



2018



ST HELENS COLLEGE

APPRENTICESHIP

ESSENTIAL

GUIDE



St Helens College



WELCOME

Apprenticeships are a great way to develop your skills and experience on-the-job whilst gaining a recognised qualification. One of the many benefits is, you'll get paid to do it.

An apprenticeship is an actual job, meaning that you'll spend more time out in the workplace than in the classroom, learning and perfecting your skills. So if you prefer to learn by doing, then an apprenticeship is a great place to start.

There are so many apprenticeships to choose from across a huge range of industries (some of which you will be able to explore over the next couple of pages), so you will never be stuck for choice.

Apprenticeships can take one to four years to complete, depending on which level you start at and the type of apprenticeship you choose. This means by the time you complete it, you'll know your job inside and out, and could have the chance to move up the career ladder.



APPRENTICES WORK FOR A MINIMUM OF 30 HOURS A WEEK AND A MAXIMUM OF 40 HOURS A WEEK.



FOUR DAYS A WEEK WILL BE SPENT IN THE WORKPLACE TO GAIN ON-THE-JOB EXPERIENCE.



ONE DAY A WEEK WILL BE SPENT GAINING YOUR WORK-RELATED QUALIFICATIONS.



YOU WILL EARN AT LEAST THE NATIONAL MINIMUM WAGE FOR APPRENTICES IN YOUR AGE GROUP.

APPRENTICESHIP CHOICES

St Helens College offers a broad range of apprenticeships across various industries. We can help to ensure that you gain the qualifications, work experience and the skills needed to progress within your chosen industry.

FIND VACANCIES AT:



www.gov.uk/apply-apprenticeship



St Helens College

www.sthelens.ac.uk/JobShop



CONSTRUCTION

Construction is a multi-billion pound industry and it is estimated that an additional 135,500 apprentices will need to be employed in the construction sector by 2020.

Apprenticeships are a highly valued and recognised pathway into construction, covering a wide variety of occupations, from qualified scaffolders and plasterers to surveyors, civil engineers and site managers.

Choose from a range of apprenticeships in construction, including:

- Bricklaying
- Carpentry and Joinery
- Electrical Installation
- Painting and Decorating
- Plastering
- Plumbing
- Wall and Floor Tiling

Qualities Required:

- Physically fit
- Able to work as part of a team
- Able to follow both written and verbal instructions
- Comfortable with working at heights
- Excellent practical skills



ENGINEERING

The UK is a world leader in engineering and therefore spans a huge variety of specialisms, from aerospace and aviation to renewable energy and manufacturing technologies.

Engineering employers are projected to need 1.82 million people with engineering skills by 2020, in order to preserve some of the world's most complex functions, from maintaining clean energy supplies to finding sustainable ways to grow food, build houses and travel.

Choose from a range of engineering apprenticeships, including:

- Electrical Engineering
- Fabrication and Welding
- Mechanical Engineering

Qualities Required:

- Good communication skills
- Able to work both independently or as a team
- Good understanding of technology
- Excellent at physics and maths
- Methodical and good at solving problems
- Able to follow both written and verbal instructions





Connecting **Classroom** to **Career**

“As an apprentice, I have so many fantastic opportunities to advance my skills and surround myself with people I can really learn from. I prefer a more practical, hands-on way of learning, so an apprenticeship is a great fit for me.”

Olivia Wootton

Classroom

Level 3 Mechanical Engineering Apprenticeship

Career

Mechanical Engineer Apprentice at Thermo Fisher Scientific

Joined us from

Rainford High Technology College



Read her full story at
sthelens.ac.uk/OliviaW

MOTOR VEHICLE

With over 32 million vehicles on the UK's roads, the automotive industry plays such an essential role in our lives, enabling us to get from A to B.

The growing complexity of today's vehicles, and the pressure to deliver a high-quality customer experience, has created a demand for skilled professionals within the industry, ranging from technical roles such as a light vehicle master technician to customer service and sales roles such as a sales manager or a dealer principal.

Choose from a range of motor vehicle apprenticeships, including:

- Body Repair and Paint
- Maintenance and Repair

Qualities Required:

- Good technical skills
- Good customer service skills
- Able to work in a team and on your own
- Good maths and IT skills
- Enjoy working with your hands and using tools
- Good problem solving skills



LOGISTICS, TRANSPORT AND WAREHOUSING

The UK logistics, transport and warehousing sector employs in the region of 2.3 million people across 195,000 companies and with the £1bn investment in the Liverpool Superport, there are many apprenticeships to take advantage of.

An apprenticeship in this sector could lead to a wide variety of careers such as a supply chain manager, freight forwarder, warehouse team leader or supervisor.

Choose from a range of logistics, transport and warehousing apprenticeships, including:

- Logistics Operations
- Management
- Port Operations
- Procurement
- Traffic Office Clerk
- Warehousing and Storage

Qualities Required:

- Ability to work independently or as part of a team
- Good maths and computer skills



RETAIL AND LEISURE

The retail and leisure sectors in the UK are worth over £300billion. They are two of the most innovative and exciting sectors to work in and due to rapid growth in visitors to the UK, hotels, restaurants, retail outlets, theatres, museums and airlines continue to thrive.

There are so many retail and leisure apprenticeships and the one thing that they all have in common is ensuring customers receive first-class service and experience.

Choose from a range of retail and leisure apprenticeships, including:

- Beauty and Spa Therapy
- Event Planning
- Floristry
- Hairdressing and Barbering

Qualities Required:

- Good communication skills
- Confident and polite
- Presentable

COMPUTING AND PROFESSIONAL

Computing and professional apprenticeships cover a wide range of occupations in order to keep businesses running efficiently and profitably, with many opportunities to progress on to a degree level qualification.

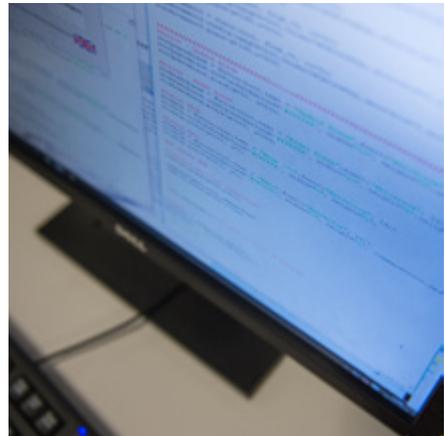
Professionals within this industry specialise in fields such as accounting, administration or IT solutions.

Choose from a range of computing and professional apprenticeships, including:

- Computing
- Business Administration
- AAT Accounting

Qualities Required:

- Able to work to tight deadlines
- Good communication skills
- Good command of written English
- Good computer skills
- Good maths skills
- Good telephone manner
- Reliable and presentable
- Ability to manage several tasks at once





Connecting **Classroom** to **Career**

“My apprenticeship took me to Cincinnati, USA where I was able to gain impressive work experience developing software solutions. It also allows me to learn from leading industry professionals and experience new challenges. I have since progressed on to a higher apprenticeship.”

Nathan Holland

Classroom

Level 3 IT, Software and Telecoms Apprenticeship

Career

Civil Service Apprentice, Department for Work and Pensions

Joined us from

Great Sankey High School



Read his full story at
sthelens.ac.uk/Nathan

LIFE SCIENCES

The UK life science industry is the largest in Europe and is at the forefront of clinical and medical innovation and scientific discoveries, which continue to improve the health and wellbeing of living things.

The Liverpool City Region has an active life sciences sector, employing over 6,000 people, and is home to one of the UK's leading biomedical centres for research and clinical activity.

Choose from a range of life sciences apprenticeships, including:

- Animal Management
- Laboratory Operations
- Science
- Sport, Exercise and Fitness

Qualities Required:

- Good analytical and technical skills
- Strong maths skills
- Ability to work within a team and on your own initiative
- Methodical approach to your work
- Ability to organise your workload and meet deadlines



HEALTH AND PUBLIC SERVICES

Apprenticeships in the health and public services sectors are becoming a more popular way to enter the industry, with over 132,000 apprentices currently in training. There are also opportunities to undertake a higher apprenticeship.

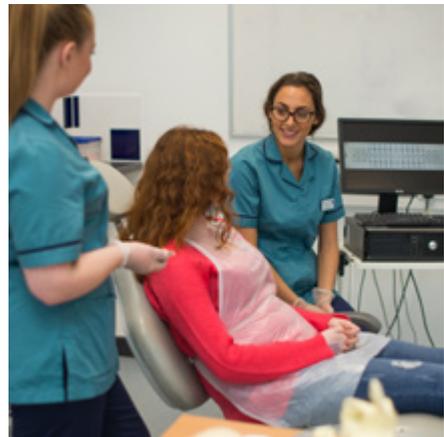
Apprenticeships in these sectors cover a wide range of occupations from healthcare practitioners, dental nurses and social workers to teaching assistants, civil servants and armed forces personnel.

Choose from a range of health and public services apprenticeships, including:

- Allied Health
- Childcare and Education
- Dental Nursing
- Health and Social Care
- Public and Uniformed Services

Qualities Required:

- Excellent communication skills
- Empathetic and patient
- Ability to work within a team and on your own initiative
- Ability to work calmly under pressure
- Strong organisational skills



EARN WHILE YOU LEARN WITH US

01

Achievement Rates

We've achieved an impressive 74.1% current overall achievement rate for our apprenticeship provision, placing us at 7.1% above the national average.†

02

Largest Apprenticeship Provider

Strong collaborations with local, regional and national employers, make us one of the largest apprenticeship providers in the area.

03

Employer Partnerships

We work with over 500 employers across the Northwest, providing an extensive range of apprenticeship opportunities.

04

Excellent Progression

On completion of their apprenticeship, the majority of apprentices went on to gain employment or continue higher levels of study.

05

Dedicated Support

Each apprentice has their own dedicated assessor to monitor their progress and to provide support throughout their apprenticeship.

06

Industry Experts

St Helens College tutors are experts in their fields with specialist knowledge of industry.

†Department for Education National Achievement Tables 2015/2016



**DRIVEN AND
MOTIVATED TO
SUCCEED**

**RELIABLE AND
PUNCTUAL**

**LOOKING TO
PROGRESS IN THEIR
CHOSEN INDUSTRY**

**GOOD LITERACY AND
NUMERACY SKILLS**

**CONFIDENT AND
A HARD WORKER**

**SOME WORK
EXPERIENCE**

**ENTHUSIASTIC AND
EAGER TO LEARN**

**EXCELLENT
COMMUNICATOR**

**WHAT MAKES A
GOOD APPRENTICE?**

WHAT INFORMATION SHOULD I INCLUDE ON MY CV?

Personal Details

Always include your name, email address and contact details at the top of your CV. There is no point submitting your CV if the employer can't contact you!

Personal Statement

This is your chance to stand out from the crowd and highlight your strengths. Personal statements give the employer a sneak peek into who you are, what you can bring to their business and what you hope to achieve. Use this to prove why you are suitable for the role they are looking to fill.

Key Skills

Bullet point your top five skills that you can offer the employer.

Work Experience

This section should include all of your relevant work experience, listed with the most recent first. Include your job title, the name of the organisation, time in post, and your key responsibilities. If you haven't got any work experience, speak to local businesses and voluntary services as this will really help to boost your CV.

Achievements

This is your chance to show how your previous experience has given you the skills needed to make you a suitable candidate. This may be awards that you have received in school or college or could be linked to a programme such as NCS, Prince's Trust or Duke of Edinburgh Award.

Education

It's important to list all of your qualifications (or predicted qualifications) on your CV along with the dates that you achieved them, the type of qualification and the grades you received.

Hobbies and Interests

Hobbies and interests show an employer that you are committed, and have developed team working and communication skills. For example, if you have attended dance classes or football, turning up for training each week shows dedication and reliability. Make sure to include anything else that will add value to your CV.

TOP TIP

Always ask someone to read over your CV for a final check. They might pick up on strengths that you haven't included, or spelling mistakes.



APPRENTICESHIP SUMMER WORKSHOPS

Competition for apprenticeship job vacancies is fierce... get yourself ahead of the competition with our free, Apprenticeship Summer Workshops.

Not only will you leave with an impressive CV to help you secure your dream apprenticeship, but you'll also have developed valuable employability skills to demonstrate to employers that you have it what it takes to be a great apprentice.

WEDNESDAY 25TH JULY 2018

9.30AM - 12.00PM

**Confidence Building, Self-Promotion
and Interview Techniques**

THURSDAY 26TH JULY 2018

9.30AM - 12.00PM

Creating an Impressive CV

For more information and to book your place, visit
www.sthelens.ac.uk/summer

*Don't
dream it.
Do it.*

TOP TIPS

01



You'll need a stand out CV to impress employers. Don't worry! We can help you with this. Why not attend our summer workshops?

02



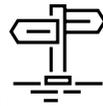
Search and apply for vacancies on www.gov.uk/apply-apprenticeships or via St Helens College Job Shop. Need advice on how to do this? We have some great tips that we'd love to share with you.

03



Colleges and employers will get in touch after you have submitted an application. It is important to make sure you answer your phone even if the number appears as unknown and set up a voicemail so they can leave messages.

04



Although you may be waiting to receive your GCSE results, start applying for apprenticeships over the summer – don't wait until September. This will give you a head start on the application process, and employers may offer you some work experience, which could then lead to an apprenticeship.

YOUR INTERVIEW CHECKLIST

If you have impressed the employer with your application. The next step is likely to be an interview.

Interviews can be daunting and it is normal to feel nervous, so to help make the interview process a bit easier, we have put together a checklist for you.

PRIOR TO INTERVIEW

	Research the organisation and job role you have applied for
	Prepare at least 2 questions that show an interest in the job and organisation
	Plan your journey allowing plenty of time to arrive before the interview
	Prepare answers to some typical interview questions e.g What are your strengths? What would you like to improve on? Why do you want this job role?
	Prepare examples of when you have used skills relevant to the job
	Prepare your clothes the night before and make sure they are washed and ironed
	Print off any documentation you might need – CV or copies of certificates

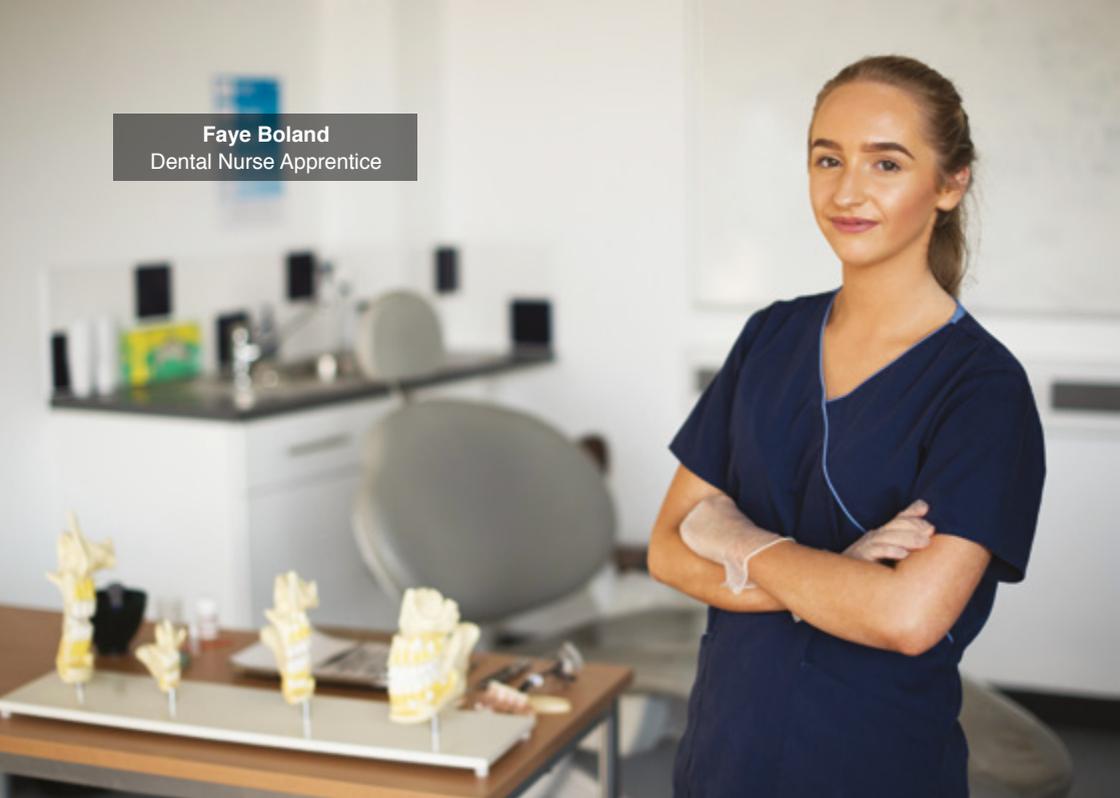
APPEARANCE

	Take a bath or shower prior to interview
	Wear appropriate clothing and footwear (smart business clothing and formal shoes)
	Wear subtle perfume/aftershave
	Remove facial piercings
	Remove chewing gum prior to interview

BODY LANGUAGE

	Shake hands firmly
	Smile
	Sit when offered a seat and sit still with good posture
	Be attentive, nod or take notes
	Make eye contact

Faye Boland
Dental Nurse Apprentice



RESPONSIVENESS

	Take a note pad and pen to make notes if needed
	Switch off your phone and put it away
	Arrive 10 minutes prior to your interview time
	Speak clearly and show enthusiasm
	Answer questions clearly and concisely, focus on your strengths and give examples
	Avoid interrupting the interviewer

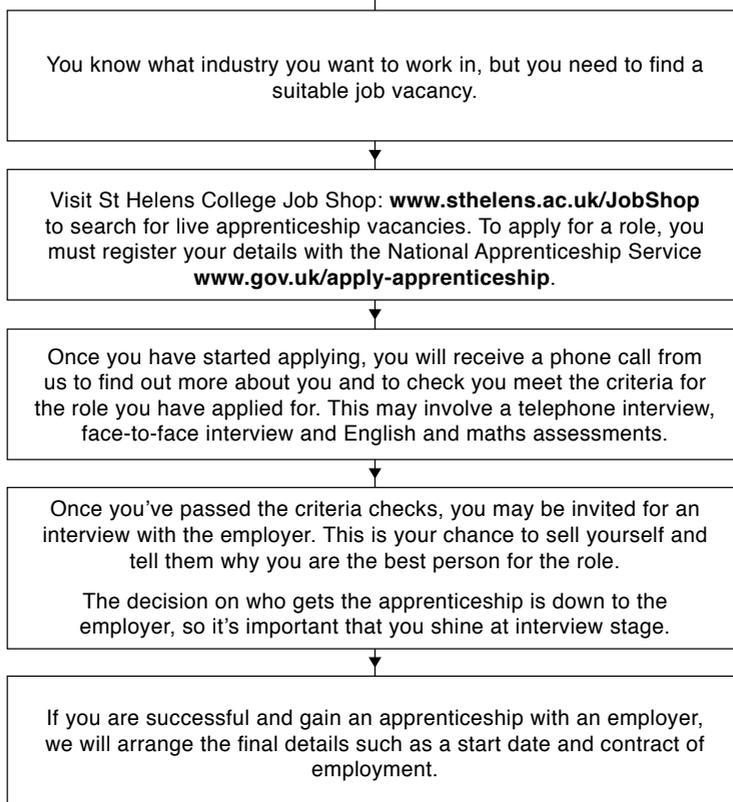
CLOSING THE INTERVIEW

	Ask questions about the organisation and job that you prepared before the interview
	Thank the interviewer for their time, tell them you look forward to hearing from them and shake hands

APPLICATION PROCESS

If you are currently in Year 11, you will only be able to start an apprenticeship after Friday 29th June 2018, and must be aged 16. In the meantime, you should still complete an application form to study a full-time course at St Helens College in your chosen apprenticeship area, for example, construction, beauty or business. You can do this by visiting **www.sthelens.ac.uk**.

ROUTE ONE



Don't worry if you have been unsuccessful! Start the full-time course at College and make your tutor aware that you would like an apprenticeship. Keep applying and once you are successful, we can transfer you on to the apprenticeship pathway.

If you are not quite ready for an apprenticeship, a traineeship maybe another option to consider as it will help you to develop the skills and experience needed to secure an apprenticeship.

ROUTE TWO

You already know of, or have found, an employer who will employ you as an apprentice.

You will need to get in touch to let us know your employer's contact details and the details of the apprenticeship you have secured.

You can do this by calling **01744 623225** or email **lhumphreys1@sthelens.ac.uk**

We will speak to your employer to sort out the final details such as a start date and contract of employment and then you'll be ready to start your apprenticeship!



MYTH BUSTER

MYTH APPRENTICESHIPS ARE FOR THOSE WHO HAVE GOT POOR GRADES AT GCSE.

BUSTED Wrong. Apprenticeships are another further education route. It is a type of learning for those that want to get into employment rather than develop a career through study alone.

MYTH I CAN'T GO TO UNIVERSITY IF I DO AN APPRENTICESHIP.

BUSTED Wrong. You can still progress with an apprenticeship and you could still choose to go on to university upon completion of a level 3 apprenticeship. All the qualifications you'll work towards are well recognised by universities and there are now degree level apprenticeships too.

MYTH APPRENTICESHIPS ARE BADLY PAID.

BUSTED Wrong. The great thing about an apprenticeship is that you earn a wage while also gaining your qualification. You'll earn a minimum of £105 per week.

MYTH YOU CAN ONLY DO AN APPRENTICESHIP FOR A CAREER IN A TRADE.

BUSTED Wrong. Apprenticeships span several industries including professional positions such as digital marketing assistant, business administrator and IT technician specialist.

MYTH THE EMPLOYER WON'T KEEP ME ON AFTER I COMPLETE MY APPRENTICESHIP.

BUSTED Wrong. If you demonstrate that you are the right person for the job and perform well, then most employers will invest in your training and development to keep you in the company and to help you progress.

MYTH I NEED EXPERIENCE TO GET AN APPRENTICESHIP.

BUSTED Wrong. Apprenticeships provide an opportunity for you to develop your work experience and gain skills related to the industry to help you progress. Employers recognise applicants won't necessarily have previous work experience.



This Apprenticeship booklet has been produced as a guide and was correct at time of going to print. St Helens College reserves the right to amend, remove and add apprenticeships in the future. We also reserve the right to amend course entry criteria. This booklet cannot be considered contractual and we accept no liability for inaccurate statements. Careers information was correct at time of going to print. Information from EMSI Career Coach and National Careers Service.

A white logo consisting of a series of curved lines radiating from a central point, resembling a stylized sun or a fan.

Apprenticeships

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ESSENTIAL **GUIDE**

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