



# Apprenticeships



Newcastle-under-Lyme College



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ACCOUNTING

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BUSINESS ADMINISTRATION

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CHILDCARE

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CARPENTRY/JOINERY

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CUSTOMER SERVICE

---

ELECTRICAL INSTALLATION

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ELECTRICAL ENGINEERING

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HAIRDRESSING

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HEALTH AND SOCIAL CARE

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INFORMATION TECHNOLOGY

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MECHANICAL ENGINEERING

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# WANT TO BECOME AN APPRENTICE?

Apprenticeships are a great way to get a head start in a career, improve your qualifications and earn money at the same time. You can become an Apprentice in all sorts of job roles, from office work such as customer service, IT or accounts, through to hairdressing or the caring professions (childcare or health and social care). Apprenticeships are also an ideal way to get started in a skilled profession, such as engineering or construction trades.

## There are two levels of study:

### Apprenticeship

This leads to NVQ Level 2 plus Key Skills. The NVQ Level 2 is equivalent to five GCSEs at grade A\* to C.

### Advanced Apprenticeship

This leads to NVQ Level 3 plus Key Skills. The NVQ Level 3 is equivalent to two A Levels and can allow you to progress on to university courses such as HNCs, HNDs and Foundation Degrees.

## Frequently asked questions:

### Am I eligible for an Apprenticeship?

You need to be aged 16-24\* and not taking part in full-time education. If you start your Apprenticeship before your 25th birthday you can continue until you have completed it.

### What sort of training is involved?

You will follow an Apprenticeship 'framework', consisting of a National Vocational Qualification (NVQ), the key skills that we all need to be effective, e.g. communication skills, IT and the use of number, and a technical certificate, (a qualification that demonstrates you have the knowledge needed to do the job).

### Where will I do the training?

Most Apprentices spend four days a week in the workplace and one day a week in College.

### How long does an Apprenticeship take?

Apprenticeships usually take at least a year to complete, while Advanced Apprenticeships normally take between two and three years.

### How will I be paid and how much?

Your employer will pay your wages. As you and your employer are investing in your future you will be paid a training allowance of not less than £80 per week, although you may well earn more than this.

### When can I start?

You don't have to wait until September; you can start an Apprenticeship at any time of the year.

# HOW DO I APPLY?

## Step 1

Call **01782 254212** or email [apprenticeships@nulc.ac.uk](mailto:apprenticeships@nulc.ac.uk) and tell us which Apprenticeship you are interested in. We'll send you an application form.

## Step 2

Complete and return the application form. We'll get back to you, to invite you to come in for an interview.

## Step 3

Come and see us. We'll discuss what you want from an Apprenticeship, and find out if it's right for you. We will also assess your key skills (like English, Communication, IT and Maths) and arrange for extra learning support if needed.

## Step 4

We work with you to find an employer placement, so you can start your Apprenticeship. We can give you extra support like interview or CV training, to help you get the job you want.

## Step 5

You start your first day of work and Apprenticeship training. Your Assessor will support you every step of the way!



\*For the Apprenticeship in Health and Social Care it is preferable that you are aged 18-24.

# WANT TO EMPLOY AN APPRENTICE?

As an employer, the benefits of Apprenticeships are many and varied. Your business can benefit from Apprenticeships in the following ways:

- **Improved productivity:** Apprenticeships equip young people with the skills and knowledge to do the job better. And because they are motivated, they work harder and more effectively for your business.
- **Motivated people:** Apprentices are motivated people who are keen to learn. By offering Apprenticeships you will find it easier to recruit and retain able young people.
- **Relevant training:** Apprenticeships are designed by companies in your sector to meet the needs of your business. This means the training is always relevant and it is tailored to the needs of your sector by people who genuinely understand what you do.
- **Avoid skills shortages:** Apprenticeships allow you to invest in your company's future. By taking on an Apprentice you can acquire specialist skills for your business that allow you to keep abreast of new technology.

**For full details of all our employer training services:**

**Tel: 01782 254212**

**Email: [employers@nulc.ac.uk](mailto:employers@nulc.ac.uk)**

**Visit: [www.nulc.ac.uk/employer](http://www.nulc.ac.uk/employer)**

## Frequently asked questions:

### Who is eligible for an Apprenticeship?

Apprenticeships are open to people aged between 16 and 24. Apprentices can be new recruits or a young person already working for you in a junior role.

### Can I get help with recruiting a suitable Apprentice?

Yes. All potential Apprenticeship candidates are interviewed at the College and have to pass an assessment test which determines the level and type of Apprenticeship suited to them.

### What other support will I receive?

You will have regular visits from an NVQ Assessor who will work closely with you and the Apprentice through the training process to agree a training plan, manage assessments and ensure national quality standards are met.

### Do I have to pay anything towards the training?

No, you don't have to pay the College anything towards the training. You will simply pay your usual wage to the Apprentice who will be employed by you during the course of their training (usually between one and three years).

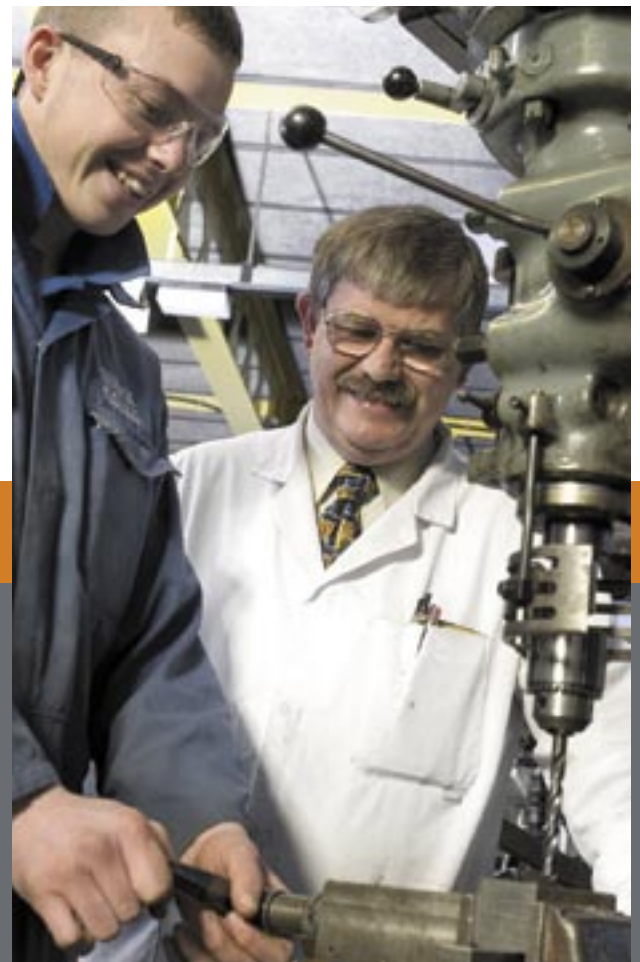
### I am interested in recruiting or training an Apprentice. Where do I start?

Please contact our Apprenticeships team direct on **01782 254356**, or by email at [apprenticeships@nulc.ac.uk](mailto:apprenticeships@nulc.ac.uk)

### Does the College offer any other form of training for local businesses?

The College offers a wide range of training solutions for employees of all ages, ranging from bespoke in-company training to evening courses in leadership and management, accounting, payroll, IT, graphic design and much more.

'On-the-job' NVQs in areas such as retail, childcare, business and engineering are also available and can be delivered free of charge\* to your employees as part of the Train to Gain scheme.



\*Level 2 qualifications can be studied free by anyone aged 19 or over who does not already have 5 GCSEs at grades A\*-C or equivalent.

# DON'T JUST TAKE OUR WORD FOR IT...

## Apprentices said:

**"Doing an Apprenticeship has meant that I can train while I'm working. Both work and college have been really supportive."**

Apprentice – Accounting

**"I'm getting loads of practical experience at work and I'm enjoying learning about a new subject."**

Apprentice – Childcare

**"I'm learning a trade and getting paid. I work as part of a team with people from lots of different backgrounds so every day is different."**

Apprentice – Electrical Engineering

## What the inspectors found - extracts from our Ofsted Report, December 2007:

**"STRONG LINKS with employers."**

**"HIGH SUCCESS RATES on work-based learning programmes."**

**"OUTSTANDING development of economic well-being of learners."**

## LET'S TALK...

To find out more about the benefits of Apprenticeships, please contact us for more information.

Tel: 01782 254212

Email: [apprenticeships@nulc.ac.uk](mailto:apprenticeships@nulc.ac.uk)

Web: [www.nulc.ac.uk/apprenticeships](http://www.nulc.ac.uk/apprenticeships)



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