



2022



APPRENTICESHIP

ESSENTIAL



GUIDE



St Helens College





Apprenticeships are a great way to develop your skills and experience whilst gaining a recognised qualification. One of the many benefits is, you'll get paid to do it.

As an apprentice you are in paid employment, meaning you'll spend the majority of your time in the workplace gaining valuable on-the-job experience. So if you prefer to learn by doing, then an apprenticeship is a great place to start.

There are so many apprenticeships to choose from across a huge range of industries (some of which you will be able to explore over the next couple of pages), so you will never be stuck for choice.

Apprenticeships can take one to four years to complete, depending on which level you start at and the type of apprenticeship you choose. This means by the time you complete it, you'll know your job inside and out, and could have the chance to gain permanent employment and move up the career ladder.



Apprentices work for a minimum of 30 hours a week and a maximum of 40 hours a week.

You will spend 20% of your apprenticeship completing 'off-the-job training' which can either be day release in College, remote learning or allocated time in the workplace.

You will earn at least the National Minimum Wage for apprentices.

You will complete a range of assessment activities as part of an 'End-Point Assessment' to evaluate the knowledge, skills and behaviours learnt throughout the apprenticeship.

APPRENTICESHIP CHOICES



Apprenticeships are now more varied than ever, which is why we offer a number of exciting new apprenticeships in fast growing industries, covering job roles such as Science Technician, Accounting and Human Resources.

If you have not yet found an employer, our dedicated apprenticeship team will support you in your search for an employer. If you already know of, or have found an employer, they will work with you and your employer to secure your apprenticeship.

Find vacancies at:



www.gov.uk/apply-apprenticeship



St Helens College

www.sthelens.ac.uk/JobShop



www.knowsleycollege.ac.uk/jobshop

EARN WHILE YOU LEARN WITH US

01

Industry Choice

Apprenticeships are available with all types of employers across lots of industry sectors.

02

Largest Provider

Strong collaborations with local, regional and national employers, make us one of the largest apprenticeship providers in the Northwest.

03

Employer Partnerships

We work with hundreds of employers across the Northwest, providing an extensive range of apprenticeship vacancies.

04

Excellent Progression

Apprenticeship progression routes can lead to full-time employment, university or further study.

05

Dedicated Support

Each apprentice has their own assessor to monitor their progress and to provide support throughout their apprenticeship.

06

Industry Experts

Our tutors are experts in their fields with specialist knowledge of industry.

BUSINESS AND PROFESSIONAL

There is an **estimated 5.7 million private sector businesses in the UK**, covering a wide range of occupations including accounting and administration.

Professional apprenticeships are essential to keep businesses running efficiently and profitably.



Apprenticeships

Our business and professional apprenticeships:

- Business Administration
- Accounting
- Human Resources
- Management
- Customer Service

Qualities Required

- Good communication skills
- Good computer and maths skills
- Good telephone manner
- Reliable and presentable
- Able to manage several tasks at once

Connecting Classroom to Career

Supply Chain Manager

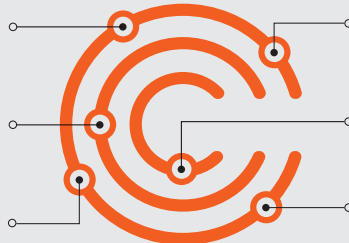
£20k - £50k

Head of Purchasing

£25k - £40k

Human Resources Officer

£15k - £35k



Business Development Manager

£25k - £60k+

Marketing Manager

£25k - £55k

Chartered Accountant

£25k - £80k+

COMPUTING AND IT

There is an estimated 3 million people employed in the UK's digital tech industry - an increase of 11% within two years. The UK's tech sector is growing at 2.5 times the rate of the rest of the economy creating exciting jobs that require a range of skills and talent.

Computing and professional apprenticeships are essential to keep businesses running efficiently and profitably.



Apprenticeships

Our computing and IT apprenticeships:

- Digital Support Technician
- Software Development Technician
- IT Support Technician

Qualities Required

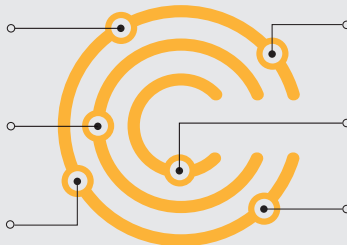
- Good communication skills
- Good computer and maths skills
- Good telephone manner
- Reliable and presentable
- Able to manage several tasks at once

Connecting Classroom to Career

Web Designer
£17k - £40k

IT Support Technician
£16k - £35k

Programme and Software Developer
£21k - £70k



Cyber Security Analyst
£25k - £70k

Software Engineer
£25k - £70k

IT Systems Manager
£45k - £65k+

CONSTRUCTION

Construction is a multi-billion-pound industry and it is estimated that it will need to recruit an additional 217,000 workers by 2025 to meet the demands of the industry.

Apprenticeships are a highly valued and recognised pathway into construction, covering a wide variety of occupations, from qualified Scaffolders and Plasterers to Surveyors, Civil Engineers and Site Managers.



Apprenticeships

Our construction apprenticeships:

- Bricklaying
- Carpentry and Joinery
- Electrical Installation
- Gas Engineering
- Painting and Decorating
- Plastering
- Plumbing and Heating
- Wall and Floor Tiling

Qualities Required

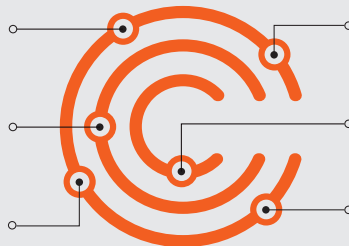
- Physical strength and endurance
- Coordination and dexterity
- Comfortable working with heights
- Basic maths skills

Connecting Classroom to Career

Electrician
£18k - £42k

Construction Manager
£27k - £65k

Site Inspector
£25k - £50k



Building Surveyor
£25k - £70k

Plumber
£15k - £40k

Bricklayer
£17k - £42k

ENGINEERING

The UK is a world leader in engineering and therefore spans a huge variety of specialisms, from aerospace and renewable energy to manufacturing technologies.

Engineering accounts for 18% of all UK employment covering some of the UK's most complex functions from maintaining clean energy supplies to finding sustainable ways to grow food, build houses and travel.



Apprenticeships

Our engineering apprenticeships:

- Electrical Engineering
- Fabrication and Welding
- Mechanical Engineering
- Manufacturing Engineering
- Engineering Maintenance

Qualities Required

- Good communication skills
- Able to work both independently or as a team
- Good understanding of technology
- Methodical and good at solving problems

Connecting Classroom to Career

Automation Engineer

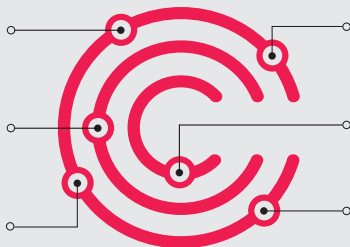
£25k - £50k

Welder Fabricator

£15k - £20k

Aerospace Engineer

£20k - £60k



Robotics Engineer

£27k - £55k

Electrical Engineer

£20k - £60k

Mechanical Engineer

£22k - £55k

HAIR AND BEAUTY

The hair and beauty industry generates **£8bn in turnover for the UK economy**, with over 45,000 hair and beauty businesses in the UK.†

There are so many hair and beauty apprenticeships and the one thing that they all have in common is ensuring customers receive a first-class service and experience.



Apprenticeships

Our hair and beauty apprenticeships:

- Beauty Therapy
- Hairdressing and Barbering

Qualities Required

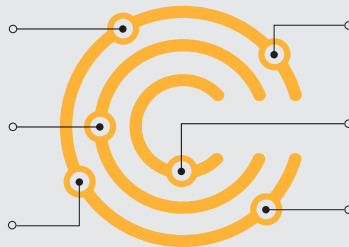
- Good communication skills
- Confident and polite
- Presentable
- Strong attention to detail
- Creative
- Able to work independently or as part of a team

Connecting Classroom to Career

Beauty Therapist
£15k - £20k+

Image Consultant
£14k - £30k+

Senior Stylist
£20k - £30k+



Salon Manager
£20k - £30k+

Hairdresser
£15k - £30k

Barber
£15k - £25k

† Statistics collected from NHBf

*Salary data collected from various sources, see inside back cover for details, July 2021

HEALTH CARE AND EARLY YEARS

Apprenticeships in the health and early years sectors are becoming a more popular way to enter the industry, **with over 132,000 apprentices currently in training.** There are also opportunities to undertake a higher apprenticeship.



Apprenticeships

Our health care and early years apprenticeships:

- Early Years and Education
- Dental Nursing
- Health and Social Care

Qualities Required

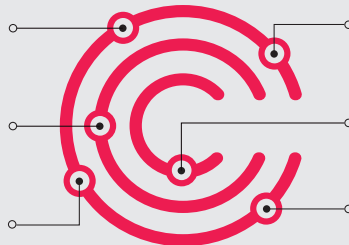
- Excellent communication skills
- Empathetic and patient
- Able to work within a team and on your own initiative
- Able to work calmly under pressure
- Strong organisational skills
- Good time management skills
- Excellent listening skills

Connecting Classroom to Career

Dental Nurse
£19k - £30k+

Healthcare Assistant
£18k - £20k

Social Worker
£24k - £40k+



Early Years Educator
£18k - £30k+

Primary Teacher
£25k - £45k

Health Play Specialist
£21k - £30k

MOTOR VEHICLE

With **over 38 million vehicles on the UK's roads**, the automotive industry plays an essential role in our lives, enabling us to get from A to B.

The growing complexity of today's vehicles, and the pressure to deliver a high-quality customer experience, has created a demand for skilled professionals within the industry, ranging from technical roles such as a Light Vehicle Master Technician to customer service and sales roles such as a Sales Manager or a Dealer Principal.



Apprenticeships

Our motor vehicle apprenticeships:

- Heavy Vehicle Maintenance and Repair
- Auto Care Technician

Qualities Required

- Good technical skills
- Good customer service skills
- Able to work in a team and on your own
- Good maths and IT skills
- Enjoy working with your hands and using tools
- Good problem-solving skills

Connecting Classroom to Career

Auto Electrician

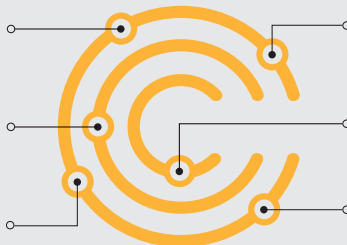
£17k - £37k

Hybrid and Electrical Vehicle Technician

£17k - £30k+

Garage Manager

£24k - £36k



Motor Vehicle Breakdown Engineer

£25k - £40k

Motorsport Engineer

£18k - £60k

MOT Tester

£22k - £27k+

*Salary data collected from various sources, see inside back cover for details, July 2021

SCIENCE

The health and life sciences sectors are of critical importance for the Liverpool City Region, with significant investment in local industry, the NHS and universities.

The Liverpool City Region has an active life sciences sector, employing over 6,000 people and forms one of three main concentrations of life science clusters in the UK.



Apprenticeships

Our life sciences apprenticeships:

- Laboratory Operations
- Science

Qualities Required

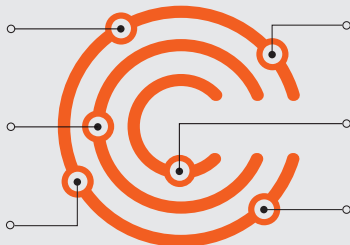
- Good analytical and technical skills
- Strong maths skills
- Able to work within a team and on your own initiative
- Methodical approach to your work
- Able to organise your workload and meet deadlines
- Good attention to detail and accuracy
- Strong organisational skills
- Excellent analytical skills

Connecting Classroom to Career

Science Maintenance Technician
£18k - £35k+

Biological Science Technician
£15k - £25k+

Toxicologist
£20k - £35k+



Science Manufacturing Technician
£18k - £35k+

Research Scientist
£22k - £43k+

Laboratory Technician
£17k - £30k+



INSPIRING IT TECHNICIAN

MATT

ICT Services

“My apprenticeship has enabled me to gain an extensive amount of skills and knowledge while working as part of an IT Team. With the support from College, I have also been able to achieve Microsoft Office Specialist qualifications, which will enhance my skill set and future career prospects.”

Classroom

Level 3 IT Apprenticeship

Career

ICT Technician Apprentice

Joined us from

De La Salle High School

Read his full story at www.sthelens.ac.uk/matt

WHAT INFORMATION SHOULD I INCLUDE ON MY CV?

◉ **Personal Details**

Always include your name, email address and contact details at the top of your CV. There is no point submitting your CV if the employer can't contact you!

◉ **Personal Statement**

This is your chance to stand out from the crowd and highlight your strengths. Personal statements give the employer a sneak peek into who you are, what you can bring to their business and what you hope to achieve. Use this to prove why you are suitable for the role they are looking to fill, by tailoring your personal statement to the job role.

◉ **Key Skills**

Bullet point your top five skills that you can offer the employer.

◉ **Work Experience**

This section should include all of your relevant work experience, listed with the most recent first. Include your job title, the name of the organisation, time in post, and your key responsibilities. If you haven't got any work experience, speak to local businesses and voluntary services as this will really help to boost your CV.

◉ **Achievements**

This is your chance to show how your previous experience has given you the skills needed to make you a suitable candidate. This may be awards that you have received in school or college or could be linked to a programme such as NCS, Prince's Trust or Duke of Edinburgh Award.

◉ **Education**

It's important to list all of your qualifications (or predicted qualifications) on your CV along with the dates that you achieved them, the type of qualification and the grades you received.

◉ **Hobbies and Interests**

Hobbies and interests show an employer that you are committed, and have developed team working and communication skills. For example, if you have attended dance classes or football, turning up for training each week shows dedication and reliability. Make sure to include anything else that will add value to your CV.

SEARCHING AND APPLYING FOR AN APPRENTICESHIP



Be proactive. You don't need to wait until a vacancy is advertised to look for an apprenticeship. By calling or writing to a company, you can sometimes find the hidden opportunities. Make sure you have a stand out CV to impress!



Search and apply for vacancies on www.gov.uk/apply-apprenticeship or via our Job Shop. Need advice on how to do this? We have some great tips that we'd love to share with you. Get in touch with our team!



Colleges and employers will get in touch after you have submitted an application. It is important to make sure you answer your phone even if the number appears as unknown and set up a voicemail so they can leave messages.



Although you may be waiting for your GCSE results, start applying for apprenticeships over the summer - don't wait until September. This will give you a head start on the process, and employers may offer you work experience, which could lead to an apprenticeship.



Social media can be an effective way to find apprenticeships. Employers regularly use social media platforms like Facebook, Twitter and LinkedIn to advertise new job roles, so make sure that your profile is professional.



Brush up on your interview skills by practising mock interviews with your family and friends, or professionals that you know. Remember to ask for honest feedback.



INSPIRING MECHANICAL ENGINEER

REBECCA

“I have always loved discovering how things work and prefer to learn in a practical way, so when I had the opportunity to complete an engineering apprenticeship at Cheshire Seals and Components, I jumped at the chance. After completing my apprenticeship, I hope to progress on to a HNC to continue developing my skills.”

Classroom

Level 3 Technical Extended Diploma in Mechanical Engineering

Career

Mechanical Engineering Apprentice at Cheshire Seals and Components

Joined us from

Cowley International College

Read her full story at www.sthelens.ac.uk/rebecca

PARENT FAQ'S

◉ What is 20% off-the-job training?

It is a statutory requirement for an apprentice to spend 20% of their paid working hours 'off-the-job'. This time will be spent receiving training to gain the skills needed to complete their apprenticeship.

The 20% off-the-job training can be delivered flexibly, by either the College or employer, as part of each day, one day per week or as a block release. The employer and College will decide on the best model.

◉ How can I tell if it is a good apprenticeship?

A high wage doesn't always mean that an apprenticeship is good. Look out for a role that is varied, has staff benefits, extra training opportunities as well as progression opportunities. All of the above shows the employer is looking to invest in the apprentice to develop them personally and professionally.

◉ Financial support for apprentices?

Apprentices can benefit from various money saving schemes including:

- An NUS Apprentice Extra Card - the card costs £11 per year to set up but provides apprentices with massive discounts on high street and online retailers.
- A variety of travel discounts - apprentices aged 16-25 can apply for a railcard saving up to a third on train fares.
- A £1,000 bursary is available for care leavers aged 16-24, to help the transition into the workplace.

◉ How much do apprentices get paid?

The current national minimum wage for an apprentice is £4.81 (as of April 2022) but this can vary depending on age and length of time on the programme. Any apprentices aged 19+, must be paid at least the National Minimum Wage rate for their age, after their first 12 months in their apprenticeship.

◉ What apprenticeship levels are there?

There are various levels of apprenticeships dependant on current skills and qualifications. Apprenticeship qualifications are just as substantial as alternative study routes and can still lead to university, upon completion of a level 3 apprenticeship.

See the table below for an explanation of apprenticeship equivalent levels:

Name	Level	Equivalent Educational Level
Intermediate Apprenticeship	2	5 GCSEs (grades 9-4)
Advanced Apprenticeship	3	2 A Levels, 4 AS Levels, Level 3 Diploma/Certificate
Higher Apprenticeship	4, 5, 6 and 7	Foundation, Bachelor's or Master's Degree
Degree Apprenticeship	6 and 7	Bachelor's or Master's Degree

HOW ARE APPRENTICESHIPS ASSESSED?

Apprenticeships are assessed through an End-Point Assessment which is designed to assess your knowledge, skills and behaviours.

Every apprentice will complete an independent assessment at the end of their apprenticeship to ensure that they have achieved full competency in their role. If you do not pass the assessment, you will not complete your apprenticeship.

During the assessment period, you will undergo several assessments over a period of time, which will be led and graded by the End-Point Assessor.

Each apprenticeship will have different end-point assessment activities which could include:

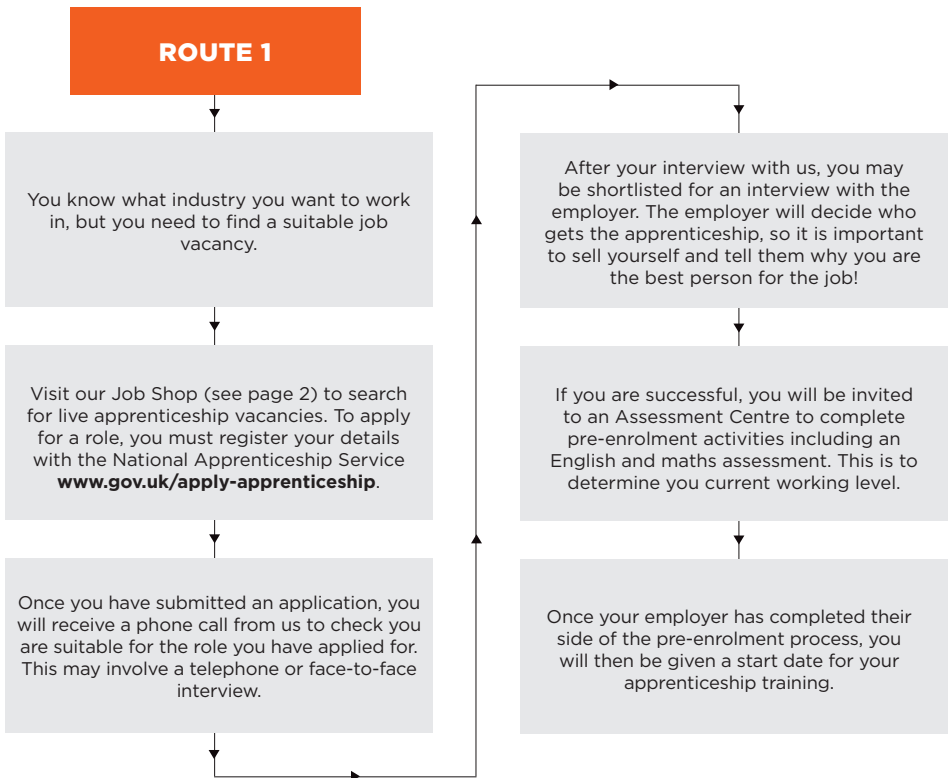
- Written examinations
- Synoptic testing
- Professional discussions
- Interviews
- Portfolios.

You will begin 3-6 month preparation towards the end of your apprenticeship in readiness for this and will be fully supported throughout.

These assessments are designed to ensure you are on the right path to a successful career or progression to higher level study.

APPLICATION PROCESS

If you are currently in year 11, you will only be enrolled onto an apprenticeship once you have received your GCSE results. However, you can still find an employer and start working with them once you finish school to gain experience in the meantime.



Don't worry if you have been unsuccessful! Start the full-time course at College and make your tutor aware that you would like an apprenticeship. Keep applying and once you are successful, we can transfer you on to the apprenticeship pathway.

ROUTE 2

You already know of, or have found, an employer who will employ you as an apprentice.

You will need to get in touch to let us know your employer's contact details and the details of the apprenticeship you have secured and complete an application form.

You can do this by calling 01744 623521 or email appenquiry@sthelens.ac.uk

If you are successful, you will be invited to an Assessment Centre to complete pre-enrolment activities including an English and maths assessment. This is to determine your current working level.

Once your employer has completed their side of the pre-enrolment process, you will then be given a start date for your apprenticeship training



If you are not quite ready for an apprenticeship, a traineeship could be another option to consider as it will help you to develop the skills and experience needed to secure an apprenticeship.



TRAVELLING TO COLLEGE

Getting to College is easier than ever!

Our apprentices have access to our dedicated, FREE bus service that covers key routes, including Maghull, Kirkby, Leigh, Ashton-in-Makerfield, Halewood, South Liverpool, Penketh and Warrington. The bus service operates every weekday, morning and evening during term-time.



For regularly updated information regarding timings and routes, visit www.sthelens.ac.uk/freebus or www.knowsleycollege.ac.uk/freebus



Merseytravel My Ticket

Apprentices aged 16-18 have access to discounted bus travel with Merseytravel. The Merseyside bus operator offers 'My Ticket', which is available for young people up to the age of 18, for just £2.20. This one day ticket can be used on all bus services in Merseyside and Halton.

Merseytravel Apprentice Travelcard

For those aged 19-24, the apprentice travelcard is available with Merseytravel, which allows young people enrolled on an apprenticeship can get half price bus or train travel across Merseyside, when buying weekly and four-weekly Solo tickets, or weekly and monthly Railpass tickets.

MONEY MATTERS

We want to make sure that you can make the most out of your college experience. So don't worry about the costs of coming to college. We have it covered.

All of our students aged 16-18 are entitled to:

01

No course fees

Apprentices are not required to contribute towards the costs of the apprenticeship.

02

Free breakfast*

No more rushing around in the morning – you'll get a free breakfast on the day you attend college!

03

Free College bus

Take advantage of our free, dedicated bus service, available across four main routes.

04

Discounted Travel

Apprentices have access to a number of travel discounts across Merseyside.

05

Free Microsoft Office 365

Usually worth over £100, you'll get the full Microsoft Office package for free!

06

Student discounts

Don't miss out on the perks of being a student – you'll have access to exclusive offers and discounts from retailers.



ASPIRING AEROSPACE ENGINEER

ASH

“The supportive tutors with their industry links, helped me to secure my innovative apprenticeship.

As part of my role, I research and develop new ideas and improve existing designs and processes across a variety of industries such as automotive, chemical, aerospace and packaging.”

Classroom

Level 3 Mechanical Engineering Apprenticeship

Career

Mechanical Engineering Design Apprentice at CAL International

Joined us from

Sussex College Network (Sri Lanka)

Read his full story at www.sthelens.ac.uk/ash

EMPLOYER PARTNERSHIPS

We work with hundreds of employers across the Northwest, providing an extensive range of apprenticeship vacancies.

Our strong collaborations with local, regional and national employers, make us one of the largest apprenticeship providers in the area.



MYTH BUSTERS

MYTH I CAN JOIN COLLEGE TO DO AN APPRENTICESHIP WITHOUT AN EMPLOYER.

BUSTED Wrong. Before you join us, you must have an employer before you are able to start an apprenticeship. If you don't already have one lined up, our recruitment team can help you with your search.

MYTH APPRENTICESHIPS ARE FOR THOSE WHO HAVE ACHIEVED POOR GRADES AT GCSE.

BUSTED Wrong. Apprenticeships are another further education route. It is a type of learning for those that want to get into employment rather than develop a career through study alone.

MYTH I CAN'T GO TO UNIVERSITY IF I COMPLETE AN APPRENTICESHIP.

BUSTED Wrong. You can still progress with an apprenticeship and you could still choose to go on to university upon completion of a level 3 apprenticeship. All the qualifications you'll work towards are well recognised by universities and there are now degree level apprenticeships too.

MYTH APPRENTICESHIPS ARE BADLY PAID.

BUSTED Wrong. The great thing about an apprenticeship is that you earn a wage while also gaining your qualification. You'll earn a minimum of £129.00 per week.

MYTH YOU CAN ONLY COMPLETE AN APPRENTICESHIP FOR A CAREER IN A TRADE.

BUSTED Wrong. Apprenticeships span several industries including professional positions such as digital marketing assistant, business administrator and IT technician specialist.

MYTH I NEED EXPERIENCE TO GET AN APPRENTICESHIP.

BUSTED Wrong. Apprenticeships provide an opportunity for you to develop your work experience and gain skills related to the industry to help you progress. Employers recognise applicants won't necessarily have previous work experience.

This Apprenticeship booklet has been produced as a guide and was correct at time of going to print. St Helens College and Knowsley Community College reserves the right to amend, remove and add apprenticeships in the future. We also reserve the right to amend course entry criteria. This booklet cannot be considered contractual and we accept no liability for inaccurate statements. Careers information was correct at time of going to print. Information from Liverpool City Region Local Enterprise and National Careers Service.



Apprenticeships



St Helens College

www.sthelens.ac.uk

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enquire@sthelens.ac.uk

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www.knowsleycollege.ac.uk

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info@knowsleycollege.ac.uk

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