



WEYMOUTH  
COLLEGE

Apprenticeship Guide

[weymouth.ac.uk](http://weymouth.ac.uk)



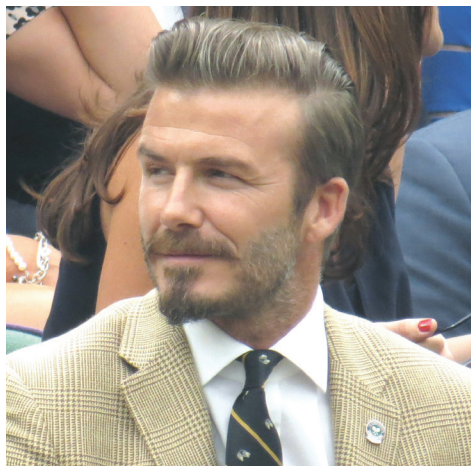
# WHY SHOULD I CONSIDER BECOMING AN APPRENTICE?

You have so many choices when it comes to choosing a career and how you pursue that career. School? Sixth Form? College? Work?

It is important that you seize the opportunity to consider all the options open to you and make up your own mind as to what works best for you.



**Stella McCartney**  
fashion designer  
apprentice to Savile Row tailor



**David Beckham**  
footballer  
apprentice Manchester United



**Charlie Mullins**  
founder, Pimlico Plumbers  
Plumbing apprentice



**Ross Brawn**  
Formula 1 managing director of  
Motorsports,  
mechanical craft apprentice for UK  
Atomic Energy Authority



**Billy Connolly**  
comedian  
Welding apprentice

In today's highly competitive job market it is really important that you not only gain relevant qualifications but you also develop the skills and abilities that employers are looking for.



**Clare Smyth**  
first female British chef to hold  
and retain three Michelin stars,  
apprentice at Grayshott Hall

Apprenticeships are a great way to gain valuable workplace experience whilst still studying the processes and skills of your chosen area in more detail.

Some of the most successful people in the country today started their careers as apprentices.

*Photography: xxx*

# SO WHAT IS AN APPRENTICESHIP?

An apprenticeship is a training programme designed to let you work for a real employer and earn a real salary whilst gaining absolutely invaluable workplace skills and experience working alongside experienced staff.

All apprentices work towards a nationally-recognised industry qualification as part of their training programme and you will study for this on day release at college (usually one day per week). You may have had enough of school-based studying and just want to get out into the world and start earning some money.

Or, you may already be working but looking to try something new or improve your skills to help you progress up the career ladder.

And, whether you're looking for your first role or are already in employment an apprenticeship can give you the chance to do just that.

## SO WHAT BENEFITS WOULD I GET AS AN APPRENTICE?

- Earn a salary
- Learn the very latest skills relevant to your job
- Get paid holidays
- Gain a nationally-recognised qualification

### DID YOU KNOW:

- After finishing, over 90% of apprentices stay in employment
- Nearly a ¼ of former apprentices had been promoted within 12 months of finishing
- 89% of apprentices are satisfied with their apprenticeship
- On average a successful advanced apprentice can expect to earn from £77,000 to £117,000 more, over a lifetime, than a similar individual with a Level 2 qualification
- Those completing a higher apprenticeship could see increased earnings of around £150,000 over their lifetime
- Nearly 20% of advanced apprentices progress to higher education – at college or university – over time following their apprenticeship
- Apprenticeships are available to everyone over the age of 16 who is not in full-time education
- Apprenticeships are available to school leavers and those already in employment
- Apprenticeships are available for intermediate (Level 2) through to degree-level (Levels 6 and 7)

# THE ROUTE TO AN APPRENTICESHIP WITH WEYMOUTH COLLEGE

## EXPLORE

more about  
apprenticeships  
and check out  
some key facts  
Pages 2-4

## HOW

do I get  
started?  
Pages 8-9

## CHOOSE

a sector or  
career that is  
right for you  
Pages 10-19

## ENQUIRE

to become an  
apprentice  
Page 9

## START

your new  
job and  
apprenticeship

## FIND

the right job /  
employer  
Page 20

## NEXT

steps and  
opportunities  
to progress  
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# SO HOW DO I BECOME AN APPRENTICE?

Do you know what area of work particularly interests you? What do you enjoy and why? Where do you see your career path taking you?

To become an apprentice, you need to be able to demonstrate that you have the potential, motivation, drive and commitment needed to work towards – and achieve – the high quality skills demanded by business and industry.

But don't be fooled into thinking an apprenticeship is an easy option. Apprenticeships can be very demanding but also very rewarding.



## HOW DO I APPLY?

1. Have a look through the Apprenticeship Course pages in this guide and see which area appeals to you. You could always pop along to one of our open events in October, November, February or June to have a chat with our apprenticeship team about the apprenticeships we offer.
2. Once you've decided on the area in which you would like to follow an apprenticeship, visit our dedicated apprenticeship pages on the website [www.weymouth.ac.uk](http://www.weymouth.ac.uk) and see which specific apprenticeship you would like to enquire about.
3. Enquire online [www.weymouth.ac.uk/apprenticeship-enquiry-form](http://www.weymouth.ac.uk/apprenticeship-enquiry-form) – either at home or in college if you need help or support.
4. You will be invited to an assessment and interview day with the apprenticeship team.
5. As part of the apprenticeship you will need to secure a job – see page 20.

## ENTRY REQUIREMENTS

Entry requirements will vary dependent upon the level you wish to start your apprenticeship. All apprentices need to be 16 years of age or older.

### APPRENTICESHIP LEVEL ENTRY REQUIREMENTS

- |         |                                                                           |
|---------|---------------------------------------------------------------------------|
| Level 2 | English and maths at Grade 3 / D or functional skills at Level 1 or above |
| Level 3 | English and maths at Grade 4 / C or functional skills at Level 2 or above |
| Level 4 | English and maths at Grade 5 / B or above                                 |

Precise entry requirements will vary depending on the nature of the apprenticeship you want to consider. Full details of individual entry requirements can be found in our apprenticeship course listings at [www.weymouth.ac.uk](http://www.weymouth.ac.uk)



# OUR RANGE OF APPRENTICESHIP COURSES

## SUPPORTING TEACHING AND LEARNING IN SCHOOLS

This apprenticeship trains you to provide support in the classroom. Whether at primary, secondary or special schools - learning support staff will work with teachers, carry out duties like lesson preparation and work with small groups or individuals.

- Early Year Practitioner **Level 2**
- Early Years Educator **Level 3**
- Teaching Assistant **Level 3**

## INFORMATION TECHNOLOGY

- Infrastructure Technician **Level 3**

Find out more about each study programme by visiting our website:  
[www.weymouth.ac.uk](http://www.weymouth.ac.uk)

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## OUR APPRENTICESHIP COURSES

*Continued*

### CATERING

The hospitality and catering industry has grown enormously in recent years offering many apprenticeship opportunities.

You will train in industry-standard kitchens with professional chefs and real customers.

- Commis Chef Level 2
- Food Production Chef Level 2
- Senior Production Chef Level 3
- Chef de Partie Level 3

### HOSPITALITY

A good qualification for those learners who are already working – or would like to work – in one of the many areas now accessible in hospitality and catering such as reception, concierge, conference and banqueting or management.

- Hospitality Team Member Level 2
- Hospitality Supervisor Level 3

### CUSTOMER SERVICE

There are a wide variety of career paths in customer service. Many customer service apprentices work in retail, financial services, call centres, hospitality or sport and recreation.

If you are considering a career in either business, administration, or customer service these apprenticeship courses will provide a good skills base to build upon.

- Customer Service Practitioner Level 2
- Customer Service Specialist Level 3

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## OUR APPRENTICESHIP COURSES

*Continued*

### FINANCE AND ACCOUNTING

An employee skilled in day-to-day finance operations and organisation is a vital part of most businesses. These courses will allow you to develop your skills in accounting and money management – supporting those skills with formal qualifications at higher apprenticeship levels.

- Accounts / Finance Assistant **Level 2**
- Assistant Accountant **Level 3**
- Professional Accounting / Tax Technician **Level 4**

### LEADERSHIP AND MANAGEMENT

Courses designed to develop the leadership and management skills needed for a successful business-based career.

- Team Leader **Level 3**
- Operations / Departmental Manager **Level 5**

### BUSINESS AND ADMINISTRATION

Business and administration are needed in hundreds of job roles and an apprenticeship is a great starting point to get into many industries. You could become involved in setting up and monitoring information systems, using software packages or train as a receptionist, administrator or vocational secretary.

- Business Administrator **Level 3**

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## OUR APPRENTICESHIP COURSES

*Continued*

### CONSTRUCTION

A wide range of courses introducing the many skills areas involved in the modern construction industry.

- Bricklayer Level 2
- Carpentry and Joinery Level 2
- Property Maintenance Operative Level 2
- Advanced Carpentry and Joinery Level 3
- Installation Electrician/Maintenance Electrician Level 3
- Plumbing and Domestic Heating Technician Level 3

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### HAIRDRESSING

Courses designed to introduce the skills needed to work in a hairdressing salon or barber shop – including shampooing, cutting, styling, customer service and advanced colour correction.

If you are already working in hairdressing or barbering you could consider an apprenticeship to develop your skills to become a senior stylist.

- Hair Professional Level 2
- Advanced and Creative Hair Professional Level 3

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## ENGINEERING AND MANUFACTURING

A range of apprenticeships designed to provide the skills, knowledge and competence to work as a technician – carrying out a variety of engineering and manufacturing processes in areas including automotive, aerospace, electronics, electrical, metal goods and awelding.

- Engineering Operative Level 2
- Engineering Technician Level 3

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Enquire online

# FINDING THE RIGHT JOB AND EMPLOYER FOR YOU

To work towards an apprenticeship you need to be working with an employer who is committed to developing and training apprentices.

At Weymouth College we work with a wide range of employers, supporting their individual apprenticeship needs throughout the year. It is a partnership.

We may have the perfect apprenticeship for you ready and waiting. But, if not, we will work with you to identify alternative vacancies and follow-up any opportunities you identify.

Weymouth College will work with you to secure the right opportunities. The Apprenticeship Team is here to help you at every stage of your apprenticeship journey.

## SO WHAT WILL YOU NEED TO DO?

- Prepare for and attend at least one interview – we will be there to support you
- Undertake some job search activities – we will work with you on this
- Get organised and make sure you have an up-to-date CV
- Find out a bit more about the sector or industry you want to work in
- Try and get some experience in your chosen area if you can

# WEYMOUTH COLLEGE AND YOUR EMPLOYER

Weymouth College and your employer will work together to ensure your apprenticeship is a positive journey for you.

## THE COLLEGE WILL:

- Pair you with a dedicated Apprenticeship training coordinator who will manage and support you throughout your apprenticeship.
- Ensure your apprenticeship training coordinator liaises regularly with your employer, visit you in the workplace and organise training days.

As an apprentice, you will have access to the full range of support facilities the college provides, including:

- Learning support specialists
- The functional skills team
- The student support team
- The Learning Gateway
- The advice and guidance team who will advise you on progression and further apprenticeship opportunities.



# SOME FREQUENTLY ASKED QUESTIONS

## *As an apprentice will I still get the campus-based benefits of being a student?*

Yes, you will have access to all campus facilities including our sports centres, outdoor adventure opportunities, on-site café, student lounge, specialist computer suite and learning gateway. You will also be entitled to apply for a Student Union card.

## *What if I need a bit of support on my college days?*

We want you to enjoy your experience with us and we offer support to help you achieve your full potential.

The Student Support Team provides information, advice, help and support at every stage, sensitively and in confidence. The team works closely with teaching staff to ensure an effective support system for each student according to individual needs.

## *What do I do next?*

If you would like some more information on apprenticeships, how they work and whether or not they are the right next step for you, contact our apprenticeship team at [apprenticeships@weymouth.ac.uk](mailto:apprenticeships@weymouth.ac.uk)

If you are sure that an apprenticeship is the right way to start your future then simply enquire online today and we will arrange an interview so we can look at identifying the right apprenticeship for you.

If you would like to talk about becoming an apprentice please contact **01305 208709** or email **apprenticeships@weymouth.ac.uk**



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