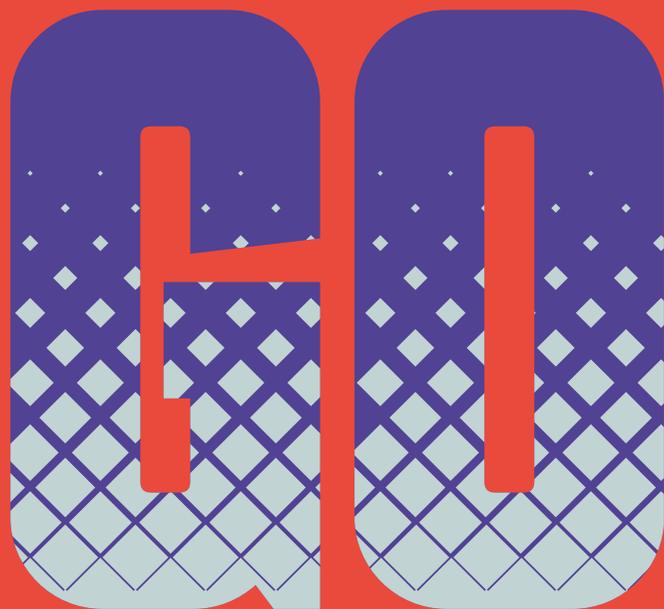


**The
Sheffield
College**



**FURTHER
WITH AN APPRENTICESHIP**

**A Guide to
Apprenticeships**

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WELCOME

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

As an Apprentice you will earn as you learn; working for an employer, earning a wage and training for a technical qualification all at the same time.

The Sheffield College works with approximately 850 employers across a wide range of Apprenticeship programmes, supporting more than 2,800 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, including 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 your skills, knowledge and industry contacts.

Successful completion of your Apprenticeship can lead to a permanent job or higher level qualification (including university level ones) which could also boost your long-term earning power.

On average, students who achieve a Level 3 qualification will earn £6,888 a year more than someone with no formal qualifications in the Sheffield City Region.

This equates to approximately £261,000 in higher earnings over a working lifetime, according to our EMSI Economic Impact Study 2019.

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



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 helping to drive the economy forwards whilst gaining skills, experience and earning a wage.

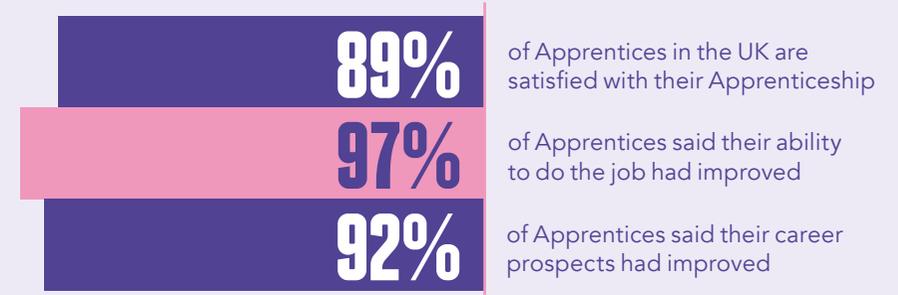
Did you know...?



100 LIVE VACANCIES

The Sheffield College usually has around 100 live vacancies at any one time, with 25 to 30 new vacancies added each month across more than 15 different sectors.

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



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



£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.

£9.2 MILLION

In 2017/18, our former Apprentices who are now employed in Sheffield City Region contributed £9.2 million to the region in added income.

£1 → £6.20

For every £1 Apprentices forgo in wages during their Apprenticeship, they receive £6.20 in higher future wages.



Lucy Crookes,
HR Support Apprentice

"I would definitely recommend Apprenticeships to others. My advice would be to take every opportunity that gets thrown at you and volunteer where possible. The more experience you can get, the easier it is to develop."



Omar Suleman,
Mechanical Engineering
Apprentice

"After I finish my Apprenticeship I'd like to carry on my studies with a HNC and HND, before finishing at university to become fully qualified."

GO FURTHER
WITH AN APPRENTICESHIP



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 appointment 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 in a specific role. You'll complete your qualification and training in the workplace as a paid employee so you'll be expected to show a positive and determined attitude, and keep regular working hours.

What does an Apprenticeship involve?

As a full-time employee of a company, you will typically work five days a week. With some Apprenticeships this can involve coming into one of our college campuses on one of those days for training. Alternatively, 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)



Mark Rose,
Training Officer, CTL Seal

“THE ROLES THE APPRENTICES PLAY AT CTL SEAL ARE CRITICAL, FROM THE SHOP FLOOR TO PROJECT MANAGERS. APPRENTICES REALLY BRING AN ENERGY TO THE PLACE.”



WHAT SUPPORT WILL I RECEIVE?

One of the best things about being an Apprentice is the guidance and support you receive during your employment, helping you to maximise your potential.

The support you receive will include:

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.

Your employer and colleagues

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.

Most employers assign one of your new colleagues to be a mentor to help you settle in.

Wage

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

Employee benefits

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 and ensure you have 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 Apprenticeship for you will depend on your interests, skill level and where you would like to progress to in the future. This section of the guide will give you an overview of the Apprenticeships that we provide and the levels we offer them at.

There are four levels of Apprenticeship available:

Intermediate Apprenticeships

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 9 to 4. Typical entry requirements are 4 GCSEs of minimum grade 3, including English Language and Maths.

Advanced Apprenticeships

To start this Apprenticeship you should ideally have 4 GCSEs at grade 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

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

These programmes are developed by employers, universities and professional bodies working in partnership. They offer students the opportunity to achieve a full Bachelor's Degree 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



Bradley Hulbert,
Fabricator Welder Apprentice

"I chose to do an Apprenticeship because a full-time course didn't suit me. I would recommend an Apprenticeship to anyone as I think you get a lot more hands-on experience."



Samuel Whelan,
Performing Manufacturing
Operations Apprentice

"My favourite thing about being an Apprentice has been learning what the working world is actually like."

WHAT WE OFFER

As the reputation, benefits and value of Apprenticeships has improved amongst employers, the number of industries offering opportunities has also increased.

At The Sheffield College, we offer Apprenticeships in 15 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 searching 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 to do an Apprenticeship in at The Sheffield College:

ANIMAL CARE —————
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 to make sure 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 vacancy and will support you through the recruitment process after you have made your application. This will include a skills scan where they check your suitability for the vacancy and help you to prepare for the interview. We have new vacancies on our website nearly every single day. Get in touch to speak to one of the team today.

.....
jobconnect@sheffcol.ac.uk
www.sheffcol.ac.uk/apprenticeships

HOW TO APPLY

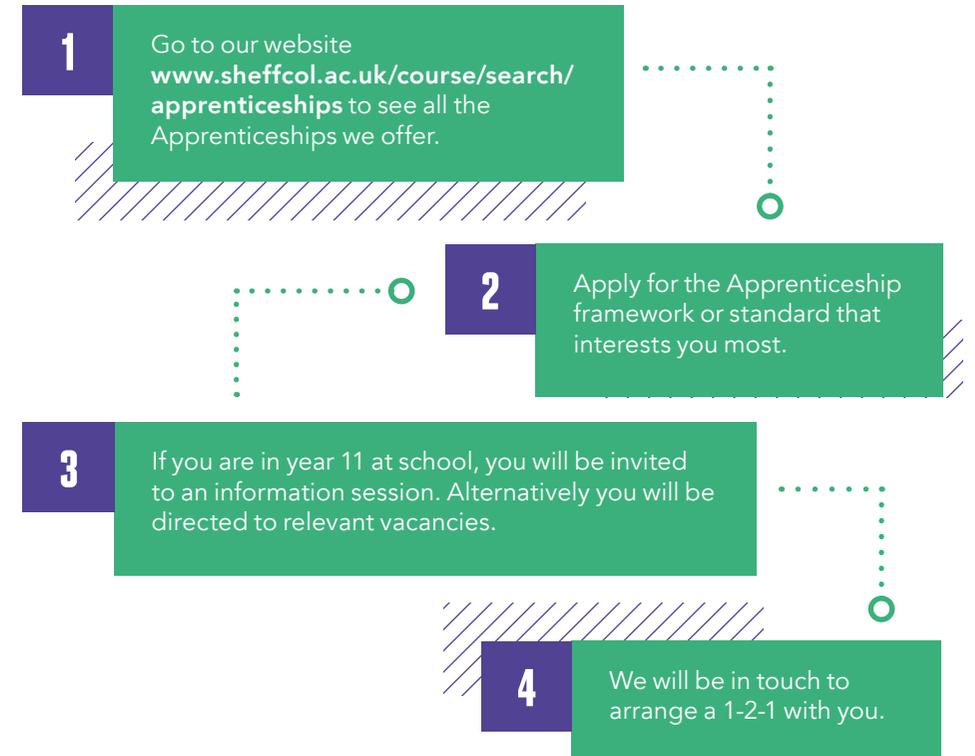
Route 1 – Apply for a specific vacancy

Applying for an Apprenticeship is the same as applying for any other paid job. To get things started you will need to apply for a vacancy on our website. Here's how:



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

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



If you know of an employer who is looking for an Apprentice, let us know. We can take you and the employer through the process together.
employer@sheffcol.ac.uk

THE RECRUITMENT PROCESS

Just like any job, applying for an Apprenticeship follows a recruitment process. Our team of recruitment experts do everything they can to support you and give you every chance of being successful.

1 Do your research

Step 1 starts with researching the different Apprenticeship roles. You will be spending each week in your role so it helps when it's something you enjoy and are passionate about.

2 Search for a vacancy

To find a vacancy to apply for visit www.sheffcol.ac.uk/apprenticeship/vacancies. If you are struggling, a member of our team will show you how to search for and find vacancies, thinking about things like how far away you live from the place of work and what the entry requirements are.

3 Applying

To apply for a vacancy you will need to complete the application form on the vacancy page. Make sure that you have key information from your CV to hand so that you can input it into the application.

Always check the start date of the vacancy. Apprenticeships don't just start in September which means that you can start one any time during the year - just make sure you're available.

For more information contact
jobconnect@sheffcol.ac.uk

4 Skills check

Once you have completed your application and we have checked you meet the entry requirements, we will invite you in for a skills scan and an English and Maths assessment. This will make sure you are suitable for the role before sending your application to the employer.

5 Preparing for interviews

Congratulations if you've made it through to interview stage! You may only be one stage away from gaining employment so it's understandable if you're a bit nervous. Don't worry, though - Job Connect will help you to prepare for your interview, including helping you with practice questions, giving you tips and hosting mock interviews.

6 Feedback

If you are successful, well done! We will help set up your contract with the employer and support you as you settle in. If you're not successful on your first attempt, it's not the end of the world as vacancies are competitive. We will provide feedback on your interview, and help you find and prepare for the next one.

FILLING OUT A SUCCESSFUL APPLICATION

Apprenticeship vacancies are very competitive. It is likely that you won't be the only person who is applying for one. 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 an application form for your chosen vacancy:

Check you meet the eligibility criteria before applying

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 the person specification, working week and the training provided into consideration

Provide good supporting information that reflects the job description. Tell us about your duties and responsibilities in previous roles and during 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 you're currently still at school.

Work experience

Employers love work experience. Tell us about previous job roles and work experience with employers, starting with the most recent. Any work experience (including part-time jobs or volunteer work) that you have will show commitment, drive and enthusiasm to an employer. For 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 this particular 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.



Alfie Hulbert,
Former Horticulture
Apprentice, Valley Landscapes

“Doing an Apprenticeship jump starts your career which means you develop a strong work ethic. Since completing my Apprenticeship, I now have my own business where I have employed an Apprentice.”



Amy Cross,
AAT Accounting Apprentice

“I want to be an accountant in the future and an Apprenticeship has meant that I have already started off in that role. There is also an opportunity for me to stay with my employer and progress in the role that I want to do.”

HOW TO FIND AN EMPLOYER FOR AN APPRENTICESHIP

If there are no vacancies in the area you're looking for and you want to find your own employer to work for, the following tips may increase your chances of finding employment:



Gain work experience

Work experience is top of everyone's list of desirables. Employers place 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.

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 ours. We will follow up on any interest to help you secure the role.

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, our contact details and pass the employer's details on to us. There's no harm in asking!

Tell us

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 our team (jobconnect@sheffcol.ac.uk). We will then arrange for a vacancy to be created for that employer which you will be able to fill.



Aaron Gledhill,
Healthcare Science Apprentice

“My tutor was great, he was really invested in what we were doing. I have now moved onto a higher level of my Apprenticeship which will help me progress my career to become a band 4 biomedical support worker at St James’s Hospital, Leeds.”



Thomas Spencer,
Apprentice Lab Technician

“I chose to do an Apprenticeship because of the skills that you can learn on the job. A lot of companies want experience these days, so you gain that as well as the qualification needed for that job – and you earn as you learn.”

WHAT CAN I DO AFTER?

When you finish your Apprenticeship you’ve got a couple of options to help you go further in your career.

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 after completing their qualification.

Whilst you are on your Apprenticeship, you will have access to our Careers Team who can advise you on your progression and help you apply for university. Contact CEIAG@sheffcol.ac.uk for more information.

GO FURTHER WITH CAREERS



OUR OPEN DAYS

If you would like to find out more about Apprenticeships, please visit an Open Day.

Our City, Hillsborough, Peaks and Olive Grove Campuses will be open on the dates below.

THURSDAY
21ST
NOVEMBER
2019

TUESDAY
28TH
JANUARY
2020

MONDAY
9TH
MARCH
2020

4PM – 7PM

Visit www.sheffcol.ac.uk/open-days for more information.

CONTACT US

To view and apply for our latest Apprenticeship vacancies, please visit:

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

The Sheffield College

0114 260 2600

info@sheffcol.ac.uk

www.sheffcol.ac.uk

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

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