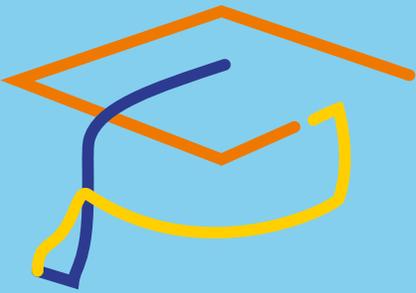
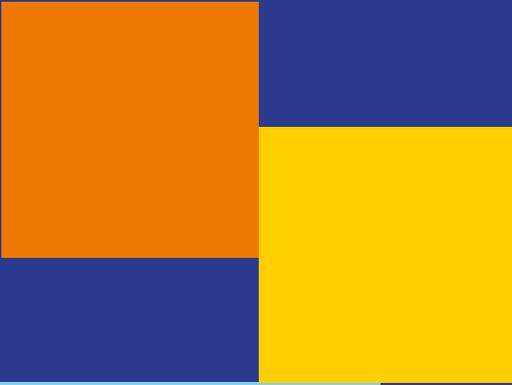


Apprenticeships +

2022-2023



A Guide to Apprenticeships
and Professional Courses

The
Sheffield
College

FR

GO FURTHER

GO



Apprenticeships are a great way for you to gain a **head start in employment** and **achieve qualifications** sought after by employers.

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Welcome

Apprenticeships offer a fantastic opportunity for you to earn as you learn and get onto the career ladder.

They also provide a great way to achieve qualifications and develop industry skills.

If you're keen to develop your knowledge in the workplace more than in the classroom and to gain real life industry experience, then an Apprenticeship could be a great option for you.

As an Apprentice, you will earn as you learn, be paid a wage and study for a technical qualification through 'on the job' training with an employer.

Depending on the Apprenticeship programme that you choose, you will usually spend one day a week in college and the rest of the week in the workplace developing your skills, knowledge and industry contacts.

Apprenticeships are available in a wide range of sectors including accounting, business, construction, digital technology, education, engineering, information technology, law and the creative industries.

We are the largest provider of Apprenticeships in the City, and more than 1,000 employers back our programmes.

Successful completion of your Apprenticeship can lead to a permanent job or progression to the next level qualification, which could boost your earning power.

College commissioned research has found that, on average, students in the South Yorkshire Mayoral Combined Authority who achieve a Level 3 qualification will earn £6,888 a year more than someone with no formal qualifications, according to the EMSI Economic Impact Study 2019.

If you would prefer to learn in the workplace then it is definitely worth thinking about an Apprenticeship to help you go further in your career.



Angela Foulkes
Chief Executive and Principal,
The Sheffield College

What is an Apprenticeship?

An Apprenticeship is the best of both worlds! Not only will you be employed full-time and earning a wage, but you will also be working towards achieving a full set of qualifications and skills that will benefit you, your employer and your future career.

To fully appreciate the benefits of being an Apprentice, it's important that you understand all the different elements of an Apprenticeship.



A full-time job

Businesses of all sizes look to recruit Apprentices as they help bring a fresh perspective and set of skills to the workforce. If you are successful in securing an Apprenticeship with an employer, you will be considered a full-time employee and will have the same benefits and expectations as your colleagues. As part of your employment you will be given time to learn and develop your skills within the workplace.

A wage

As an Apprentice you will be entitled to an hourly wage, which must also cover all of your study time attached to your Apprenticeship programme. The minimum Apprenticeship wage is set by the Government; however, we encourage our employers to pay their Apprentices the best wage available. As of April 2022, the current minimum wage for Apprentices under the age of 19 or still in the first year of their Apprenticeship will be £4.81 per hour.

Skills and qualifications

If you successfully secure an Apprenticeship you will be enrolled onto a programme of study known as an Apprenticeship Standard. This 'Standard' has been designed by a group of leading employers to ensure that Apprentices are gaining the skills and qualifications required to succeed within the industry. In order to complete your Apprenticeship, you will have to complete an End Point Assessment which will judge whether you are considered competent for your job role.

Learning environment

In order for you to excel in your Apprenticeship, the majority of your training will take place in the workplace. You will be able to develop your skills in a supervised environment and apply what you are learning to your daily routine. You will be supported by your employer's Apprenticeships Supervisor, as well as one of The Sheffield College's Workplace Assessors. As a part of your Apprenticeship you may be expected to come into college, but this will depend on your sector and the needs of your employer. Even if you don't need to come into college you will still be able to access all of the college's learning resources for the duration of your Apprenticeship (more on them later).

Duration

As each Apprenticeship is different there is no set duration for an Apprenticeship. Some Apprenticeships may last for anywhere between 12–24 months, whereas others may be as long as 48 months – it really depends on how much there is to learn to excel within your chosen industry. Our Apprentice Recruitment Team will be able to tell you more about the duration of an Apprenticeship when you apply.

Levels explained

When applying for an Apprenticeship, it's also really important that you consider what level of study to begin at. 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 Apprenticeships 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 4 to 9. Typical entry requirements are 4 GCSEs of minimum grade 3, including English Language and Maths.

Advanced Apprenticeships

Advanced Apprenticeships will build upon the skills and knowledge provided at an intermediate level. To start this Apprenticeship, you should ideally have 4 GCSEs at grade 4 or above, including English Language and Maths, or have completed an 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

Why choose an Apprenticeship?

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

Did you know...?

92%

of Apprentices progress into work or further training.

200%

There was a significant increase in people undertaking Higher Apprenticeships with numbers almost doubling, from 84,200 in 2017/18 to 165,500 in 2019/20!

719,000

Last year over 719,000 Apprenticeships were being funded across the UK.



£1 - £6.20

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



New vacancies each month

The Sheffield College Apprenticeships+ Team are dedicated to securing new vacancies across more than 13 different sectors every month.

60%

of qualified Apprentices have seen a positive impact on either their pay or progression.

90%

of Apprentices feel that they have gained skills and/or knowledge appropriate for their area of work for a range of jobs or industries.

89%

of Apprentices reported that their Apprenticeship had prepared them well for their next planned activity.

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



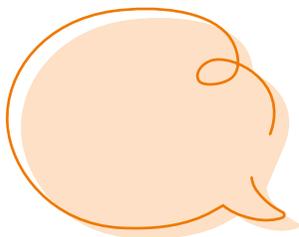
Employee benefits

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

- a written contract of employment
- paid holidays
- sick pay
- a workplace induction

You will also be granted a release from work to attend training and ensure you have sufficient time to study.

Not only will you receive all of the support listed above but, as an Apprentice at The Sheffield College, you will also have access to our fantastic campus facilities and learning resources.



What Apprenticeships do 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 13 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 there are a number of Apprenticeship Standards (we currently offer over 50). The Standard is similar to the job title you will pursue – 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.

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.



Apprentice Recruitment Team

At The Sheffield College we have a dedicated Apprentice Recruitment Team. 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 added to our website regularly. Get in touch to speak to one of the team today.

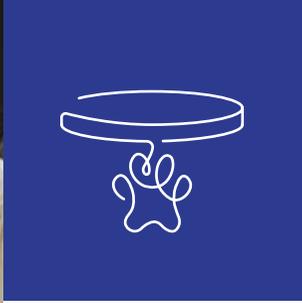
apprenticerecruitment@sheffcol.ac.uk

The next section of this guide will list all of the sectors we currently offer Apprenticeships in as well as the Standards currently on offer.



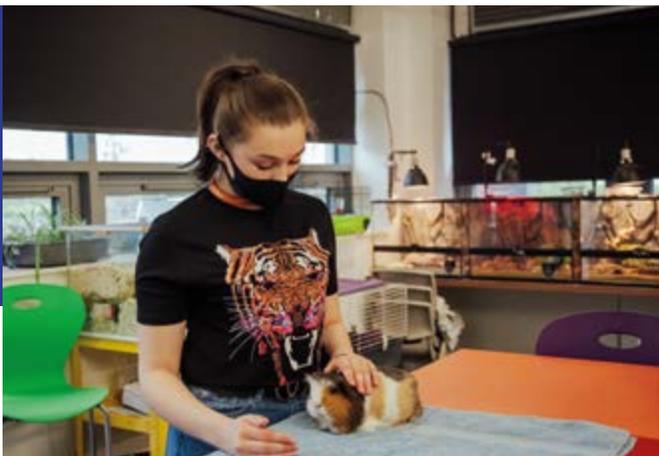
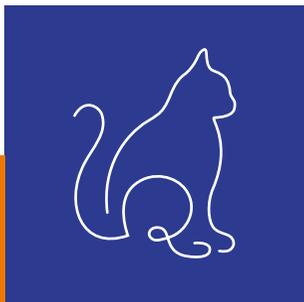
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Animal Care

Are you comfortable around animals and, more importantly, do you enjoy being around them? Could you imagine yourself supporting them and their owners through upsetting and stressful situations? If you're a real animal lover and you have an interest in learning about domestic, exotic and farm animals, then an Animal Care Apprenticeship might be for you.



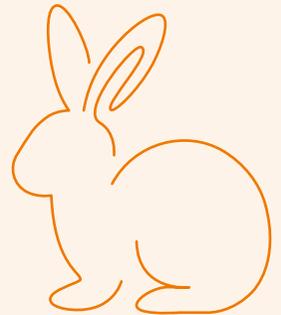
JOBS IN SOUTH YORKSHIRE BY 2025:

+250

more jobs in South
Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ Park Veterinary Hospital
- ✓ Peak Vets
- ✓ Springfield Veterinary Group
- ✓ Vets4Pets



APPRENTICESHIPS

Advanced
Veterinary Nursing



Automotive and Motor Vehicle

Nowadays the motor vehicle industry is about so much more than just fixing cars! With companies like Tesla leading the way in developing cutting-edge technology, a career in this field could be one of the most interesting and varied around.



JOBS IN SOUTH YORKSHIRE BY 2025:

+500

more automotive jobs in
South Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ Europa
- ✓ GPG2000
- ✓ Nationwide Auto Repair
- ✓ OC Motor Repairs



APPRENTICESHIPS

Advanced
Vehicle Damage Technician (Paint/Panel)

Advanced
Vehicle Service & Maintenance Technician



Business and Professional

Business is undoubtedly one of the largest and most important sectors in the world. You will find that its wide variety of occupations cut across every single industry, giving you the opportunity to specialise your business skills for companies that interest you.

There is a lot more to business than ideas and the setup, however. From management to business support and operations, and even law, businesses need a certain functionality. Finance and marketing teams, customer service and administration all underpin the success of any business.



JOBS IN SOUTH YORKSHIRE BY 2025:

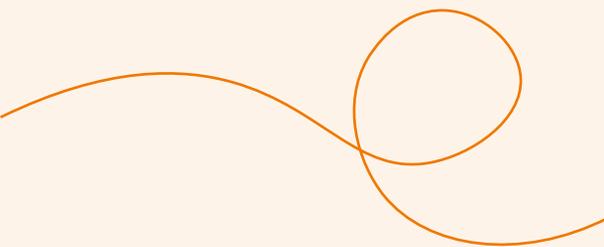
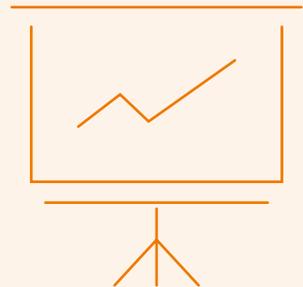


+900

new business roles in
South Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ CST Law
- ✓ EDLounge
- ✓ IT Business Solutions
- ✓ South Yorkshire Housing Association



CASE STUDY

“I would really recommend applying for an Apprenticeship if the thought of A Levels and university isn’t for you. I have been working for the last four years and I am now doing the same job as people who have been working for 20 years. The experience you gain from working on the job is so valuable and it does give you a really good opportunity to get your career started.”

Estelle Smith

Level 4 Business and Professional
Administration Apprentice



APPRENTICESHIPS

Degree
Chartered Legal Executive

Higher
HR Consultant/Partner

Higher
Professional Accounting/Taxation Technician

Advanced
Assistant Accountant

Advanced
Business Administrator

Advanced
HR Support

Advanced
Paralegal

Intermediate
Accounts or Finance Assistant

Intermediate
Customer Service Practitioner



Construction and Building Trades

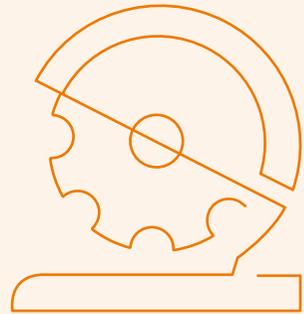
The construction industry is in global demand and moving fast! Everywhere you look something is being built, being fixed. Look at Sheffield; the landscape is ever-changing with new buildings going up, old buildings being renovated and a city centre in the middle of a huge transformation. As the demand for construction increases, so does the demand for skilled, qualified workers.



JOBS IN SOUTH YORKSHIRE BY 2025:

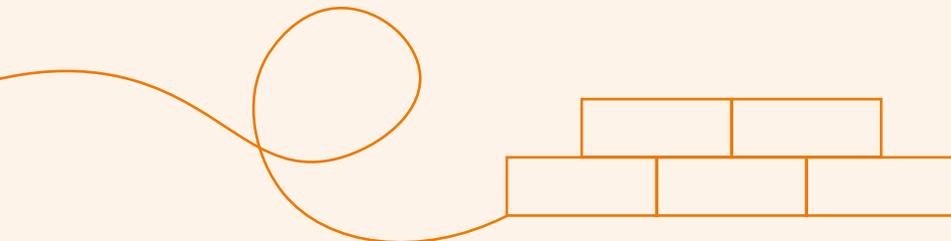
+3,450

new construction jobs in
South Yorkshire by 2025



COMPANIES WE WORK WITH:

- ✓ Gleeson Homes
- ✓ Henry Boot
- ✓ Horbury Group
- ✓ Wates



CASE STUDY

“It has been important for me to learn the theory behind the work I do every day on site. The Apprenticeship covers a wide range of topics, from law and contracts to health and safety and site operations, and has allowed me to make the link between theory and practical experience.”

Bethany Turner
Construction Apprentice



APPRENTICESHIPS

Higher
Construction Design & Build Technician

Higher
Construction Site Supervisor

Higher
Construction Quantity Surveying Technician

Higher
Construction Site Engineering Technician

Advanced
Building Services Design Technician

Advanced
Carpentry & Joinery

Advanced
Facilities Management Supervisor

Advanced
Plumbing & Domestic Heating Technician

Advanced
Civil Engineering Technician

Advanced
Gas Engineering Operative

Intermediate
Bricklayer

Intermediate
Carpentry & Joinery

Intermediate
Interior Systems Installer

Intermediate
Painter & Decorator

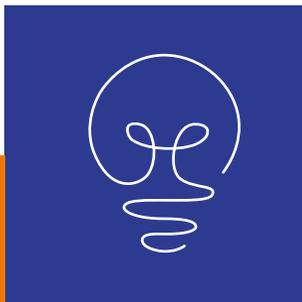
Intermediate
Plasterer

Intermediate
Property Maintenance Operative



Childcare and Education

An Apprenticeship can be a great alternative route into many careers, and education is no exception. Learning on the job is a fantastic way to help train the next generation of educators and can provide much needed support to existing staff.



JOBS IN SOUTH YORKSHIRE BY 2025:

58,085



COMPANIES WE WORK WITH:

- ✓ Acres Hill Primary School
- ✓ Arbourthorne Tiddlywinks Centre
- ✓ Minibugs Nurseries Ltd
- ✓ The Sheffield College Nurseries



APPRENTICESHIPS

Higher
Learning & Skills Teacher

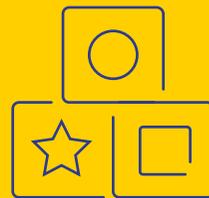
Advanced
Early Years Educator

Intermediate
Early Years Practitioner

CASE STUDY

“Throughout my Intermediate Early Years Practitioner Apprenticeship I have always felt supported by both the staff at my workplace and also my college tutors. Their support has helped develop my confidence, expand my knowledge of my role and taught me skills that I wouldn’t necessarily get from being in a classroom all the time. Thanks to the support I have received, I now feel ready to progress onto an Advanced Apprenticeship.”

Shannon Sanderson
Early Years Practitioner Apprentice

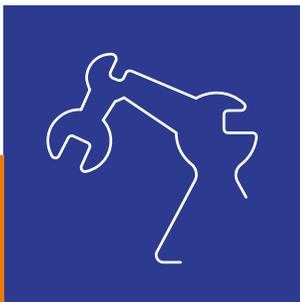






Engineering

Engineering is one of the fastest growing markets in our economy, but it's essential that we nurture future talent so that they have the knowledge and skills to drive the industry's growth in the coming decades. Our Engineering Apprenticeship offer includes a variety of levels in both manufacturing and maintenance engineering.



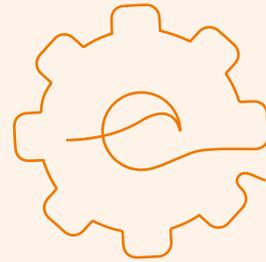
JOBS IN SOUTH YORKSHIRE BY 2025:

+1,900

new engineering jobs in
South Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ Gripple Ltd
- ✓ Liberty Speciality Steel
- ✓ Mondelez
- ✓ Sheffield Forgemasters



APPRENTICESHIPS

Advanced

Maintenance & Operations Engineering Technician (Mechanical/Electrical)

Advanced

Engineering Technician (Mechatronics/Machinist/Product Design/Technical Support/Tool Maker)

Advanced

Laboratory Technician

Intermediate

Engineering Operative (Maintenance/Machinist)

CASE STUDY

“Undertaking an Apprenticeship has definitely helped me with regards to my career. It has allowed me to get hands on experience with engineering tasks and helped me integrate into the world of work much easier.”

Freddie McDonnell
Mechanical Engineering Apprentice



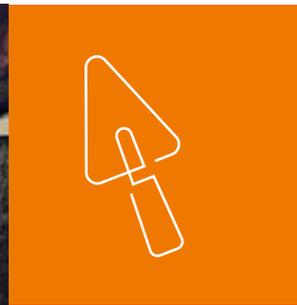




Floristry

Sheffield, without doubt, is The Outdoor City. Often referred to as one of Europe's greenest cities, you might know Sheffield as the gateway to the Peak District. It's stunning, inspiring and makes for unrivalled and unique work environments.

Our florists study at The Floristry School in Kelham Island, and learn how to condition, design, package and sell flowers and foliage for retail in our industry-standard workshop.



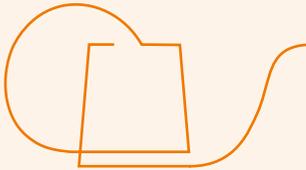
JOBS IN SOUTH YORKSHIRE BY 2025:

+50

new landscape and horticultural jobs in South Yorkshire by 2025



COMPANIES WE WORK WITH:



- ✓ Fleur de Lys Ltd
- ✓ Monica Hewitt Florists
- ✓ Northern Groundcare Ltd
- ✓ The Bespoke Flower Shop

APPRENTICESHIPS

Advanced
Florist

Intermediate
Florist

CASE STUDY

“The thing I enjoyed most about my Apprenticeship was having the space to experiment with techniques to produce designs I wouldn’t have the time to make in a busy shop, which has helped me to hone my style and familiarity with botanical materials. I have gained a lot from the wealth of experience shared by the tutors and other florists in the community.”

Joshua Groody
Former Floristry Apprentice



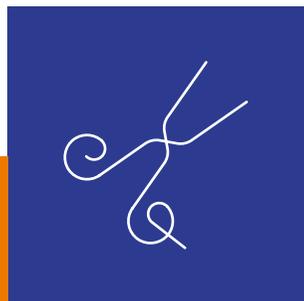




Hairdressing and Barbering

The hair and beauty sector is a diverse, multi-billion pound industry, always looking for the next trend or brand new treatment.

Many hairdressers and barbers will know the value of an Apprentice and the positive impact they can have on a business.



JOBS IN SOUTH YORKSHIRE BY 2025:

+1,400

new hair & beauty
jobs in South Yorkshire
by 2025

COMPANIES WE WORK WITH:

- ✓ Barber of Sheffield Ltd
- ✓ Black Cactus Ltd
- ✓ Tim Hyde Hairdressing
- ✓ Worth Hairdressing Ltd



APPRENTICESHIPS

Intermediate
Hair Professional

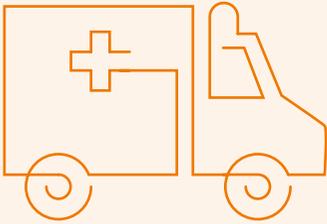


Health and Social Care

The health and social care sector makes up a huge proportion of the jobs market in the UK, with the NHS alone employing 1.3 million people. Regardless of whether you go into nursing, social work or something else, all of these careers have one thing in common – they're all incredibly rewarding.



JOBS IN SOUTH YORKSHIRE BY 2025:

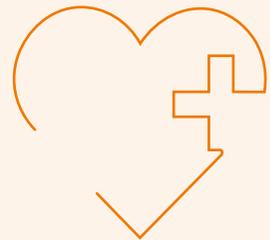


+1,050

more healthcare related jobs
in South Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ Sheffield Teaching Hospitals
NHS Foundation Trust
- ✓ Barnsley Hospitals NHS
Foundation Trust
- ✓ Doncaster and Bassetlaw
Teaching Hospitals NHS
Foundation Trust



CASE STUDY

“My Apprenticeship has provided me with a deeper understanding of how best to work in my new field, covering topics from person-centred care to safeguarding to health and safety.”

Phil Borodajkewycz
Adult Care Worker Apprentice



APPRENTICESHIPS

Higher
Healthcare Assistant Practitioner

Higher
Healthcare Science Associate

Advanced
Lead Adult Care Worker

Advanced
Senior Healthcare Support Worker

Intermediate
Adult Care Worker

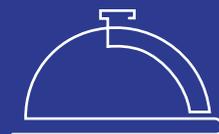
Intermediate
Healthcare Science Assistant

Intermediate
Healthcare Support Worker



Hospitality and Catering

The hospitality industry consists of exciting sectors, including hotels, restaurants, cruise ships, contract catering, coffee shops and pubs. It involves lots of different job roles so you will have every opportunity to find what interests you most and get started on the career you want.



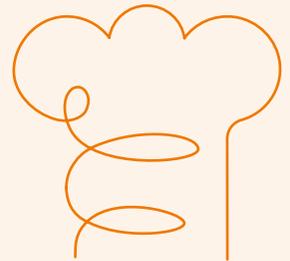
JOBS IN SOUTH YORKSHIRE BY 2025:

+800

more hospitality and catering jobs in South Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ Bloomers of Bakewell Ltd
- ✓ Jacksons The Bakers Ltd
- ✓ The Cowshed Tea Rooms Ltd
- ✓ The Crown & Glove



APPRENTICESHIPS

Intermediate
Hospitality Team Member

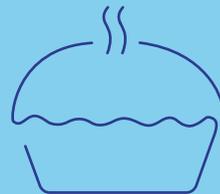
Intermediate
Commis Chef

Intermediate
Baker

CASE STUDY

“I enjoy training at the college as part of my Apprenticeship as it’s a friendly environment. All of my tutors are easy going and fun to learn from.”

Muthana Nago
Hospitality Team Member Apprentice



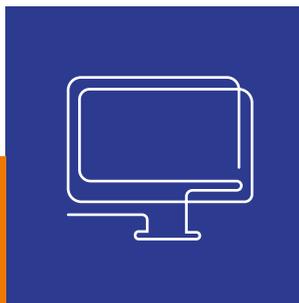


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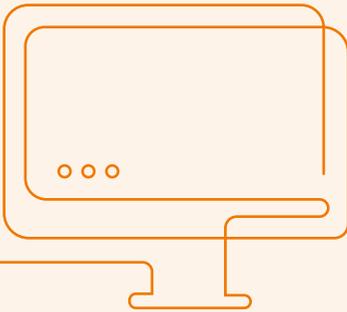


IT and Digital Technology

Now that we live in an age of technology, it's essential that we train future generations to fill the skills gaps created. Successful Apprentices can work in a wide variety of digital-centric roles, including software, business and systems analysis, cybersecurity, data analysis and network infrastructures.



JOBS IN SOUTH YORKSHIRE BY 2025:

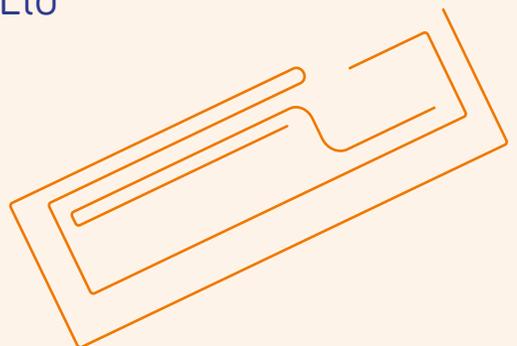


+200

more IT and computing
jobs in South Yorkshire
by 2025

COMPANIES WE WORK WITH:

- ✓ Basilisk Data Limited
- ✓ Millgate Ltd
- ✓ Servelec Ltd
- ✓ Vision Base Software Ltd



CASE STUDY

“My career dream is to become a cyber security expert. I’m most interested in developing practical skills in the workplace. As part of my Apprenticeship I’m learning all about the business and have felt very welcome at Millgate.”

Josh Kirk

Former IT and computing student



APPRENTICESHIPS

Higher
Cyber Security Technologist

Higher
Data Analyst

Higher
Network Engineer

Higher
Software Developer



Advanced
Infrastructure Technician

Advanced
Digital Marketer



Leadership and Management

Good leadership and management is key to the success of a business. Learning these skills through an Apprenticeship can give employees the chance to implement their newfound knowledge in the workplace, benefitting their careers.



JOBS IN SOUTH YORKSHIRE BY 2025:

+2,674 more manager/
supervisor roles in South
Yorkshire by 2025

COMPANIES WE WORK WITH:

- ✓ The University of Sheffield
- ✓ Barnsley Metropolitan Borough Council
- ✓ Coster Aerosols Ltd
- ✓ Hydro-X Water Treatment Limited



APPRENTICESHIPS

Higher
Operations/Departmental Manager

Advanced
Team Leader/Supervisor

CASE STUDY

“The Apprenticeship was intense and challenging. I learnt a tremendous amount and benefited not just from the knowledge aspect but application of the skills component which provided greater insight and understanding into my role. The Apprenticeship was transformational in increasing my confidence and performance as a team leader and has created more opportunities for me. It has been a catalyst in working towards and achieving my career goals.”

Roshani Bagnall

Level 5 Operations Manager
Departmental Manager Apprentice







Science, Dental and Pharmacy

Careers in science, dental and pharmacy are essential to the running of the country's health services.

As an Apprentice you could be working in a pharmacy, helping people with their medicines, or perhaps you might pursue a career in dentistry and begin by supporting at a dental practice?



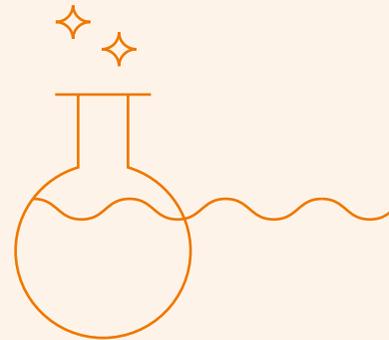
JOBS IN SOUTH YORKSHIRE BY 2025:

+600

more science jobs
in South Yorkshire
by 2025*

COMPANIES WE WORK WITH:

- ✓ J M McGill Pharmacy
- ✓ Porter Brook Medical Centre
- ✓ The Hollies Medical Centre
- ✓ Woodhouse Pharmacy



APPRENTICESHIPS

Advanced
Dental Nurse

Advanced
Pharmacy Technician

Next steps

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.



DO YOUR RESEARCH

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



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.



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
apprenticerecruitment@sheffcol.ac.uk



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.



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 – our Apprentice Recruitment Team will help you to prepare for your interview, including helping you with practice questions, giving you tips and hosting mock interviews.



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.

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:

1 Go to our website www.sheffcol.ac.uk/apprenticeship/vacancies

2 Select one of our vacancies. Take a note of the start date, entry requirements and location.

3 Complete the online application form.

4 **Hit send. We'll be in touch!**

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 regularly! You can still apply using the following method:

-
- 1 Go to our website apprenticeships.sheffcol.ac.uk/apprentices/sectors to see all the Apprenticeships we offer.
 - 2 Apply for the Apprenticeship standard that interests you most.
 - 3 If you are in Year 11 at school, you will be invited to an information session. Alternatively you will be directed to relevant vacancies.
 - 4 We will be in touch to arrange a 1-2-1 session with you.
-

Apprentice support

SUPPORT AND SAFEGUARDING

We want your Apprenticeship experience to be as enjoyable and as safe as possible.

To make sure you can spend your time focusing on your studies, we offer the following support throughout the year to all Apprentices:

in-class support

childcare

mental health and well-being

support with exams

support with a learning or physical disability

Our Safeguarding Team can also support you with any issues that you're having that make you feel at risk, either at college or at home. They work with lots of amazing agencies who can help you with:

being/becoming homeless

domestic abuse

exploitation

online safety

mental health and well-being

sexual violence/harassment

Please tell us of any support needs during the application process so we can ensure your support is in place as soon as possible, both at the college and in your workplace.

Please visit www.sheffcol.ac.uk/student-support for more information about support.



L2

STUDENT CENTRAL

The Student Central Team will be available on campus and via email throughout your studies and can provide information, advice and guidance on the following things:

- travel support and planning
- printing college ID cards
- providing proof of student status letters
- collecting your NUS card



Student Central

CAREERS ADVICE TEAM

The decisions you make about your education during your study are really important for your future career.

Our Careers Advice Team will support you with impartial information, advice and guidance so that you have all the information you need to make the right decision for you.

You can book personal careers guidance appointments at any time, or join small group workshops and themed drop-in clinics throughout the year.

They cover things like:

- finding out about education, employment and training options
- university and UCAS
- developing employability skills
- completing application forms and CVs
- preparing for interviews
- creating a positive online presence
- finding jobs and volunteering opportunities

LEARNING RESOURCE CENTRES

Looking for a wide variety of digital and print resources to support you on your programme?

The Learning Resource Centres (LRC) at each of our four main campuses can help provide you with:

books

digital equipment

journals

online discovery service

study support

study skills workshops (notetaking, referencing, research and more)

STUDENT DISCOUNT

We work closely with the National Union of Students which means you can buy a NUS Totum card (powered by NUS Extra) for only £14.99 for 12 months. This card offers fantastic discounts at hundreds of shops, restaurants and cinemas across the city and online.

Buy your card online or from the SU president!

NUS Totum Card includes discounts at places such as:

Co-op supermarkets

ASOS

Odeon cinema

Amazon

Apple

booking.com

Spotify



What makes 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

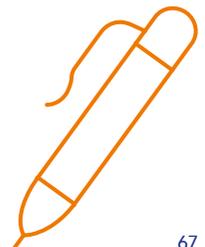
Employers love work experience. Tell us about previous job roles and work experience with employers, starting with the most recent. Any work experience (including part-time jobs or volunteer work) that you have will show commitment, drive and enthusiasm to an employer. For each role include the company,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



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 Apprentice Recruitment Team. We will then arrange for a vacancy to be created for that employer which you will be able to fill.



Open Days and Events

We hold Open Days throughout the year so you can come and see what we do for yourself!

Whether you are able to visit our City, Hillsborough, Olive Grove or Peaks Campuses, or attend a Virtual Open Day, you will have the opportunity to:

meet our Apprenticeships team and discuss what our Apprenticeship programmes involve

see our fantastic teaching facilities and where you'll be spending your spare time on campus, including our coffee shops, refectories, Revive Beauty Salon and The Silver Plate Restaurant

speak to our Careers Advice Team about your interests, ambitions and what career path to follow to achieve them

find out more about student support and how to travel to our campuses

get the chance to speak to our Apprentice Recruitment Team and pick up some tips for applying

Please note: How and when we deliver our Open Days in 2022 may change. Please continue to check www.sheffcol.ac.uk/open-days for the most up-to-date information or to book your place.

National Apprenticeship Week 2022

Monday 7th - Friday 11th February

Join us over on the Apprenticeships+ social media channels where we will be celebrating the success of our Apprentices, providing advice on how to secure an Apprenticeship, and much much more.

 /ShefColAppsPlus

 @ShefcolAppsPlus

 Sheffcolappsplus





To view and apply for our latest Apprenticeship vacancies, please visit: www.sheffcol.ac.uk/apprenticeship/vacancies

For all information about Apprenticeships at The Sheffield College, please visit apprenticeships.sheffcol.ac.uk

