

**The
Sheffield
College**

Apprenticeships

**A Guide to Apprenticeships
with The Sheffield College**

Contents

Welcome from the Chief Executive and Principal	4
Why choose an Apprenticeship?	6
What to expect	10
What support will I receive?	12
Apprenticeship levels – explained	14
What we offer	16
How to apply	18
Filling out a successful application	20
How to find an employer for your chosen Apprenticeship	22
Case studies	24
The process	26
What can I do after?	30
Contact us	31





Welcome from the Chief Executive and Principal

Apprenticeships are a great way for you to gain a head start on employment and achieve qualifications in an industry that you want to break into.



Apprentices are employed and paid a wage. You will earn as you learn, gaining a technical qualification at the same time as working for and training with an employer.

The Sheffield College works with more than 850 employers across a wide range of sectors supporting more than 2,500 Apprentices aged over 16.

If you're looking for a change from classroom-based studies, and think that you would prefer learning in the workplace, then an Apprenticeship might be a good choice for you.

Today's Apprenticeships are available in a wide range of industries and professions such as accounting, business, construction, digital technology, education, engineering, information technology, law and the creative industries.

As an Apprentice, depending on the programme, you'll usually spend one day a week in college and the rest of the week in the workplace developing skills, knowledge and industry contacts.

Successful completion of your Apprenticeship can lead to a permanent job or a higher level qualification, including university level qualifications.

If you are keen to get into the world of work, we can help you go further with an Apprenticeship. We look forward to welcoming you!



Angela Foulkes
Chief Executive
and Principal

GO FURTHER



Why choose an Apprenticeship?

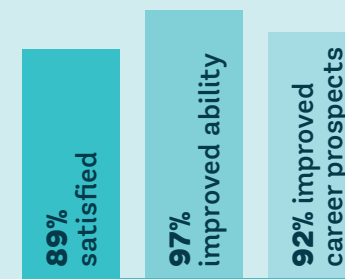
The amount of people doing an Apprenticeship stands at record levels, with around 900,000 positions currently being funded throughout the UK. Simply put, there have never been more Apprentices across the country and in Sheffield helping to drive the economy forwards whilst gaining skills, experience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

For example, did you know...

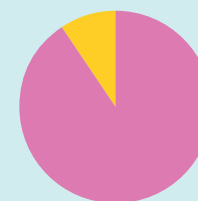
120
live vacancies

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.

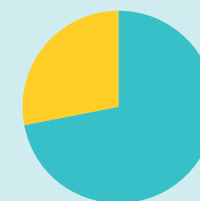
Over
90%
of Apprentices
currently
progress into
work or further
training.



89% of Apprentices in the UK 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

Around 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.

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



£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 other Level 2 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 Apprentices with the exact skills needed to make it in their chosen industry.

96%

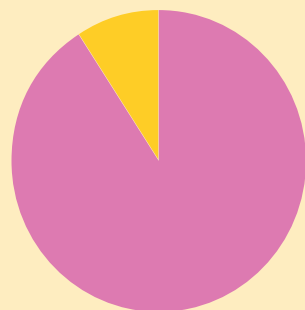
of our Apprentices say that they received sufficient support from their lecturer and assessor.

98%

of our Apprentices recommend The Sheffield College when doing an Apprenticeship.

91%

of our Apprentices feel confident to take the next step after they have finished their Apprenticeship.



Go further with an Apprenticeship

"I chose to do an Apprenticeship as it's a good way to get on to the career ladder. I chose Business Administration as it can take you anywhere within different industries. I started on Level 2 and have now progressed on to Level 3."

"I believe an Apprenticeship is a great way of learning whilst gaining experience and knowledge in the workplace. Personally, doing an Apprenticeship has developed my confidence. My favourite part of my job is working with my team as they are all so supportive and push me to better myself."

"So far, choosing to do an Apprenticeship has been the best choice I have made - providing me with the knowledge and skills needed to take my career further, whilst constantly learning and earning money. I have completed both Levels 2 and 3, and I am now doing my Level 4."



What to expect

Applying for one of our Apprenticeship vacancies is just like applying for a job. After completing our online application form for your chosen vacancy, we will invite you to a pre-screen session to make sure you're suitable for the role. We then send your application to the employer who will shortlist candidates for an interview.

If you are successful in gaining an Apprenticeship you will be employed by a company working within a specific role. You'll be paid as an employee as you complete your qualification and train in the workplace, 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 one of those days, 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 competency 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 teamwork, time management and creative thinking)



Neil Beresford Professional Response

"We decided to employ an Apprentice as we knew that 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."

What support will I receive?

One of the best parts about being an Apprentice is the guidance and support you receive during your employment, 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.

As an Apprentice you will be entitled to the same rights as other employees including:

- Written contract of employment
- Paid holidays
- Sick pay
- Workplace induction

You will also be granted a release from work to attend training/sufficient time to study.





Apprenticeship levels – explained

We currently offer around 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.



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

Intermediate Apprenticeships (Level 2)

Intermediate Apprenticeships provide you with the skills you need for your chosen career and allow entry on to an Advanced Apprenticeship. They are equivalent to 5 GCSEs at grade A*/9 to C/4. Typical entry requirements are 4 GCSEs of minimum grade D/3, including English Language and Maths.

Advanced Apprenticeships (Level 3)

To start this Apprenticeship you should ideally have 4 GCSEs at grade C/4 or above, including English Language and Maths, or have completed a Level 2 Intermediate Apprenticeship. They are equivalent to 2 A Level passes.

Higher Apprenticeships (Level 4/5)

Higher 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 at the equivalent level 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.

Please note that a number of Apprenticeships require qualifications and grades other than those stated as each employer sets their own entry requirements. Please see the vacancies page on our website for the most up to date information.

www.sheffcol.ac.uk/apprenticeship/vacancies



What we offer

As the reputation, benefits and value of Apprenticeships has improved amongst employers, the number of industries that you can do one in has also increased. At The Sheffield College we offer Apprenticeships in 16 different sectors, giving you the opportunity to improve your skills, earn a wage and gain experience in the area 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 Apprenticeship. 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 in with us:

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

We have enlisted the help of employers across South Yorkshire 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.



Job Connect Recruitment Service

Job Connect is The Sheffield College's Apprentice recruitment service. They can help you to find an Apprenticeship, apply for one (including support with your application) and help you with interview preparation so that you feel confident and ready when you meet the employer. There are new vacancies every single day so get in touch today to speak to one of the team.

How to apply

Route 1 – Apply for a specific vacancy

As an Apprenticeship is a real, paid job, you will need an employer to work for. This means that to start an Apprenticeship you will need to secure a vacancy. Here's how:

1

Go to our website www.sheffcol.ac.uk/apprenticeship/vacancies to view and apply for a specific vacancy.

2

Our Apprenticeship recruitment service (Job Connect) will invite you to a pre-screen session to go over your key skills, what makes you suitable for the role and to provide you with some interview preparation.

3

Your application will then be sent to the employer by Job Connect.

4

If shortlisted, you will be invited to an interview with the employer.

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

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

1

Go to our website www.sheffcol.ac.uk/course/search/apprenticeships to see all the Apprenticeships we offer.

2

Apply for the area that you like.

3

Job Connect will be in touch to arrange a chat with you.

4

They will keep your details on file and contact you as soon as an Apprenticeship vacancy in your area becomes available.

Or...

If you know someone who is looking for an Apprentice, let us know. We can take you and the employer through the process together.

Filling out a successful application

Apprenticeship vacancies are competitive. It is very likely that you won't be the only person who is applying for a vacancy; in fact it's likely that you will be up against a number of other people who all want the same job you're applying for. To be successful you need to stand out to the employer as the best person for the job.

Here are some top tips to consider when completing our 10 step application form for your chosen vacancy:

- Complete all of the information boxes on the application form. Refer to the guidance at Step 1 if needed.
- Tailor your application to the vacancy by taking into consideration the person specification, working week and the training provided.
- Check you meet the eligibility criteria before applying.
- Provide good supporting information reflecting the job description. Tell us about your duties and responsibilities of previous roles and work experience (including voluntary work). Also include skills and knowledge which are appropriate for the vacancy you're applying for.
- Check that you can travel to the location of the workplace before you apply.

Personal details

Make sure that your personal information is correct so that we can contact you regarding the vacancy.

Qualifications

Please include all the qualifications that you have achieved (with dates) and all predicted grades if currently at school studying for GCSEs.

Work experience

Employers love work experience. Tell us about previous job roles and work experience with employers, starting with the most recent first. Any work experience (including part-time jobs) will show commitment, drive and enthusiasm to an employer. With each role include the company, location, dates of employment, your responsibilities and main achievements during that role.

Personal statement

This is your time to sell yourself. Tell us why this Apprenticeship interests you and what made you apply for your chosen vacancy. If this is your chosen career path, this is the perfect time to tell us and the employer by mentioning your long-term career goals and key strengths. Include your transferable skills and personal attributes which support your application. This will allow the employer to see you as an individual and gives you the opportunity to distinguish yourself from other candidates.

Employer questions

These answers are included in your application which goes to the employer. Please ensure that these questions are answered to the best of your ability and really showcase why you would be the best candidate for the job role you are applying for.

How to find an employer for your chosen Apprenticeship

To start an Apprenticeship you need to successfully apply for one of our vacancies. However, if there are no vacancies in the area you're looking for or you want to find your own employer, you can do the following to increase your chances of finding employment:

Gain work experience

Work experience is top of everyone's list of desirables. Employers are placing huge importance on it and want to see it on everyone's application. Before applying for an Apprenticeship we recommend gaining experience in the industry that you're interested in and asking the employer if they would consider hiring an Apprentice once it finishes.



Make contact with local employers

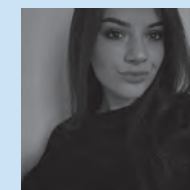
If you haven't yet decided what Apprenticeship you want to do and are just enquiring, you know a business looking for an Apprentice, or you just want to get your foot in the door, get in touch with a local employer. Give them a ring, call in or send them an email. It will help if you have a CV to give them as well. Leave them your contact details, Job Connect's contact details and pass the employer's details on to Job Connect. There's no harm in asking!

Hand out CVs

It's the most traditional method of them all but it does still work. Once you have completed your CV and you've made the decision as to what sort of Apprenticeship you would like to do, call in to businesses that operate in that industry and introduce yourself. Ask them if they would be interested in taking on an Apprentice, and make sure you leave your CV behind with your contact details and Job Connect's. Job Connect will follow up on any interest to help you secure the role.

Inform Job Connect

If an employer informs you that they would like to take you on as an Apprentice, congratulations! In this instance you will need to take their contact details and send them on to Job Connect (jobconnect@sheffcol.ac.uk). Job Connect will then arrange for a vacancy to be created for that employer which you will then be able to fill.



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."



Eleanor Kay
Justice
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 Apprenticeship 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 process

Apprenticeships are a fantastic career path.

Here's how our team of recruitment experts will help you through the process...

1

Do your research

It's important that you think seriously about which Apprenticeship you'd like to do. You'll probably 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 Apprenticeship on offer and then talk to one of our Job Connect team.

3

Vacancies

Job Connect will show you how to search for and find vacancies, taking into account your personal situation e.g. how far away you live from the place of work, what the entry requirements are etc.

4

Be prepared

To apply for a vacancy you will need to complete our application form. Make sure that you have key information from your CV to hand so that you can input it into the application. Things like your qualifications, work experience and a personal statement. We have more information about this on page 20.

5

Applying

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

Always check the start date. Apprenticeships, unlike study programmes, don't have to start in September, meaning that you can start as soon as you finish school in July – just make sure you're available.

Start dates are rolling throughout the year so there will always be something new coming up.

6

Preparing for interviews

Don't worry, this isn't as scary as it sounds. As you're applying for a real position within a company, employers understandably want to meet the candidates to choose the best person for the role. There's no need to be nervous as Job Connect 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. Job Connect can provide feedback on your interview and help you to build on this so you're ready for the next one.



Laura Andrew

Journalism Apprentice at Johnston Press

"I used to think that Apprenticeships were for people who could not get into university, but that is simply not true. I am learning industry skills including court reporting, news writing and video editing, as well as law and shorthand. I enjoy the fact that no day is the same and that I am building a portfolio.

It's a tough industry to break in to but my Apprenticeship is helping me to understand the opportunities and make contacts. For anyone who has preconceived ideas about Apprenticeships, I would ask them to rethink. Apprenticeships can really help you succeed in a career you want. Not to mention that they don't come with the debt that university does."



Louise Wild

Health and Social Care Apprentice at Addaction

"My ambition is to get a job in the criminal justice system. I wanted to get into the workplace straight away so an Apprenticeship seemed like the right choice for me. Going to university just didn't appeal to me.

I feel a real sense of achievement from my work. I've developed self-confidence, as well as teamwork and communication skills, and feel able to handle challenging situations."



What can I do after?

When you finish your Apprenticeship you've got a couple of options to go further.

- With the introduction of Higher and Degree Level Apprenticeships, you can now continue your Apprenticeship study to the same level as people studying at university.
- Alternatively you can go to university to study for a degree after completion of an Advanced Level Apprenticeship.
- For those of you hoping to stay in employment after your Apprenticeship, 71% of Apprentices stay with the same employer.



If an Apprenticeship sounds like it might be for you and you would like to apply, or you would just like to find out some more information, please visit www.sheffcol.ac.uk/apprenticeships, email jobconnect@sheffcol.ac.uk or give us a ring on **0114 260 2842**.

Contact us

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



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All information is correct at time of print.

If you need this guide in any other format, please get in touch.

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