

Apprenticeship Mini Guide

Work.
Earn.
Learn.

Do you want to be an apprentice?

Apprenticeships are a great mix of hands-on learning in the workplace and theory learned with us at the Heart of Yorkshire Education Group to give you the practical skills and knowledge you'll need to thrive in the working world.

We work with a variety of different employers, ranging from small to large who offer great opportunities to 'earn while you learn'.

Why Us?

We work with over 1,000 apprentices and 500 employers.

- + Achievement rates above national average
- + Rated 'Good' by Ofsted
- + Well-established safeguarding procedures
- + Wide-ranging support at College and in the workplace



Keegan

"Whilst studying Level 2 Welding and Fabrication, I completed a one-week placement at UK Street Style. I found this really rewarding. I gained a lot of experience and knowledge, applying my classroom skills to real-life work. Due to my successful placement, they offered me a two-year apprenticeship which I'm really enjoying."

Welding and Fabrication

Welding and Fabrication Apprenticeship (Level 2)





**YOU CAN PROGRESS TO HIGHER-
LEVEL APPRENTICESHIPS OR
HIGHER EDUCATION HERE WITH
US AT THE HEART OF YORKSHIRE
EDUCATION GROUP**

Earn while you learn

As an apprentice, you'll work for an employer, and you will earn a wage.

The minimum wage for an apprentice is £5.28 per hour but wages will vary as there are many employers who are willing to pay more than the minimum.

We work with a variety of different employers, ranging from small to large, who offer great opportunities to 'earn while you learn'. Some of the top companies we currently work with are Unilever, Drax, Warburtons, Coca Cola, Haribo, Wakefield Council, West Yorkshire Fire Service and several local NHS Trusts including Mid Yorkshire and South & West Yorkshire.

We offer four levels of apprenticeship

COURSE	QUALIFICATION EQUIVALENT TO	DURATION
Level 2 Intermediate	5 GCSEs at A*-C or 9-4	1-2 years
Level 3 Advanced	2 or more A Levels	1-4 years
Level 4 Higher	Foundation degree, HNC or HND	Up to 4 years
Level 5 Higher	Diploma of Higher Education	Up to 2 years

Apprenticeships are for anyone aged 16 or over and they allow you to earn and learn at the same time, giving you great prospects for the future!

We currently offer apprenticeships in:

HEALTH AND EDUCATION

Adult Care Worker Level 3
Children, Young People & Families Practitioner Level 4
Dental Nurse Level 3
Early Years Educator Level 3
Early Years Practitioner Level 2
Healthcare Science Associate Level 4
Lead Adult Care Worker Level 3
Senior Healthcare Support Worker Level 3
Teaching Assistant Level 3

HOSPITALITY & CATERING

Hospitality Manager Level 4
Hospitality Supervisor Level 3
Commis Chef Level 2
Food & Drink Process Operator Level 2
Hospitality Team Member Level 2
Production Chef Level 2

BUSINESS & PROFESSIONAL

Accounts/Finance Assistant Level 2
Assistant Accountant Level 3
Business Administrator Level 3
Customer Service Practitioner Level 2
Customer Service Specialist Level 3
Emergency Service Contact Handling Level 3
Human Resource Consultant Level 5
Human Resource Support Level 3
Operational/Departmental Management Level 5
Professional Accounting Taxation Technician Level 4
Team Leader/Supervisor Level 3

AUTOMOTIVE

Autocare Technician Level 2

Heavy Vehicle Service & Maintenance Technician Level 3

Motor Vehicle Service & Maintenance Technician Level 3

HORTICULTURE

Horticulture And Landscape Operative Level 2

ENGINEERING

Engineering Design and Draughtsperson Level 3

Engineering Manufacturing Technician Level 4

Engineering Operative, Electrical Level 2

Engineering Operative, Fabrication/Welding Level 2

Engineering Operative, Mechanical Level 2

Engineering Technician, Toolmaker & Tool and Die Maintenance Technician Level 3

Food and Drink Process Operator Level 2

Metal Fabricator Level 3

MOET Electrical or Mechanical, Electromechanical and Mechatronics Level 3



CONSTRUCTION

Advanced Carpentry & Joinery Level 3 - Site

Bricklayer Level 2

Carpentry & Joinery Level 2 (Site)

Construction Design & Build Technician Level 4

Construction Site Supervisor Level 4

Construction Support Technician Level 3

Construction Quantity Surveying Technician Level 4

Ground Worker Level 2

Installation Electrician/Maintenance Electrician Level 3

Plumbing & Domestic Heating Technician Level 3

Property Maintenance Operative Level 2

Don't just take our word for it!

What do our employers and apprentices say?

Marcia

Team Leader Apprentice



"I had excellent support, motivation and encouragement from my excellent tutor who got me over the finish line in summer 2020 with a distinction which I am extremely proud of."

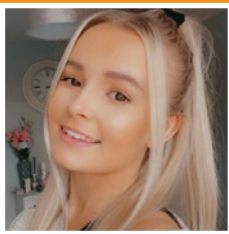
Cora

Business Administration Apprentice

"I feel that my apprenticeship has changed me as a person, given me the confidence i never had, and it's given me the motivation to work hard for what i want to achieve in the future."

Rebecca

HR Apprentice



"I believe apprenticeships are very rewarding. It has given me the opportunity to gain a qualification but also put my learning into practice on a daily basis. It has enabled me to grow in confidence and achieve new skills, including, communication skills, listening skills, time management and organisational skills."

Callum

Bricklaying Apprentice

"I'm really enjoying my bricklaying apprenticeship as you can see the houses getting built from start to finish and it gives you an insight into what it's like on-site."

Brad

Fabrication & Welding Apprentice



"I found that everyone I dealt with and worked with on the College staff, whether it be the two tutors I had over the years or the College Assessors, were interested in the subject of fabrication and this made learning from them much easier with this enthusiasm. Overall, it was an excellent experience and has helped set me up for life. Thank you!"

Zoe

Business Administration Apprentice

"Completing my Apprenticeship at the College really helped to increase my confidence both in and out of work. It also gave me the opportunity for valuable work experience whilst completing my course of study."

How to become an apprentice

If you already have a prospective employer, please contact the Apprenticeship Recruitment Team to discuss further

OR

Find an Employer who is recruiting apprentices

- 1** Submit a copy of your CV which we can share directly with employers who are looking to recruit an apprentice.
- 2** Send your cv to: **apprenticeships@heartofyorkshire.ac.uk**
Some Employers do approach us regarding vacancies and those Apprenticeship vacancies can be found on our website: **www.wakefield.ac.uk/apprenticeships**
- 3** Register for an account on **www.gov.uk/apply-apprenticeship** which will allow you to search and apply for a range of apprenticeship vacancies

Quick tips on Creating your CV

- 1.** No more than a couple of sides of A4
- 2.** Clearly presented and easy to read
- 3.** Only include relevant info
- 4.** Be positive, concise and honest
- 5.** Avoid fancy fonts, use 11 as your minimum font size
- 6.** Spell check!
- 7.** Get someone to proof read it



Need help?

Request a CV template from the Apprenticeship Recruitment Team at the Heart of Yorkshire Education Group

Want to find out more?

So, if you think an apprenticeship might be for you, join us and start your journey to a fulfilling career!

Come along to our next open day

Register online for entry:

www.heartofyorkshire.ac.uk/latest

www.wakefield.ac.uk/events

www.selby.ac.uk/events

Visit www.heartofyorkshire.ac.uk/apprenticeships where you can find more information about the apprenticeships on offer and any current vacancies

Alternatively, call us on

01924 789469 or email

apprenticeships@heartofyorkshire.ac.uk

www.gov.uk/apply-apprenticeship



Simon Nelson

Micra Truck Bodies

"We are a massive believer and advocate for apprentices. We have used Wakefield College for our apprentices for the past 10 years and increased our intake of apprentices year on year. It's better to train someone from leaving school at 16 as we can train them to our high standards. We also find it helps with job retention as the apprentices are more loyal to you as you've spent time training them."