

NELSON & COLNE  
COLLEGE GROUP

APPRENTICESHIPS

# Your Future, Your Way.

**Apprenticeship Guide**





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**Nelson and Colne College Group are proud to be the only 'Outstanding' Further Education college in Lancashire**

# Why an Apprenticeship?

An apprenticeship provides an opportunity to gain valuable work experience whilst gaining industry-led training, providing you with the skills and knowledge not only to succeed within your apprenticeship but to go far within your chosen industry. Apprenticeships provide a competitive edge within the job market.

Here at Nelson & Colne College Group, we offer apprenticeships in a wide range of sectors and provide individualised support and guidance to help you find your dream career. Our extensive partnerships with local and national employers mean that we are well-placed to match you to an opportunity within your chosen sector.

You will develop the skills and experience that employers want, building up an impressive CV. Apprenticeships take between one to four years to complete, depending on the type and level, and what's great is that you can learn at a pace suited to you and will be supported at each stage by an industry specialist Trainer Assessor.

Many employers choose to continue investing in their future workforce and grow their talent pool by employing apprentices upon completion of their studies. After completing an apprenticeship, you could continue to train for an advanced, higher, or degree-level apprenticeship, or related vocational qualification. Alternatively, you could go on to university, or take a professional qualification that leads to a specific job role.

**Find out more in this guide about how to get started with your apprenticeship.**



## Why us?

**Individualised Pre-Apprenticeship Support Service**

**Recruitment Service to find the employer for you**

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

We understand that it is vital for you to be equipped with the skills needed to secure employment and perform well in your roles.

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

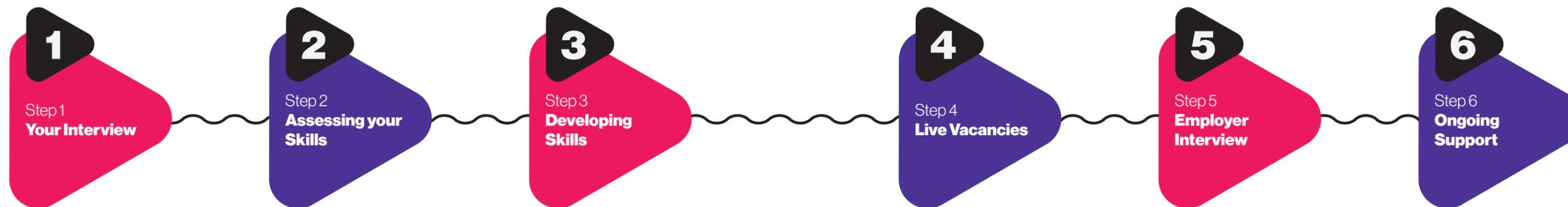
The type of support offered may include:

- **Applying for an apprenticeship**
- **Developing your CV and interview techniques**
- **Individualised advice, guidance and support**
- **An opportunity to complete certain key skills essential for employment**
- **Finding a relevant work placement**

State-of-the-art facilities are a must for providing you with the best experience possible to prepare you to go far in your bright careers.

By having industry standard equipment for our apprentices to utilise means we have the ability to offer you a way to apply the skills and knowledge you are gathering throughout the duration of your apprenticeship.

# Your Apprenticeship Journey.



Once you've applied for an apprenticeship, you will be invited into College to have an interview for the sector you've chosen to complete your apprenticeship in.

Following your interview, our Apprenticeship 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.

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.

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

Upon being short-listed 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.

The Apprenticeship 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 scanning the QR codes below...



**Nelson and Colne College**



**Accrington and Rossendale College**

# Our Employers



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
- Planning and Organisation
- Problem Solving
- Enthusiasm

# Business, Accounting and Professional Services

Within this dynamic sector we offer apprenticeships in Customer Services, Business Administrator and Accounting. On these apprenticeships, you will develop a whole host of skills including logical thinking, problem-solving and decision making, knowledge of local and national businesses, great IT skills and so many more transferable skills that can be applied in many sectors, private and public alike.

**We offer apprenticeships in:**

## Level 2

Customer Service  
Accounts Assistant

## Level 3

Customer Service | Accounts Assistant | Business Administrator  
Library, Information and Archive Assistant  
Professional Accounting or Taxation Technician



“ I’m really enjoying my apprenticeship. I’ve had great support from my Trainer Assessor and I’m developing a range of skills, both 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 Kahn**

*Completed a Business, Accounting and Professional Services Apprenticeship at IMO Charity*

## 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

## Careers within the industry

- Customer Specialist
- Team Leader
- Library Assistant
- Accounts Assistant
- Accounts Manager
- Assistant Accountant
- Senior Finance Officer
- Payroll Manager
- Accounting Technician
- Purchase Ledger

# Catering and Hospitality

Within this fast-paced sector we offer apprenticeships in Catering and Hospitality. On these apprenticeships you will develop a whole host of skills including efficient and clear communication, an ability to work well under pressure, excellent customer service skills, relevant industry specific understanding and much more.

**We offer apprenticeships in:**

**Level 2**  
Production Chef

**Level 3**  
Hospitality Supervisor

“ 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**

*Completed a Catering Apprenticeship at Spread Eagle Inn*

## 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

## Careers within the industry

- Head Chef
- Commis Chef
- Kitchen Assistant
- Sous Chef
- Senior Chef
- Event Chef
- Private Chef

# Construction

Within this technical sector we offer apprenticeships in a number of construction trades, including Brickwork, Carpentry and Joinery, Painting and Decorating and Plastering. These sectors are all vital occupations that support the creation of homes, schools, energy, and transport infrastructure that society needs. On these apprenticeships you will develop a whole host of skills including logical thinking, knowledge of local and national businesses, industry relevant techniques and understanding, great IT skills and so much more.

## We offer apprenticeships in:

### Level 2

Carpentry and Joinery  
Plasterer  
Interior System Installer  
Bricklayer  
Groundworker  
Painter Decorator

### Level 3

Advanced Carpentry and Joinery  
Metal Fabricator



“ I love the feeling you get when you know you have done a good 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**

*Completed a Construction Apprenticeship at Annie Get Yer Brush*

## 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

## Careers within the industry

- Carpenter
- Joiner
- Workshop Manager
- Contacts Manager
- Quantity Surveyor
- Plasterer
- Interior Systems Installer
- Self employed
- Bricklayer
- Structural concreter
- Ground Worker
- Painter and Decorator

# Education and Childcare

Within this highly rewarding sector we offer apprenticeships in Education and Childcare. On these apprenticeships you will get the chance to develop a whole host of skills including efficient communication, an ability to work well under pressure, understanding of how to support children's development and education, problem solving, observation skills and much more.

## We offer apprenticeships in:

### Level 2

Early Years Practitioner

### Level 3

Early Years Educator | Teaching Assistant

### Level 4

Children, Young People and Families Practitioner

### Level 5

Children, Young People and Families Manager



“ 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

Completed an Education and Childcare Apprenticeship at Sir Tom Finney Community High School

## 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

## Careers within the industry

- Early Years Practitioner
- Pre School Assistant
- Teaching Assistant
- Residential Worker
- Support Worker
- Nursery Supervisor
- Family Support worker
- Assistant Manager
- Registered Manager in Residential Childcare

# Engineering

Within this sector we offer apprenticeships in Engineering. On these apprenticeships you will develop a whole host of skills including problem solving, analytical abilities, attention to detail, communication skills, ability to manage and have a creative approach to projects and so much more.

In Engineering, you can specialise in many different aspects of the industry and you'll always have the opportunity to make a real difference to the world. Work is available globally, and skilled engineers are always in demand, so you never know where your Engineering Apprenticeship could take you.

**We offer apprenticeships in:**

## Level 3

Engineering Fitter  
Engineering Technician



“ 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**

*Completed an Engineering Apprenticeship at KSJ Engineering*

## 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

## Careers within the industry

- Welder
- Aerospace Fitter/Tester
- CNC Machinist
- Toolmaker
- Fabricator
- Production Inspector
- Design Engineer
- Quality Engineer
- Maintenance Engineer
- Aircraft Systems Fitter

# Hair and Beauty

With this high valued and creative sector, we offer apprenticeships in Hair and Beauty. On these apprenticeships you will develop a whole host of skills including exceptional listening and communication, attention to detail, eye for colour and form, a caring and positive attitude, a friendly approach, and excellent customer service skills.

We offer apprenticeships in:

## Level 2

Hair Professional  
Beauty Therapist  
Nail Services Technician

## Level 3

Advanced Beauty Therapist



“ 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**

*Completed a Beauty Apprenticeship at Oscar's Beauty*

## Careers within the industry

- Hair Professional
- Nail Technician
- Colour Technician
- Self Employed
- Beauty Therapist
- Beauty Consultant
- Make-up Artist
- Senior Stylist/Barber

## Skills required

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

# Health and Social Care

In this challenging but rewarding sector we offer apprenticeships in Health and Social Care. These apprenticeships are designed to give you the skills needed to progress in this highly respected and relevant industry. You will develop a whole host of skills including effective communication, the ability to work well under pressure, empathy, and compassion and much more.

**We offer apprenticeships in:**



“ 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**

*Completed a Health and Social Care Apprenticeship at Woodhill House Home for Older People*

## Careers within the industry

- Care Assistant
- Senior Care Worker
- Care Worker
- Team Leader
- Support Worker
- Community Officer
- Outreach Development Officer
- Telecare Assistant
- Physiotherapy Assistant
- Area Manager
- Regional Support Manager

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

# Motor Vehicle

Within this specialised sector we offer apprenticeships in Motor Vehicle and Auto Care. These programmes are designed to give you a whole host of skills including problem-solving, excellent customer service skills, attention to detail, industry knowledge and specific sector technology understanding.

The Automotive Retail Industry provides employment for well over half a million employees who work for approximately 70,000 employers. It is a major contributor to the UK economy and an apprenticeship is a great gateway into this industry.

## We offer apprenticeships in:

### Level 2

Auto Care Technician

### Level 3

Motor Vehicle Service and Maintenance Technician



“ 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 to myself where I work on cars out of hours and at weekends to strengthen my knowledge. ”

### Joe Clarke

Completed a Motor Vehicle Apprenticeship at Graham's of Colne

## Skills required

- Excellent communication skills
- Good problem solving skills
- A creative approach for new ideas
- Excellent technical knowledge
- Good team-working 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

## Careers within the industry

- Service Technician
- Rapid Fitter
- Diagnostics Technician
- MOT Tester
- Electric Car Specialist/Technician
- Master Technician
- Self Employed Technician
- Motorsport Technician

# 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 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.

## Can an apprenticeship lead to university?

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

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

Level 2 Apprenticeship – 4 GCSEs at grade 3 (D) or above (one in English or Maths) or equivalent.

Level 3 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, securing an apprenticeship is subject to an employer interview. Don't worry if you didn't get the required grades though, we can work with you to find a suitable route on to your apprenticeship.

## How long will my apprenticeship last?

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

## 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 much do I get paid?

The minimum an apprentice can be paid in the first year of their apprenticeship, regardless of age, is the National Apprenticeship Minimum Wage of £4.81 per hour. Many employers pay more than this. For an apprentice who is 19+ in their 2nd year you will be paid the National Minimum Wage for your age category (find out more at <https://www.gov.uk/national-minimum-wage-rates>)

## 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 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.

## Are there any apprenticeship jobs at the moment?

The great thing about apprenticeships is that you can start them at any point in the year! This means vacancies are always popping up from different sectors! 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 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



# 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

**4**

92% of apprentices in work felt that their apprenticeship had a positive impact on their career

**3**

89% of apprentices stay with the same employer following their apprenticeship

**5**

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



# The **Dos** and **Don'ts** of an Apprenticeship Application.



## DO

1

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

2

**Support your statements**  
with examples

3

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

4

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

5

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



## DON'T

1

**Overcomplicate things**  
Use clear and precise language

2

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

3

**Write too much in your application**  
Keep it clear and concise

4

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

5

**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 they consider your application

# The Perfect CV

Example of what a **CV** should include...

**Your Name**  
**Your Address and Postcode**  
**Phone Number and Email Address**

**Personal Statement**  
This is written in first person and should be tailored to each application you make. You can do this by looking at the job advert and picking out the skills and daily tasks the employer is looking for, then highlight your own relevant experience.

**Work History/Experience**  
Try and list all the job experiences you have had and include company names, dates, and a brief overview of the responsibilities, skills, and tasks you were involved in.

**Qualifications and Education**  
Here you can list all the qualifications you have achieved and details of your Education history.

**Skills and Achievements**  
This area is where you can mention any languages you speak or IT packages you have completed, for example Microsoft Word and/or Excel, but remember to keep it relevant to the job role.

**Interests**  
This section is where you can demonstrate to employers you are a good fit for the company culture by including some personal interests, hobbies, and pastimes.



### Did you know?

There are lots of templates available on the Internet, such as Canva, that you can use to design your CV

# and Cover Letter

Example of what a **Cover Letter** should include...

**Opening Statement**  
Your cover letter opening should contain a self-introduction. Write about who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

**Body Paragraph**  
Your cover letter's second and third paragraphs (it's up to you how many paragraphs to use) should respond directly to the job description. Describe how your previous job experiences, skills, and abilities will help you meet the company's needs. To make that easier, you should include exact words and phrases from the job descriptions in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you use numbers or percentages to emphasise your bullet points (e.g. Increased revenue by 13%)

Research the company and find out what their current activities and goals are. Explain how you can help them achieve these goals.

**Closing Paragraph**  
Your cover letter's closing paragraph is the call-to-action portion of your cover letter. Inform the hiring manager that you'd love to go in for an interview. Provide your email address or other contact information. Thank them for spending their time reading your cover letter.

Yours sincerely,  
Your Name

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

### 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:

1. Illustrate your key skills using examples
2. Relate your skills to the job
3. Explain why you have applied for the role

# 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 as possible 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.

## On the day of your Interview



### Make sure you're on time

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**



Apply for an apprenticeship today:

**[nelson.ac.uk/apprenticeships/vacancies](https://nelson.ac.uk/apprenticeships/vacancies)**  
**[accross.ac.uk/apprenticeships/vacancies](https://accross.ac.uk/apprenticeships/vacancies)**

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

☎ **01282 440 319**

✉ **[apprenticeships@nelsongroup.ac.uk](mailto:apprenticeships@nelsongroup.ac.uk)**

ALL INFORMATION WAS  
CORRECT AT TIME OF PRINT