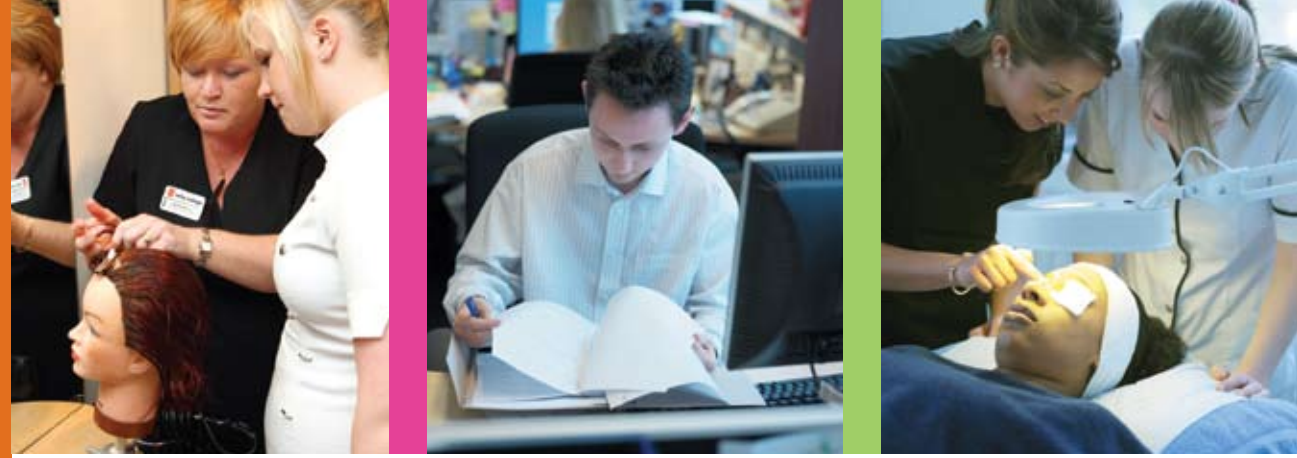


Apprenticeships are a fantastic way to earn as you learn!



Apprenticeships are the 'learn as you work' alternative to full-time education and training. They provide you with essential skills, which will be valued by employers, while you work towards a nationally recognised qualification.



Apprenticeships

Getting paid while you learn might sound too good to be true – but as an Apprentice you really do get the best of both worlds.

If you are aged between 16 and 24 and are driven to succeed in a particular industry and are willing to commit yourself to training and study, then an Apprenticeship could be right up your street – quite literally!

Selby College is the largest provider of Apprenticeship training in the area and successfully works in partnership with a wide range of employers across Yorkshire and the Humber.





What is an Apprenticeship?

Apprenticeships are nationally designed programmes for 16-24 year olds who have left full-time education or who are already in employment.

The complete Apprenticeship programme consists of three different qualifications:

- **A National Vocational Qualification (NVQ)**

This credits the learner for their practical skills in the workplace.

- **Key Skills Certificates**

Key Skills are essential for all jobs and industries and focus on Communication, Application of Number and Information Technology.

- **Technical Certificate**

The Technical Certificate provides the knowledge and understanding the learner needs to underpin their practical skills.

There are two levels of Apprenticeship:

- **Apprenticeship** (NVQ Level 2)
- **Advanced Apprenticeship** (NVQ Level 3)

Those studying towards an Apprenticeship will achieve an NVQ Level 2 qualification and those taking an Advanced Apprenticeship will achieve an NVQ Level 3 qualification.

Please note: for those young people wanting to do an Advanced Apprenticeship you must have a supervisory role or extended job role as part of your job.

The Apprenticeship also includes Key Skills qualifications including Application of Number, Communication and IT at levels dependent on the prior achievements of the learner and the particular learning area.

How Does It Work?

Some learners come into college one day per week and work for the other four days, whilst others learn purely on the job.

This will be discussed with you when your Apprenticeship programme is arranged with you and your employer.

Apprenticeships are designed for those who want to gain qualifications whilst in employment.

Selby College currently offers Apprenticeship training in the following areas:

| Subject Area | Apprenticeship | Advanced Apprenticeship |
|--------------------------|----------------|-------------------------|
| Business Administration | ● | ● |
| Childcare | ● | |
| Customer Service | ● | ● |
| Construction | ● | |
| Engineering | ● | ● |
| Hairdressing | ● | ● |
| Health and Social Care | ● | |
| Hospitality and Catering | ● | |
| Plastering | ● | |
| Retail Skills | ● | |
| Warehousing & Storage | ● | |

Whether you are a young person looking for a job with training and prospects or an employer seeking to improve workforce skills for new and existing staff, we can assist you.

"I have the best of both worlds, learning a trade and getting paid for it. I have money to go out and enjoy myself."





Selby College Apprenticeship Information

Business Administration

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Business Administration
- Technical Certificate in Business Administration

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 2

Childcare

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Children's Care Learning & Development
- Technical Certificate – Children's Care Learning & Development

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Construction

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Brickwork
- Technical Certificate

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Plastering

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Plastering
- Technical Certificate – Intermediate Construction Award

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Customer Services

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Customer Service
- Technical Certificate in Customer Services

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Engineering

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Engineering
- Technical Certificate in Engineering

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1
- Working with Others Level 2
- Improving Own Learning and Performance Level 2
- Information Technology Level 1

Hairdressing

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Hairdressing

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Health & Social Care

To gain the apprenticeship, students must complete the following:

- NVQ Level 2 Health & Social Care
- Technical Certificate in Health & Social Care

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Hospitality & Catering

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Hospitality & Catering
- Technical Certificate in Hospitality & Catering

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1

Retail Skills

To gain the Apprenticeship, students must complete the following:

- Certificate/Diploma

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1
- Technical Certificate

Warehousing & Storage

To gain the Apprenticeship, students must complete the following:

- NVQ Level 2 Warehousing & Storage

They will also complete the following Key Skills:

- Application of Number Level 1
- Communication Level 1
- Technical Certificate



Frequently Asked Questions

These are some frequently asked questions about Apprenticeships

Q1 Will Selby College help me to find an employer?

A1. Yes, Selby College will work with you to help you find an employer, please speak to our Business Services team Tel 01757 211038 to find out more about this.

Our experience has been that if you are proactive about finding your own employer and contact them direct, they are more likely to want to speak to you. In the past successful Apprentices have sent off their CVs to a range of companies that they wanted to work for, visited businesses or responded to adverts on local websites. You might also find it useful to check out employer websites for job vacancies or go to your local JobCentre Plus, to see if they are advertising Apprenticeship vacancies.

The Apprenticeship Vacancy Matching Service (AVMS) website also has Apprenticeship vacancies listed for local and national employers visit **www.apprenticeshipvacancymatchingservice.lsc.gov.uk** for more information.

Q2 Can I do my Apprenticeship with any employer?

A2. Yes, as long as they meet the regulation health and safety criteria and can offer you a safe place to work in. One of our qualified placement staff will check this before you start your Apprenticeship with them.

Q3 How will Selby College support me as I proceed through my Apprenticeship?

A3. Selby College will assign an Assessor who will support you and your employer throughout your Apprenticeship programme including preparing a training plan for you, which is agreed by you, your employer and the college. For some of the Apprenticeship programmes, you are likely to be spending at least one day per week at the college learning the theory that supports what you are learning in the workplace.

Q4 How much will I get paid?

A4. This will very much depend on your age. Wages start from £95 per week for an Apprentice aged 16 working a minimum of 30 hours per week which also includes teaching time, but many employers have their own agreed pay scales for Apprentices, however this is entirely at their discretion. You will need to ensure that you confirm your salary before you start your Apprenticeship.

Q5 How long does it take to become fully qualified?

A5. An Apprenticeship can take between 12 and 24 months to complete depending on the subject and the level you study. Your Selby College Assessor will work with you to map out your learning goals and support you to ensure you complete the agreed goals that enable you to progress through the programme.

Q6 What qualifications do I need?

A6. Apprenticeships are suitable for students who have succeeded at GCSE Level and also for others who may have found academic work difficult, but have the practical ability. All learners will be assessed and advised as to the most appropriate programme for them.

Q7 Can I do an Apprenticeship if I am already working?

A7. Yes, if your employer agrees and you are aged between 16 and 24 years of age.

Q8 What do I do next?

A8. Contact Selby College's Apprenticeship Team (Tel 01757 211038) and we will advise you on your next steps.





Celebrating Success

Name: **Stacey Johnson**

Studied: **Business Administration Apprenticeship**

Destination: **National Farmers Union**

Stacey first enrolled at Selby College on the Level 2 Business Administration course when she was 19 and through the college secured a work placement in the Housing Department at Selby District Council.

Just a year later she started as a Junior Administration Clerk at the NFU putting the skills and knowledge she had gained from her NVQ to good use in the day to day running of the office. After completing her NVQ Level 2, Stacey was promoted to Insurance Advisor and took over the running of the Accounts Department.

The Selby NFU Mutual is an Agency of the NFU Mutual Insurance company, based in Selby town centre, which has a gross written premium income of around £5.1m, there are three partners within the business and eight members of office staff.

The firm is committed to training its staff and provides encouragement and support to those wishing to gain new skills and additional knowledge.

In Stacey's case they felt the Apprenticeship provided by Selby College would assist in developing her knowledge of working in a business environment. Melanie Chapman,

Office Manager, said: "We particularly found the modules relating to Health and Safety, Procedural Practice and Organisational Skills beneficial to Stacey, who has been able to apply this knowledge to her daily tasks and duties."

Since joining the company Stacey has gone on to complete her NVQ Level 3 in Business Administration she said: "It gave me the confidence to accept the position of Insurance Advisor increasing my level of responsibility from being a Junior Insurance Advisor to running the day to day office Insurance Accounts."

Stacey has now completed her NVQ Level 4 in Business Administration.

"I'd never worked in an office environment before and the course really helped me develop the skills and knowledge required to carry out my job."

“Apprenticeships are a great way to build a successful career.”



Selby College Apprenticeships
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