

NELSON & COLNE  
COLLEGE GROUP

APPRENTICESHIPS

# Your future, your way



Apprenticeship Guide

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I love the feeling you get when you know you have done an ace job. Painting and Decorating interests me because I like to be creative and I can apply that creativity in a client's house as it is a blank canvas. I love using my skills and trade knowledge to transform rooms.

**Destiny-Mya Robinson**

Completing a Painting and Decorating Apprenticeship at Annie Get Yer Brush



# Your future, your way.

**There has never been a better time to start an Apprenticeship. Apprentices are going to play a vital role in the recovery of the local and national economy.**

By doing an Apprenticeship you can gain a real insight and experience within the world of work, demonstrating to employers that you have the skills and knowledge not only do the job, but to go far. They can provide you with that competitive edge within the jobs market.

Here at Nelson and Colne College Group, we offer Apprenticeships in a wide range of sectors and can provide you with that vital support and guidance to find your dream job. Our extensive partnerships with local and national employers means that we are well placed to match you to an opportunity within your chosen sector.

We offer a unique Pre-Apprenticeship Support Service where we work with you to find employment and develop your skills to make you more attractive to potential employers.

Find out more in this Guide about how to get started with your Apprenticeship.

**Number one** College in  
Lancashire for 16-18  
Advanced Apprenticeships



**Individualised**  
Pre-Apprenticeship  
Support Service



**Talent matching**  
service to recruit you  
into the right role



**Specialist**  
Apprenticeship  
Recruitment Team  
to help you find an  
Apprenticeship



# Pre-Apprenticeship Support

**We understand that it is vital for young people to be equipped with the skills needed to secure employment and perform well in their roles.**

With this in mind we will work with you to develop your skills to make you more attractive to potential employers. We're here to support you.

If you don't find employment, don't worry, we can get you started on one of our Pre-Apprenticeship programmes, where you can work towards a qualification that will help you develop the skills and experience that employers are looking for. Then once an opportunity becomes available, you will be able to transfer to an Apprenticeship.

- ▶ An opportunity to complete certain **key skills** essential for employment
- ▶ **Communication** and **presentation skills**
- ▶ Industry specific qualifications and skills such as **Paediatric First Aid** or **Health and Safety at Work**
- ▶ Relevant **work placements**
- ▶ **CV** production and **job search** skills
- ▶ **Interview** techniques
- ▶ Individualised **advice, guidance** and **support**



# Your Apprenticeship Journey



## Step 1

### Your Interview

Once you've applied for an Apprenticeship, you will be invited into the College to have an interview with the relevant Programme Leader for the sector you've chosen to complete your Apprenticeship in.



## Step 2

### Assessing your Skills

Following your interview, our Team will work with you to provide 1:1 support in helping you to be 'employment ready'. We will help you identify the skills you may need to develop before being put forward for an Apprenticeship vacancy.



## Step 3

### Developing Skills

Working with you and your individual needs, we will provide you with opportunities to attend relevant sessions such as CV Workshops, Interview Preparation, Communication Skills, and more.



## Step 4

### Live Vacancies

Once you are ready, our expert team will help you to secure an Apprenticeship that is aligned to your career aims.



## Step 5

### Employer Interview

Upon being shortlisted for an Apprenticeship vacancy, the Apprenticeship Team will arrange a specialised interview preparation session, to ensure you are as prepared as possible for your upcoming interview with your prospective employer.

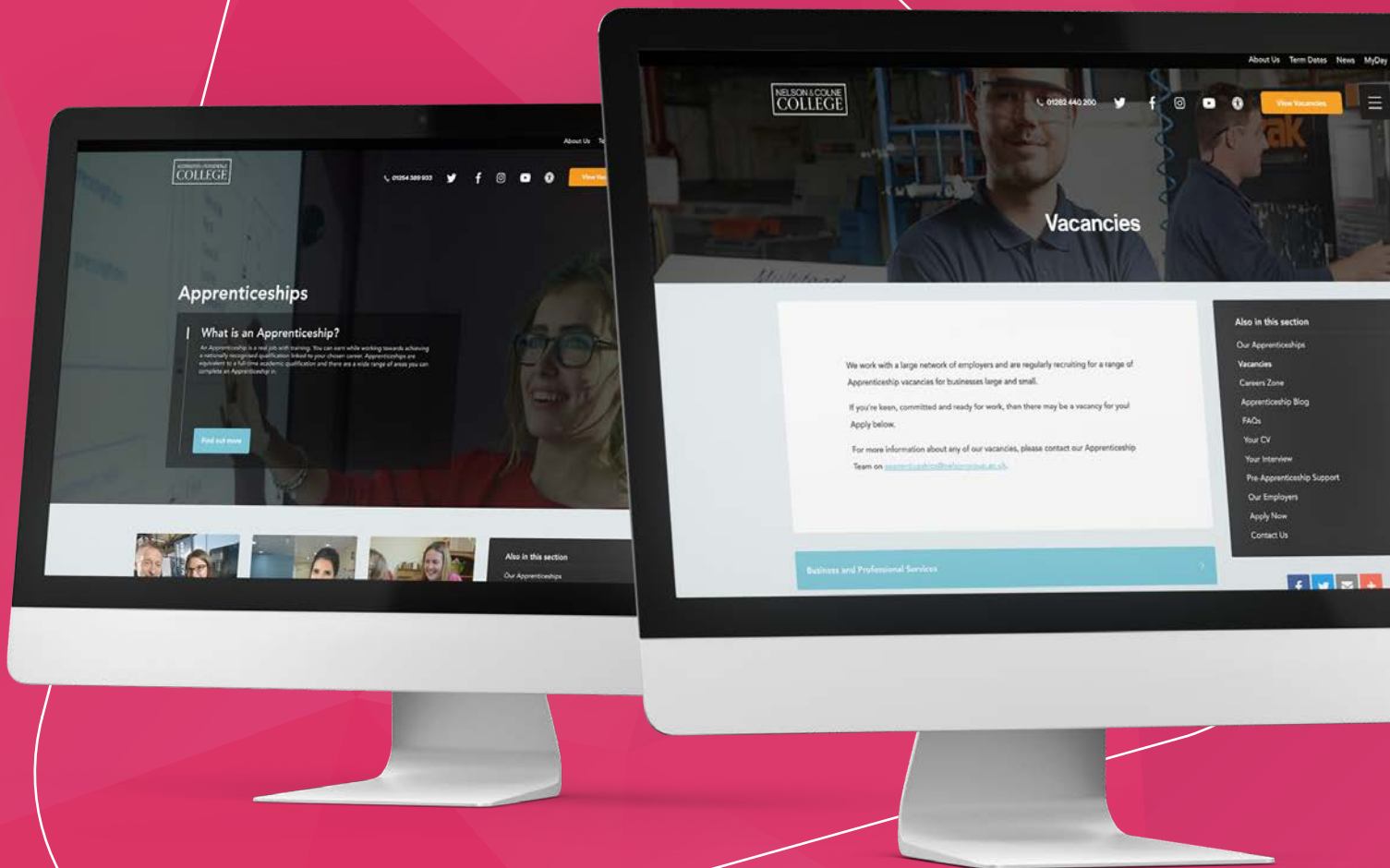


## Step 6

### Ongoing Support

The team will continue to work with you until you are successfully matched with an employer. Alternatively, we can get you started with a qualification to get you on the right track, where you can transfer to an Apprenticeship later down the line, once an opportunity becomes available.





# Apply for an Apprenticeship today

You can **view** and **apply for live vacancies** in your area by clicking on one of the links below.

visit [nelson.ac.uk](https://nelson.ac.uk)

visit [accross.ac.uk](https://accross.ac.uk)

# Business and Professional Services

## Apprenticeships

Available from **Levels 2 to 5\***

### Accountancy

An Accountancy Apprenticeship provides you with the training and qualifications you need to work as an Accounting Technician or Accounts Assistant, as a Credit Control Clerk, an Accounts Clerk, or a Finance Assistant.

Typical services that you would learn about include: tax returns, payroll, bookkeeping, managing financial accounting, auditing and much more.

### Business Administration

The Business Administration Apprenticeship is about playing an important support role within a business or organisation. Administrators handle the day-to-day tasks in an office and make sure things run smoothly.

The term 'administration' covers roles that involve organising people including Executive Secretaries, Administration Assistants, Data Entry Clerks, and Office Juniors. Without them, information is hard to find, meetings would be missed and businesses would be less productive.

### IT

This Apprenticeship provides the Apprentice with the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools, and software applications.

This includes the creation and amendment of formatted information including documents, diagrams, spreadsheets and presentations. It also includes maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

### Team Leader

This Apprenticeship teaches you the skills to be an effective leader and can be applied to hundreds of job roles across many different sectors, from small businesses to large corporations.

Effective leadership and management is vital to the success of all businesses. Proven competence in leading teams of people, planning work schedules and making the best use of resources is an essential quality of a good manager.

### HR Support

This Apprenticeship enables Apprentices to develop their skills in managing day-to-day HR queries and advice, plus in HR processes such as recruitment, employee relations, and performance and reward management.

Apprentices will gain a thorough grounding in the basics of HR and an understanding of HR principles throughout this Apprenticeship.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page





Did you know...?

A Business Advisor can earn up to **£35,000** a year

# Business and Professional Services

## Careers within the industry

- ▶ Accounts Manager
- ▶ Business Support Officer
- ▶ Data Administrator
- ▶ Digital Design Assistant
- ▶ Event Manager
- ▶ Finance Assistant
- ▶ IT Helpdesk Support
- ▶ Marketing Executive
- ▶ Marketing Officer
- ▶ Personal Assistant
- ▶ Team Leader
- ▶ Web Technician
- ▶ And many more!

## Skills required

- ✓ Logical thinking
- ✓ Awareness of current business issues and trends
- ✓ Knowledge of local and national business
- ✓ A non-judgemental and positive approach
- ✓ Good IT skills
- ✓ Excellent organisational skills
- ✓ Decision making skills
- ✓ Strong communication skills
- ✓ The ability to manage projects and work on your own initiative

## Just some of the employers we work with...



I'm really enjoying my Apprenticeship. I've had great support from my Trainer Assessor and I'm developing a range of skills - personal and professional. I'm much more independent when at work, and in general life, and my leadership and communication skills have improved working in a team. My presentation and planning skills are also better, and I'm much more forward thinking.

**Sufyan Khan**  
Business Administration Apprentice  
at IMO Charity





# Catering and Hospitality

## Apprenticeships



Available from **Levels 2 to 5\***

### Hospitality Team Member

This Apprenticeship is designed for all hospitality staff who serve food and drinks in any type of catering or hospitality setting, as part of their normal job role.

Apprentices may be working in a wide range of outlets, including fine dining restaurants, catering eateries, school canteens, care homes and contract catering sites.

### Commis Chef

The Commis Chef Apprenticeship will give you valuable experience of a variety of routine food preparation and cooking activities. You will be working in a kitchen environment where your duties could include preparing and cooking a variety of dishes and maintaining a clean, safe and hygienic working environment.

### Hospitality Supervisor

This Apprenticeship is for those wishing to gain a wide range of skills and knowledge to work in a supervisory role across a variety of Catering and Hospitality areas, reflecting the multi-functional nature of the industry.

### Senior Chef - Production Cooking

The Senior Chef – Production Cooking Apprenticeship has been designed to develop effective leaders in high pressure and high volume settings.

As part of this Apprenticeship, Apprentices will learn how to manage, lead and motivate teams effectively. Apprentices will also learn how to problem solve and make decisions in a challenging and fast paced environment.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page





Email us

# Catering and Hospitality



Did you know...?

**4.49 million** people work in the hospitality industry

## Careers within the industry

- ▶ Head Chef
- ▶ Front of House
- ▶ Kitchen Assistant
- ▶ Pastry Chef
- ▶ Restaurant Manager
- ▶ Sous Chef
- ▶ Commis Chef
- ▶ Chef de Partie
- ▶ Barista
- ▶ Senior Chef
- ▶ And many more!

## Skills required

- ✓ Effective communication skills
- ✓ Enthusiasm and commitment
- ✓ Ability to work well under pressure
- ✓ Strong team work skills
- ✓ Excellent customer service skills
- ✓ Understanding health and safety requirements
- ✓ Great people skills



Just some of the **employers** we work with...

SPREAD eagle inn



ODDIE'S

“

Throughout my Apprenticeship I have been able to develop new skills working alongside the Head Chef. I have learned so much about ingredients and new foods that I didn't know before. I would eventually like to have my own restaurant and be recognised as a Head Chef, my Apprenticeship will help me to achieve this goal.

**Robbie Palmeri**  
Professional Cookery Apprentice at  
Spread Eagle Inn

”

# Construction Trades and Building Services

## Apprenticeships

Delivered at our Accrington campus

Available from Levels 2 to 4\*

### Carpentry and Joinery

This Apprenticeship involves carrying out skilled work primarily using timber products, either on a construction site or in a workshop, creating and installing building components. This Apprenticeship has two pathways:

**Pathway 1:** A Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings, as well as a range of repair and maintenance activities.

**Pathway 2:** An Architectural Joiner will normally be employed in a workshop producing timber based building components and other architectural products, such as doors, windows, units and staircases, which are then transported to construction sites to be installed by site carpenters.

### Painting and Decorating

Painters and Decorators operate in domestic and commercial properties and undertake the decoration and protection of buildings. Properties include houses, schools, offices, hospitals, factories and construction sites. Working internally or externally, they work individually and/or as part of a team applying water-borne and/or solvent-borne paint coatings and wallcoverings.

As an Apprentice, you will develop your knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements. Apprentices will also be responsible for their own work achieving a high quality finish at the appropriate pace. Apprentices will also be good problem solvers and communicators and are able to interact effectively with colleagues, clients and associated trades.

### Brickwork

This Apprenticeship is designed for those who would like a career within Brickwork. Bricklayers lay bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures e.g. chimney stacks. They might also refurbish brickwork and masonry on restoration projects. The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations. A bricklayer may work independently or as part of a broader team.

### Civil Engineering

This Apprenticeship is for those looking to start a career as a Civil Engineer. Civil Engineers are responsible for the design, construction and maintenance of the built environment, including projects such as bridges, roads, railways, airports, canals, dams and power stations. Civil Engineers can either be Consulting Engineers who advise on projects and design them or contractors who construct the structures.

### Plastering

This Apprenticeship is for those Apprentices who are looking to develop their skills, knowledge and competence as a Plasterer. Plasterers mix and apply plaster to walls and ceilings of buildings to provide a smooth or decorative finish. A plasterer will also produce ornamental plasterwork such as ceiling roses, cornices and columns.

Learn more on the next page





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# Construction Trades and Building Services



## Did you know...?

It is estimated that **158,000 workers** will need to be recruited by 2022\*

## Careers within the industry

- ▶ Building Surveyor
- ▶ Site Carpenter
- ▶ Stonemason
- ▶ Painting External Finisher
- ▶ Dry Liner
- ▶ Quantity Surveyor
- ▶ Ground Worker
- ▶ Site Supervisor
- ▶ Structural Concreter
- ▶ Specialist Renderer
- ▶ Interior Designer
- ▶ Project Manager
- ▶ Dry Liner
- ▶ Kitchen Fitter
- ▶ Architect
- ▶ And many more!

## Skills required

- ✓ Excellent communication skills
- ✓ Good problem solving skills
- ✓ A creative approach for new ideas
- ✓ Excellent technical knowledge
- ✓ Good teamworking skills
- ✓ The ability to manage projects
- ✓ High level of IT ability
- ✓ Good commercial awareness
- ✓ The ability to adapt to work under pressure and to deadlines



Just some of the **employers** we work with...



“

“I love the feeling you get when you know you have done an ace job. Painting and Decorating interests me because I like to be creative and I can apply that creativity in a client’s house as it is a blank canvas. I love using my skills and trade knowledge to transform rooms.”

**Destiny-Mya Robinson**

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”

\*Statistics from The Construction Industry Training Board (CITB)



# Education and Childcare

## Apprenticeships

Available from **Levels 2 to 5\***

### Childcare

This Apprenticeship is designed for those who would like a career working with children.

Our Apprenticeships help Apprentices learn about child development, protection and enhance communication skills.

### Early Years Practitioner

The Early Years Practitioner Apprenticeship is suitable for those looking to join the Children and Young People's Workforce or for those already working in the sector looking to gain a formal qualification.

This Apprenticeship will help Apprentices to develop their knowledge and skills relating to the Early Years sector.

### Early Years Educator

The Early Years Educator Apprenticeship is designed to prepare Apprentices to become Early Years Educators, enabling Apprentices to work with children from birth to 5 years and gain knowledge of children aged 5 to 7 years.

Apprentices will develop and practice the skills required for employment and/or career progression in the Early Years sector.

### Supporting Teaching and Learning in Schools

This Apprenticeship will enable Apprentices to develop the knowledge and skills needed when supporting teaching and learning in primary, secondary or special schools.

It covers a wide range of areas including children and young people's development, supporting those with disabilities or special educational needs and communication and professional relationships.

### Supporting Teaching and Learning in Physical Education and Schools

This Apprenticeship will equip Apprentices to deliver, plan, organise and assess the learning of children in a range of environments, including the community and schools.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page





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### Did you know...?

An experienced Nursery Manager can earn up to **£45,000** per year

# Education and Childcare

## Careers within the industry

- ▶ Teaching Assistant
- ▶ Care Worker
- ▶ Learning Support
- ▶ Nursery Supervisor
- ▶ Play Centre Assistant
- ▶ Senior Practitioner
- ▶ Nursery Nurse
- ▶ Classroom Assistant
- ▶ Behavioural Support
- ▶ And many more!

## Skills required

- ✓ Effective communication skills
- ✓ Enthusiasm and commitment
- ✓ Ability to work well under pressure
- ✓ Strong team work skills
- ✓ Excellent customer service skills
- ✓ Understanding health and safety requirements
- ✓ Great people skills

Just some of the **employers** we work with...



Thanks to my Apprenticeship I have gained so much personal confidence and feel that I have found my vocation working in Special Needs Education. My communication skills have also improved, and my goal is to continue learning and eventually become a teacher.

### Harriet Still

Teaching Assistant Apprentice at Sir Tom Finney Community High School



# Engineering and Manufacturing

## Apprenticeships

Delivered  
at our  
Nelson  
campus

Available from **Levels 2 to 5\***

### Electrical Engineering

This Apprenticeship will develop the skills, knowledge and competence Apprentices will need to carry out the duties of an Electrical/Electronic Technician in the workplace. Learning the principles and practices needed to work in this area will require Apprentices to take part in formal lessons and tutorials, through a range of practical work and assessments.

This Apprenticeship would be suitable for anyone who is looking to work as an Electrical and Electronic Engineer, Engineering Maintenance Technician, Engineering Operative or Marine Engineer.

### Manufacturing Engineer

The Manufacturing Engineering Apprenticeship focuses on teaching the advanced manufacturing techniques and project management skills required to launch products on time, on budget and to the right quality.

During this Apprenticeship, Apprentices will develop a solid grasp of the core engineering skills required for the role.

### Mechanical Engineering

The Mechanical Engineering Apprenticeship offers a combination of qualifications that will equip Apprentices with the skills and knowledge needed to work as an Engineer in a variety of industry sectors.

Apprentices will be working in a manufacturing environment where their duties could encompass many areas of Engineering such as milling, grinding, marking out, working from designs and selecting and using secondary machining techniques to remove material.

### Maintenance Engineering

This Apprenticeship is for those Apprentices who are looking to start a career within a maintenance role. Maintenance engineering plays a vital role in the efficiency and development of manufacturing and processing industries. With advances in technology constantly emerging, the demand for engineering skills is at a high.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page







Did you know...?

Engineering and manufacturing accounts for **19%** of UK employment

# Engineering and Manufacturing

## Careers within the industry

- ▶ Process Operator
- ▶ CNC Machinist
- ▶ Tool Maker
- ▶ Production Inspector
- ▶ Aero Engine Fitter/Tester
- ▶ Aircraft Systems Fitter
- ▶ And many more!

## Skills required

- ✓ Excellent communication skills
- ✓ Good problem solving skills
- ✓ Creative approach
- ✓ Excellent technical knowledge
- ✓ Team working skills
- ✓ The ability to manage projects
- ✓ High level of IT ability
- ✓ Work well under pressure
- ✓ Able to meet deadlines



## Just some of the **employers** we work with...



I chose to do my Apprenticeship because I preferred the practical side of engineering and to learn this way. I can operate and programme CNC machines, I can problem-solve, and I'm a better communicator with the ability to work independently or in a team. I have also supported the learning of a work placement student.

**Louis Hartley**  
Engineering Apprenticeship at  
KSJ Engineering





# Hair and Beauty

## Apprenticeships



Available from **Levels 2 to 3\***

### Hairdressing

An Apprenticeship in Hairdressing will give Apprentices valuable experience of a variety of hairdressing related activities including: consultation services, styling and dressing hair, colouring and cutting, alongside washing hair.

### Barbering

An Apprenticeship in Barbering will give Apprentices valuable experience of a variety of barbering related activities including: consultation services, shampooing, conditioning and treating hair, cutting, styling and finishing men's hair, cutting facial hair and shaving services.

### Beauty Therapy

A Beauty Therapy Apprenticeship is about improving people's wellbeing by making them look and feel better.

Beauty therapy covers a range of treatments, from facials to waxing to advanced treatments such as micropigmentation. Apprentices will work closely with clients and will need the ability to put them at ease, and generally be pleasant and personable.

As a Beauty Therapy Apprentice, you will assist senior therapists as required and provide short, express treatments to clients.

Apprentices will learn a range of skills and techniques, including facials, make-up, waxing, spray tanning, brow and lash treatments, manicures and pedicures.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page





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### Did you know...?

There are over **13,000** beauty salons in the UK

# Hair and Beauty

## Careers within the industry

- ▶ Hairdresser
- ▶ Beauty Consultant
- ▶ Salon Manager
- ▶ Beauty Therapist
- ▶ Barber
- ▶ Colour Technician
- ▶ Make-up Artist
- ▶ Masseur
- ▶ Therapist
- ▶ Stylist
- ▶ Senior Barber
- ▶ And many more!

## Skills required

- ✓ Excellent interpersonal skills
- ✓ Good listening skills
- ✓ Creativity and artistic sense
- ✓ An eye for colour and form
- ✓ A caring, positive attitude

## Just some of the **employers** we work with...



My Apprenticeship has given me the confidence and feeling that nothing is impossible. My manager has supported me throughout my Apprenticeship and I hope to learn more advance techniques as I continue on my Apprenticeship journey.

**Neelam Naveed**  
Beauty Apprentice at  
Oscar's Beauty



# Health and Social Care

## Apprenticeships

Available from **Levels 2 to 3\***

### Health and Social Care

A Health and Social Care Apprenticeship is a great way to begin or build on a rewarding career.

You will be in a sector where you can make a positive difference to someone's life, when they are faced with physical, practical, social, emotional or intellectual challenges.

Apprentices will have on the job training, as well as time within College.

There are many career and training options in health and social care and what Apprentices will learn will depend on their role.

### Over time Apprentices will learn skills like:

- ▶ Duty of care
- ▶ Dementia awareness
- ▶ Person-centred care
- ▶ Improving your performance at work
- ▶ Care
- ▶ Compassion
- ▶ Communication
- ▶ Competence

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page ▶ ▶ ▶





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### Did you know...?

The NHS employs over **1.5 million** people across various roles

# Health and Social Care

## Careers within the industry

- ▶ Healthcare Support Worker
- ▶ Care Officer
- ▶ Social Services Officer
- ▶ Outreach Development Officer
- ▶ Night Care Assistant
- ▶ Supervising Care Worker
- ▶ Homecare Support Worker
- ▶ Family Support Worker
- ▶ Personal Assistant
- ▶ Team Leader
- ▶ Deputy Manager
- ▶ And many more!

## Skills required

- ✓ Effective communication skills
- ✓ Empathy and compassion
- ✓ Ability to work well under pressure
- ✓ Understanding health and safety requirements
- ✓ Strong team player

## Just some of the **employers** we work with...



My Apprenticeship has been great, and it has really helped develop my skills and knowledge, particularly in nutrition and hydration and understanding multiple conditions. I also got a promotion to senior night carer which was a big jump for me, but I felt like I was ready for that responsibility.

**Ani Howson**  
Health and Social Care Apprentice at  
Woodhill House Home for Older People





# Motor Vehicle Maintenance and Repair

## Apprenticeships

Delivered at our Accrington campus

Available from **Levels 2 to 5\***

### Autocare Technician Level 2

Our Automotive Apprenticeships provide Apprentices with knowledge and skills in specialist areas of expertise while gaining knowledge of the wider automotive profession.

#### Areas include:

- ▶ Maintenance and repair
- ▶ Roadside recovery
- ▶ Vehicle body and paint

### Motor Vehicle Service and Maintenance Technician (Light Vehicle) Level 3

This Apprenticeship is ideal for those looking to become capable of servicing and repairing light vehicles such as cars and vans.

It is suitable for those working in either a dealership for a manufacturer or for an independent garage that deals with many different makes of vehicles.

This Apprenticeship has been designed to give Apprentices all the technical skills and knowledge they need to work on all the systems found within a huge range of cars and vans, ranging from replacing simple parts to complex fault diagnostics.

\*Levels vary depending on the Apprenticeship framework/standard



Learn more on the next page ▶▶▶



Email us

# Motor Vehicle Maintenance and Repair



## Did you know...?

Around **200,000** UK workers are employed in the motor repair industry

## Careers within the industry

- ▶ Auto Electrician
- ▶ Motorsport Technician
- ▶ Service Manager
- ▶ MOT Tester
- ▶ Master Technician
- ▶ Light Vehicle Technician
- ▶ Workshop Controller
- ▶ Diagnostics Technician
- ▶ Powertrain Engineer
- ▶ Design Engineer
- ▶ Technical Engineer
- ▶ And many more!

## Skills required

- ✓ Excellent communication skills
- ✓ Good problem solving skills
- ✓ A creative approach for new ideas
- ✓ Excellent technical knowledge
- ✓ Good teamworking skills
- ✓ The ability to manage projects
- ✓ High level of IT ability
- ✓ Good commercial awareness
- ✓ The ability to adapt to work under pressure and to deadlines

## Just some of the **employers** we work with...



I've always wanted to go into Motor Engineering, and my Apprenticeship is developing the skills I need for the future. I also have a unit myself where I work on cars out of hours and at weekends to strengthen my knowledge. I would like to do my MOT qualification as well to improve my inspection abilities, so that I can work in that aspect of the business in the future.

**Joe Clarke**  
Motor Engineering Apprentice at  
Graham's of Colne





# Retail and Customer Service

## Apprenticeships



Available from **Levels 2 to 3\***

### Retail

Retail covers a whole host of businesses, from independent shops to national chains and large superstores. The Retail Apprenticeship covers a range of skills that can be used across this vast sector.

As an Apprentice, your role will be dependent on your employer. You could be assisting customers on the sales floor of a high street store or handling their purchases.

Alternatively, you could be working in a specialist department and become a product expert, able to help with specific queries.

### Customer Service Practitioner

As a Sales and Customer Service Apprentice it will be your job to make sure that customers have the best possible experience.

That may involve taking phone calls or helping customers face-to-face.

As customer service is such a broad and highly sought skill, this Apprenticeship could take Apprentices to all sorts of industries, including retail, financial services, hospitality or sport and leisure.



Learn more on the next page



\*Levels vary depending on the Apprenticeship framework/standard



Did you know...?

The services sector, including retail, makes up **80%** of the UK economy

# Retail, Sales and Customer Service

## Careers within the industry

- ▶ Sales Consultant
- ▶ Visual Merchandiser
- ▶ Supervisor
- ▶ Team Leader
- ▶ Sales Manager
- ▶ Contact Centre Manager
- ▶ Product Specialist
- ▶ Department Manager
- ▶ Support Analyst
- ▶ Telesales Professional
- ▶ Store Manager
- ▶ Retail Assistant
- ▶ Sales Executive
- ▶ And many more!

## Skills required

- ✓ Excellent communication skills
- ✓ Ability to lead and motivate a team
- ✓ A strong commitment to customer service
- ✓ The ability to work under pressure
- ✓ Confidence, drive and enthusiasm
- ✓ A positive attitude



Just some of the **employers** we work with...



“

The support I've received from my Trainer Assessor has been fantastic. She is always encouraging me to achieve my best and my managers are always on hand to assist me on a daily basis.

**Ben Parker**  
IT User Skills Apprentice at  
Nelson and Colne College

”





# Apprenticeship FAQs

## What is an Apprenticeship?

An Apprenticeship is a real job with training. You can earn a wage while working towards achieving a nationally recognised qualification linked to your chosen career.

Apprenticeships are equivalent to a full-time academic qualification and there are a wide range of areas you can complete an Apprenticeship in.

## What are the benefits of an Apprenticeship?

- ▶ Earning a salary
- ▶ Training in the skills employers want
- ▶ Excellent progression opportunities
- ▶ Increased future earning potential
- ▶ Better long term salary prospects
- ▶ Learning at a pace suited to you with the support of a dedicated Trainer Assessor
- ▶ Paid holidays

## Are there any Apprenticeship jobs at the moment?

Yes, the good news is that we are still seeing some vacancies for Apprenticeships being advertised across England, however there are less than we would normally be enjoying at this point in the year. If you can't find a vacancy, don't worry, we can get you started on a qualification to help you develop the skills and experience that employers are looking for. Then once an opportunity becomes available, you will be able to transfer to an Apprenticeship.

## What does an Apprenticeship involve?

Training combines off-the-job study with learning and development in the workplace. Some Apprenticeships take place fully in the workplace.

## How many hours a week do I work?

This depends on the industry and the employer, please ask upon applying for your chosen Apprenticeship.

## How long will my Apprenticeship last?

Apprenticeships typically last for one to four years depending on the area of study. The majority of Apprenticeships last for two years.

## Can an Apprenticeship lead to university?

Yes! A growing number of Apprentices also go onto Higher Apprenticeships to gain degree level qualifications, but without the expense of going to university.

## What grades do I need to do an Apprenticeship?

Intermediate Apprenticeship – 4 GCSEs at grade 3 (D) or above (one in English or Maths) or equivalent.

Advanced Apprenticeship - 5 GCSEs at grade 4 (C) or above (one in English or Maths) or successful completion of an Intermediate Apprenticeship, or equivalent.

These requirements are subject to change and may also differ to meet the needs of the employer. As well as a College interview, progression onto an Apprenticeship is subject to an employer interview. Don't worry if you didn't get the required grades, we can work with you to find a suitable route on to your Apprenticeship.

## How much do I get paid?

All Apprentices receive at least the National Apprenticeship Minimum Wage of £4.15\* per hour in their first year, however some employers do choose to pay more.

## What do employers expect from an Apprentice?

All Apprentices are expected to conduct themselves professionally within the workplace and must be conscientious in their work, attendance and timekeeping. Our unique Pre-Apprenticeship Support Service will help guide you in developing the skills and qualities desired by employers, however a desire to work and further your skills is essential.

# Our Employers

We have an excellent reputation with businesses across East Lancashire and beyond, who look to us to find their next employee.

No matter what industry you are hoping to work in, there are a core set of skills all employers are looking for.

- ▶ Communication
- ▶ Teamwork
- ▶ Initiative and Enterprise
- ▶ Planning and Organisation
- ▶ Problem Solving
- ▶ Enthusiasm

Once you apply, we will work with you to ensure you secure an Apprenticeship.

We will run a series of workshops to ensure that you are employer ready. These might include:

### CV Workshops

Perfect your CV and tailor it to your chosen industry or Apprenticeship

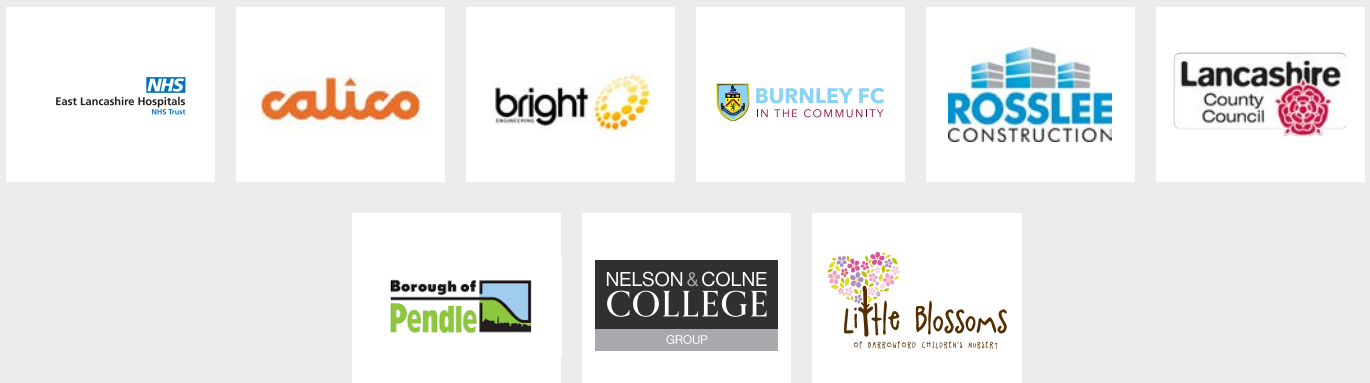
### Interview Skills

Get interview ready with the Apprenticeship Team's top tips workshop

### Job Research

Get the skills to research jobs and find current live Apprenticeship vacancies

Just some of the **employers** we work with...





# Facts about Apprenticeships

1

Nearly all Apprentices feel that they **acquire** or **improve their skills** as a direct result of their Apprenticeship

2

**Over 90%** of Apprentices currently **stay in employment** or continue with training after their Apprenticeship

3

**89%** of Apprentices stay with the **same employer**

4

**92%** of Apprentices in work felt that their Apprenticeship had a **positive impact** on their career

5

Higher Apprentices could **earn £150,000 more on average** over their lifetime compared to those with Level 3 vocational qualifications

6

**There has never been a better time** to employ an Apprentice or start an Apprenticeship!

# The **Do** and **Don'ts** of an Apprenticeship Application

## DO



**Tailor your CV** to the role you're applying for



**Support your statements** with examples



Get someone to **proof read your application** before pressing the submit button!



**Dress smartly** if you're offered an interview



**Prepare and practise.** Think of good examples you can use when asked a question about your personal qualities, experience and knowledge

## DON'T



**Overcomplicate** things, use clear and precise language



**Make things up** as employers will ask about you and your experience



**Write too much** in your application - keep it clear and concise



**Make simple mistakes.** Always get someone to check your spelling



**Be late for interviews or miss deadlines.** It doesn't give a good first impression to the employer and won't stand you in good stead when it comes to the final cut!





# The Perfect CV and Cover Letter

## How to write a cover letter

Your cover letter is an opportunity to expand some of the key areas you have briefly mentioned in your CV.

## An effective cover letter should:



Illustrate your **key skills** using examples



Relate your skills to the job



Explain why you have applied for the role

A **clear and concise** cover letter should be able to achieve these three main points in a maximum of **300 words**.



### Did you know...?

There are lots of templates available on **Canva**, if you would like a designed CV.

Name  
Address  
Mobile  
Email

### Introduction

This is where you introduce yourself and mention why you are applying for the vacancy. Keep it short, and state your key skills, particularly those that are relevant to the role you are applying for.

### Work Experience

Start with your most recent work experience. List what your job title was, how long you were in post, what the role involved and anything you specifically achieved. If this is the first vacancy you are applying for, you can list school work placements and volunteering.

### Customer Service Assistant – Company Name

#### Date from – Date to

**Text** – include the role and responsibilities you had/have within this section.

### Education

List your GCSE results and any additional qualifications that you have received. If you only have predicted grades, use those but make it clear they are only predicted and when you expect to receive your final results.

### A Levels – Nelson and Colne College

Biology A, Maths B, Chemistry B

### Hobbies

Include anything you enjoy doing in your spare time within this section. It will give the employer a flavour of your personality and character.

Example of what a CV should look like



# Apprenticeship Interview Preparation

An interview is usually the final stage of the application process and is your final chance to impress your potential employer. Here are a few tips that you might find useful...

## Before Your Interview

Understand the format of the interview and what it entails. Sometimes employers ask candidates to complete a task, so getting as much information beforehand will help you to prepare.

Research the company thoroughly, make sure you understand what the company is about and their mission and values. Think about how you might answer standard interview questions such as:

- ▶ Why are you interested in the Apprenticeship?
- ▶ What are your strengths and weaknesses?
- ▶ Where do you see yourself in a year?
- ▶ What experience do you have that you could apply to this role?
- ▶ What qualities do you think are important to successfully fulfilling this role?

Look back at the job description. This will help you to think of the kind of questions that the employer may ask and it will also remind you of what they are looking for.

Continues



# Apprenticeship Interview Preparation

## On the Day of Your Interview



**Make sure you're on time** to your interview. Set the right first impression by making sure you're ready to start the interview on time so plan for any delays.



**Dress smartly** – formal attire should always be worn to an interview, unless otherwise stated – so make sure you look the part.



**Be truthful and don't rush** your answers. Remember you're prepared and you have examples ready to answer their questions.



**Ask questions.** An interview is an opportunity for you to find out more about the role and the company you could potentially be working for.



**Stay positive** and enthusiastic throughout the interview - **smile!**

**Don't forget, if you don't secure an Apprenticeship straight away you can always enrol onto a full-time course. Speak to a member of the Apprenticeship Team to discuss your options.**

Call **01282 440 319** or email **apprenticeships@nelsongroup.ac.uk**

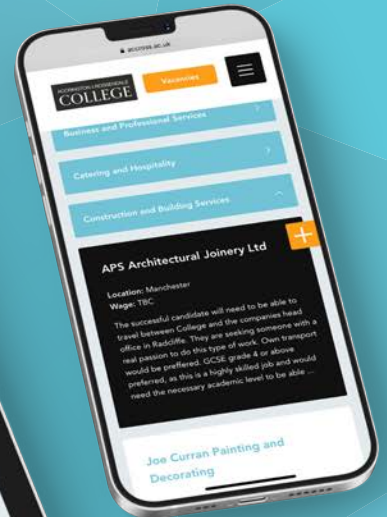
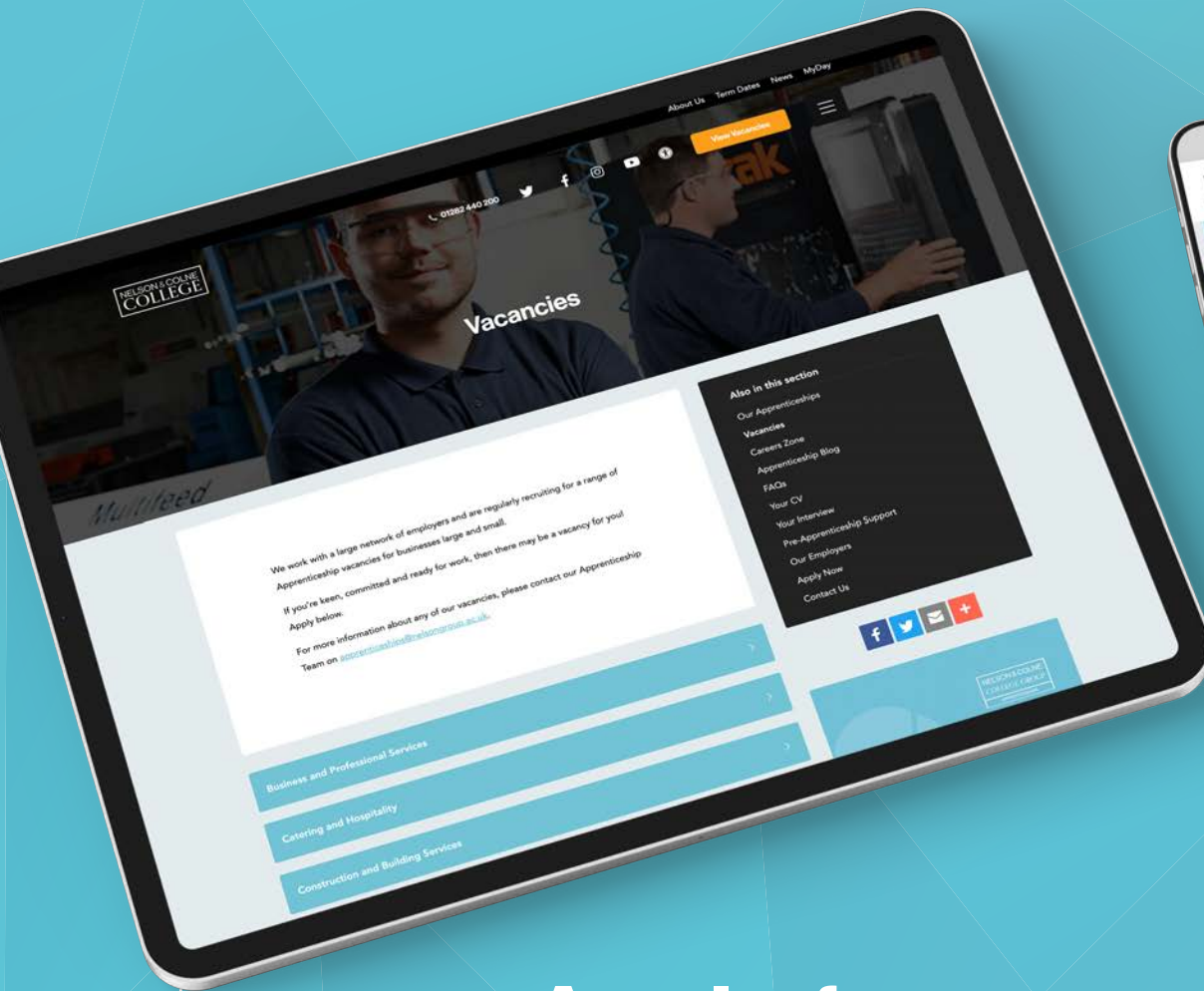
# Contact Us Today

If you would like to speak to a member of the Apprenticeship Team about your application or preparing for your interview, then don't hesitate to get in touch via the contact details below.

☎ 01282 440 319

✉ admissions@nelsongroup.ac.uk

🐦 @NCCGaprentice



## Apply for an Apprenticeship today

visit [nelson.ac.uk](http://nelson.ac.uk)

visit [accross.ac.uk](http://accross.ac.uk)