploma. They are equivalent to a Foundation Degree.

### Degree Apprenticeships (Level 6/7)

These programmes are developed by employers, universities and professional bodies working in partnership. They offer students the opportunity to achieve a full bachelor's or master's degree as part of their Apprenticeship.



# What we offer

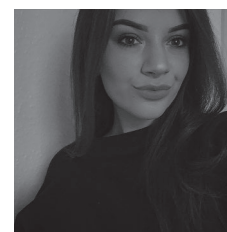
**If you thought you can only do an Apprenticeship in a select number of industries, you'd be wrong. At The Sheffield College we offer Apprenticeships in 15 different sectors, giving you the opportunity to improve your skills, earn a wage whilst you're at it and gain a load of experience in the sector you want a career in!**

Within each of those sectors you also have frameworks and standards (there's nearly 100 in total). The framework/standard is similar to the job title you will get – it'll certainly be linked if not the same – but it's also the qualification that you will be working towards during your job. When looking for an Apprenticeship, you'll be looking at the job title first so make sure you also check what qualification you'll be getting.

## Here's a list of all the sectors you can choose your Apprenticeship with us in:

- Animal Care
- Applied Science
- Business & Professional
- Construction
- Creative Media
- Education
- Engineering
- Floristry and Horticulture
- Hairdressing and Barbering
- Health and Social Care
- Hospitality and Catering
- IT & Digital Technology
- Leadership and Management
- Motor Vehicle
- Sport and Leisure

We also enlisted the help of employers across Sheffield to help design the Apprenticeships that we offer so that you are getting the exact training that you need to be a success in your industry.



**Jordanna Rix**  
AAT Apprentice

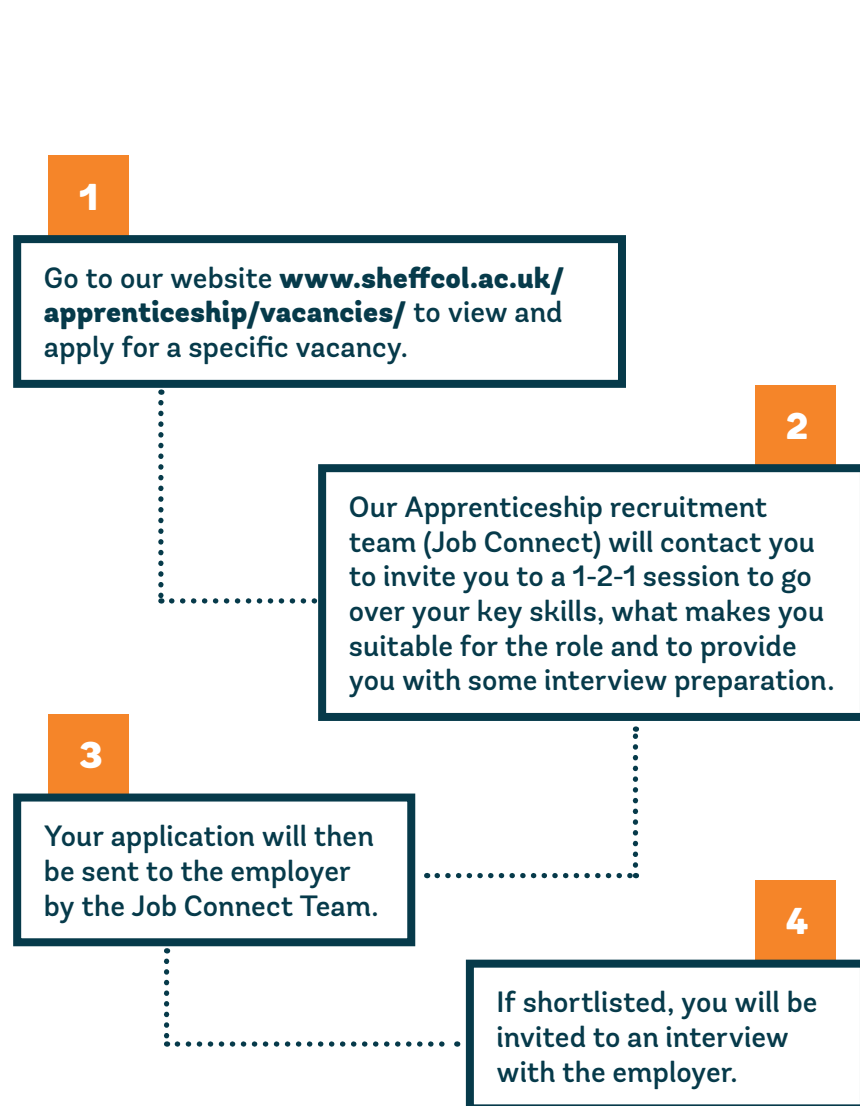
"I chose to do an Apprenticeship because I knew it would open up a lot of doors for me. I had actually secured a place at university but decided that I'd rather work, earn a wage and learn at the same time. I realised that an Apprenticeship was a better way to gain the knowledge I needed as I could apply the learning in a real life setting."

I would recommend Apprenticeships to other people because it definitely gives you better opportunities in the long run. I feel like it gets you started on the career ladder but helps you to gain more knowledge of that career path at the same time. Once I have finished the Level 2 AAT Apprenticeship, I hope to move onto Level 3 and 4 and then become a chartered accountant."



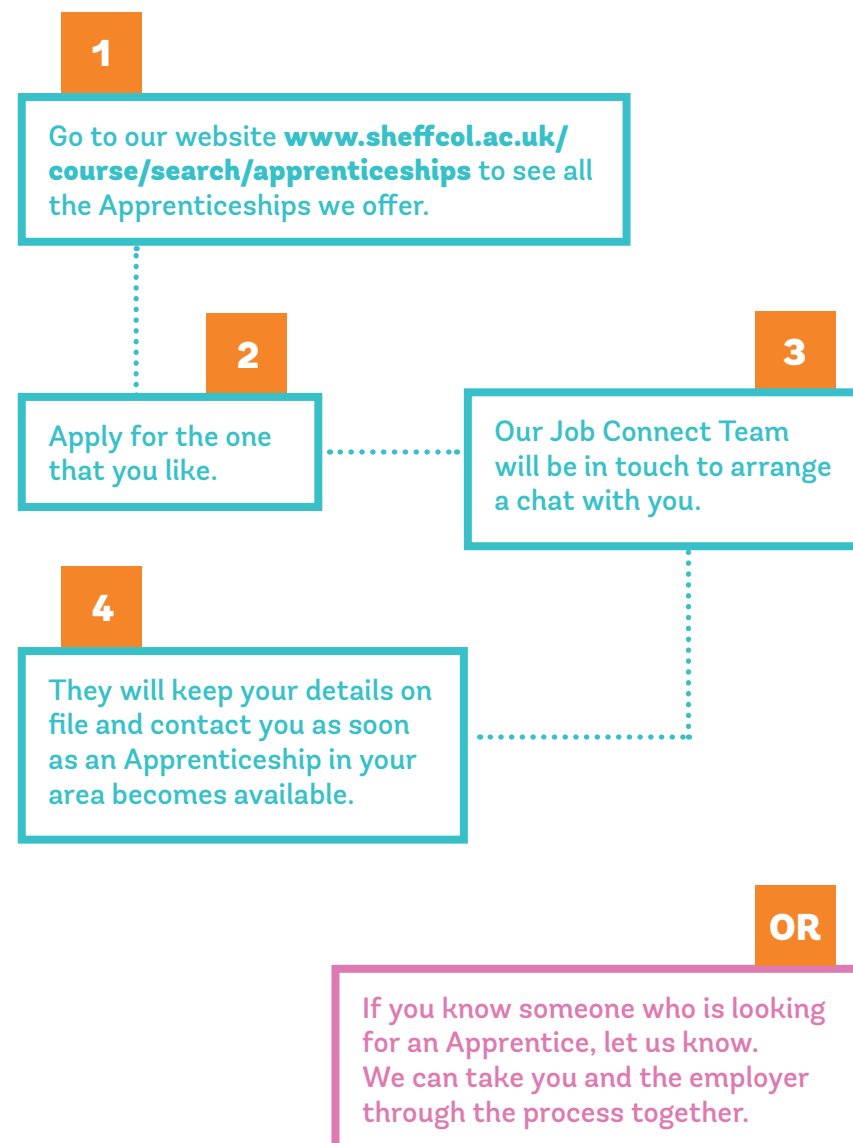
# How to apply

## Route 1 – Apply for a specific vacancy



## Route 2 – If we currently have no live vacancies in your chosen area

Don't worry if you can't see a vacancy you'd like to apply for, we are constantly updating our vacancies and we get new ones every day! You can still apply using the following method:





**"Job Connect is The Sheffield College's Apprentice recruitment team. We can help you to find an Apprenticeship, apply for one (including support with your application) and help you with interview preparation so that when you go for your interview with an employer you'll feel ready and confident. We have new vacancies every single day, so get in touch to speak to one of our team."**

*Natalie Abel, Job Connect Team Leader*



**Eleanor Kay Justice**  
Former Business  
Administration  
Apprentice

**"Following the support The Sheffield College gave me to find my Apprenticeship at Addaction, I have gained many skills which are helping me progress into future roles, alongside gaining vital experience. The experience of working full-time has been especially useful for me and is a crucial part of gaining a qualification and further employment, especially within the criminal justice system."**

**The support I received from my tutors encouraged me through my course and they were on hand to answer any questions if I needed."**

**After finishing my Apprenticeship, I applied for a job with Addaction which I was successful in getting. I couldn't have wished for a better end to my Apprenticeship or any more support from the service and The Sheffield College."**





# The next step

**At The Sheffield College we know that it can be daunting when thinking about what to do next; whether that's staying on at school, an Apprenticeship or a full-time job. That's why our team of experts are here to help you through the whole process...**

1

## Do your research

It's important that you think seriously about which Apprenticeship you'd like to do. You'll be spending Monday to Friday every week in your role, so it helps when it's something you enjoy and are passionate about.

2

Have a look into the different types of Apprenticeships on offer and then talk to one of our team.

3

## Be prepared

Make sure you have an up-to-date Curriculum Vitae (CV) ready – your parents or a teacher at school should be able to point you in the right direction for this. A CV will help you to complete your application more easily and prepare you for employer questions.

4

## Vacancies

Our team will show you how to search for and find vacancies, taking into account your personal situation (how far away you live from the role), what the entry requirements are, etc.

5

## Applying

All Apprenticeship vacancies have to be advertised and applied for on the Apprenticeship vacancy system. We can show you how to get started, including creating your account and making applications.

6

## Preparing for interviews

Don't worry, this isn't as scary as it sounds. As you're applying for a real post within a company, employers understandably want to meet the candidates to pick the best person for the role. There's no need to be nervous as our team will help you to prepare for your interview, including helping you with practice questions, giving you tips and hosting mock interviews.

7

## Feedback

Remember that opportunities for Apprenticeships can be competitive so if you're not successful on your first attempt, it's not the end of the world. Our team can provide feedback on your interview, help you to build on this and improve so you're ready for the next one.

# Contact us

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**To view and apply for our latest  
Apprenticeship vacancies please  
go to:**

**[www.sheffcol.ac.uk/  
apprenticeship/vacancies/](http://www.sheffcol.ac.uk/apprenticeship/vacancies/)**

For more information or to speak to one of  
our expert team, please contact us on:

**0114 260 2842  
[jobconnect@sheffcol.ac.uk](mailto:jobconnect@sheffcol.ac.uk)**




## **The Sheffield College**

**+44 114 260 2600**

**info@sheffcol.ac.uk**

**www.sheffcol.ac.uk**

All information is correct at time of print.  
Data and statistics taken from EMSI software.  
If you need this guide in any other format,  
please get in touch.

The page features two large, abstract geometric shapes. On the left, there is an orange shape with a wavy, irregular top edge. On the right, there is a yellow shape that is a parallelogram, tilted diagonally from the bottom left towards the top right.