



south essex college

FURTHER & HIGHER EDUCATION

Skills | Education | Careers



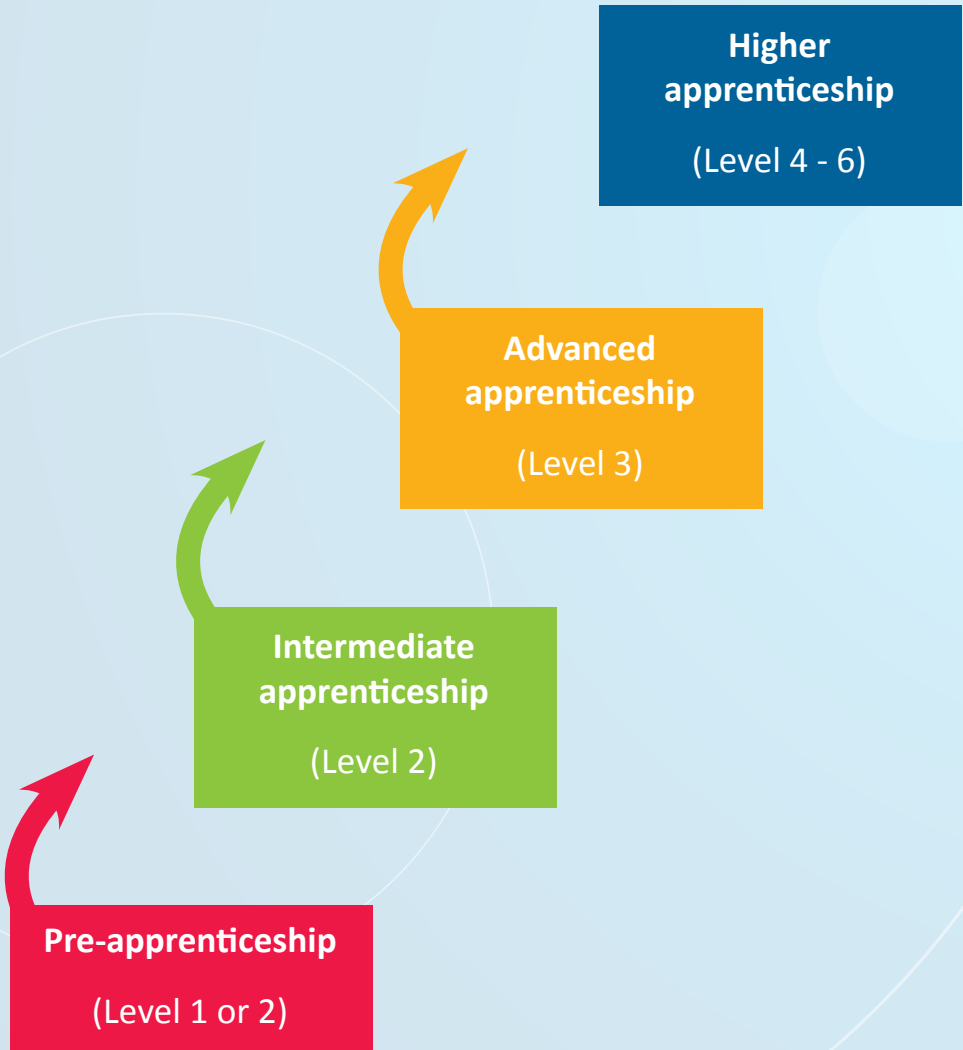
Apprenticeships



What happens next?

A guide to apprenticeships at South Essex College

Levels of apprenticeships



What are apprenticeships?

Apprenticeships give you the opportunity to work for a real employer, earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience.

Anyone living in England, over 16 years old and not in full-time education can apply to be an apprentice.

Earn while you learn

All apprentices must receive the appropriate national minimum wage (£2.68 for under 19 and first year apprentices, £5.03 for 19 and 20 year olds and £6.31 for those aged 21 and over).

A real job

All apprentices should work for at least 30 hours a week, apart from in exceptional circumstances.

Over 150,000 employers are offering apprenticeships in more than 200,000 locations.

Apprenticeships are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1,500 job roles.

A real qualification

Quality is key to apprenticeships. All apprenticeships must be at least 12 months long and lead to a national qualification that is respected by employers around the world.

A real future

After finishing, the majority of apprentices (85%) will stay in employment, with two-thirds (64%) staying with the same employer.

A third (32%) of all former apprentices had received a promotion within 12 months of finishing, and of those in work, three quarters (75%) reported taking on more responsibility in their job.

Employers think that qualified apprentices are 15% more employable than those with other qualifications.

Source: National Apprenticeship Service

Apprenticeships at South Essex College

South Essex College offers the following apprenticeship frameworks:

Apprenticeship	Level
Association of Accounting Technicians (AAT)	Intermediate Advanced
Bricklaying	Intermediate
Business and Administration	Intermediate Advanced
Carpentry and Joinery - Bench Work	Intermediate Advanced
Carpentry and Joinery - Site Work	Intermediate Advanced
Chartered Management Institute (CMI) Team Leading	Intermediate
Chartered Management Institute (CMI) Management	Advanced
Children and Young People's Workforce	Intermediate Advanced
Commercial Moving	Intermediate
Community Arts Management	Advanced
Cultural Heritage	Advanced
Cultural Heritage Venue Operations	Advanced
Customer Service	Intermediate Advanced
Electrical Installation	Advanced
Mechanical Manufacturing Engineering	Advanced
Engineering Maintenance	Advanced
Electrical and Electronic Engineering	Advanced
Fabrication and Welding	Advanced
Formwork	Intermediate
Food and Production	Intermediate Advanced
Health and Social Care	Intermediate Advanced
Hospitality	Intermediate Advanced
Improving Performance Operations	Intermediate
Light Vehicle Maintenance and Repair	Intermediate
Live Events and Promotions	Advanced
Logistics Operations Management	Advanced

Apprenticeship	Level
Maintenance Operations	Intermediate
Motor Vehicle Body and Paint	Intermediate
Music Business (Marketing and Promotion)	Advanced
Plumbing and Heating	Intermediate
Professional Cookery	Intermediate Advanced
Retail Skills	Intermediate Advanced
Sound Recording and Engineering	Advanced
Supporting Teaching and Learning	Intermediate Advanced
Technical Theatre: Sound, Light and Stage	Advanced
Theatre Support: Costume and Wardrobe	Advanced
Warehousing and Storage	Intermediate

The College is also developing Higher Apprenticeships for you to progress onto:

Apprenticeship	Level
Facility Management	Level 4
Healthcare Technician	Level 4
Hospitality and Management	Level 4
Innovation and Growth	Level 5
IT	Level 4
Management Accounting	Level 4
Sustainable Building Technologies	Level 4

Application process

Applying to South Essex College

Once you've found an apprenticeship you're interested in, you need to apply to the College. The easiest way is to go online.

Go to 'find a course', search for apprenticeships and click on the right course for you.

Hit 'apply now' and fill in your details. You'll be invited to a briefing event.

Briefing event

Attendance at a briefing event is compulsory for you to secure a place at the College.

The session will include a short discussion to find out what path is right for you, a computer-based assessment in maths and English, and an opportunity to get inspired about apprenticeships and ask any questions you have. The maths and English test isn't anything to worry about – we will use the results to help us decide which level of course is most appropriate for you.

Receiving an offer

Following the briefing event, if you are suitable for an apprenticeship, the College will send you an offer letter. Your offer may be conditional on GCSE exam results if you are in year 11.

Getting a apprenticeship

If you have already got an apprenticeship place lined up, fantastic, you can start your apprenticeship.

If you haven't got a job, don't worry, we can help.

Reed NCFE

Once you are holding an offer with the College, we will pass your details onto our recruitment experts, Reed NCFE.

Top agency, Reed, have teamed up with awarding body, NCFE, to help you to get an apprenticeship. South Essex College holds an exclusive contract with Reed NCFE in the local area to support our students. Their experts, based at our College campuses, have links with all the top companies and will work with you to get apprenticeship interviews.

Apprenticeships.org.uk

The National Apprenticeship Service website is the home of apprenticeship vacancies on the internet.

With over 22,000 quality apprenticeship vacancies available online at any time there has never been a better time to start an apprenticeship.

Research

There are loads of ways in which you can find an apprenticeship:

- try surfing the web for jobs or companies you would like to work for
- try asking friends and family if they know of vacancies
- check out your local newspaper recruitment section for job opportunities

How to get started on apprenticeships.org.uk

1. From the home page you can find out lots of useful information about apprenticeships. Click on 'login to apprenticeship vacancies' in top left hand corner of the home page.
2. A new window will open and you need to click on the link that says 'register now'.
3. You will work through a form to complete your details and create a new account.
4. Remember you need to activate your account. You will need to go into your email account (that you used in your registration form) and you will have an email waiting for you. You need to open the email and click on 'activate your account'. You may need to check your junk mail folder as sometimes the activation email may be filtered to this folder instead of your inbox.
5. Once your account is activated and you have logged on, you will see the 'my homepage' with five boxes on the screen. There will be a welcome email waiting for you in the 'message board'. To start searching for vacancies, click on 'go' in the 'search for vacancies' box on the top right.
6. When searching by 'occupation type/job role', use the drop-down menus to enter the broad area of work in which you are interested and then, if you can, narrow it down to the job role. For example, in 'business administration and law', job roles include accounting, sales and telesales and marketing. If you don't want to do this, leave it on 'all'.
7. If you search by 'location', use the drop-down menu to choose your area but note that this will be a whole county, city or region in England.

8. If you search by postcode, the postcode that you used in your address will appear automatically or you can enter another one. Type in the distance from the postcode that you are prepared to travel to work. Widen your local search area for more vacancies. Take account of easily available bus, train and underground routes as a longer distance might not necessarily mean a more difficult journey.
9. 'Additional search options' enables you to narrow your search more: the 'vacancies posted since' drop-down menu will probably be of most use once you have been using the website for some time to look at vacancies. It will save you having to sort through vacancies that you have already seen.
10. Once registered click on 'my alerts' to set up email and text alerts to ensure that you are one of the first to find out about new vacancies posted that match your search criteria. You will still need to look at your account regularly as other vacancies may appear that don't quite match your search criteria but that may still be of interest to you.
11. The good news is that you can set up your application form before you are ready to start applying for jobs so that once you do see a job that you want to apply for, you've already done most of the hard work and you will just need to make a few tweaks to your application so that it is relevant to the job you are applying for. From your home page, you can access your application form which you can start to complete at any time.

The Pre-apprenticeship programme

If you haven't secured employment, we can enrol you onto our new Pre-apprenticeship programme.

This 12 week full-time course will give you all the confidence and skills you will need to be successful at interview. This includes support with maths and English. If you need extra support to make that step into work, the College also offers a longer one year Pre-apprenticeship.

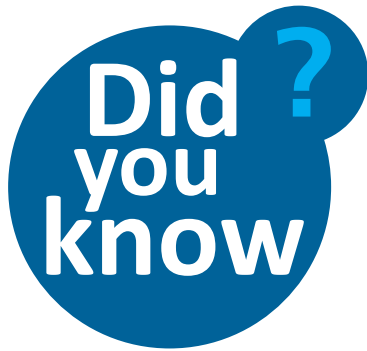
Whilst you are on the programme improving your skills, experts at Reed NCFE will be setting up interviews for you and lining up work placement opportunities.

What if I'm unsuccessful at interview?

All is not lost!

If you are unsuccessful at interview, we will enrol you onto the College-based aspects of the apprenticeship.

Meanwhile, we'll be searching high and low to get you a place with a local employer.



- Those with an Advanced Apprenticeship earn around £117,000 more than those without, over the course of their career
- Some Higher Apprenticeships can pay as much as £300 – £500 per week
- 81% said that employing apprentices generated higher overall productivity for their company
- The minimum duration of an Apprenticeship for those aged 16 – 18 is 12 months
- 24% increase in Apprenticeship vacancies posted online between August and October 2013
- Vacancies for Higher Apprenticeships grew by 41% in 2013
- One in five (19%) employers currently have former apprentices working in Board level positions

Source for all facts: National Apprenticeship Service

Business Development

South Essex College
Thurrock Learning Campus
High Street
Grays
Essex RM17 6TF

0845 52 12345

business@southessex.ac.uk

southessex.ac.uk

facebook.com/southessexcollege

twitter.com/southessexcoll

