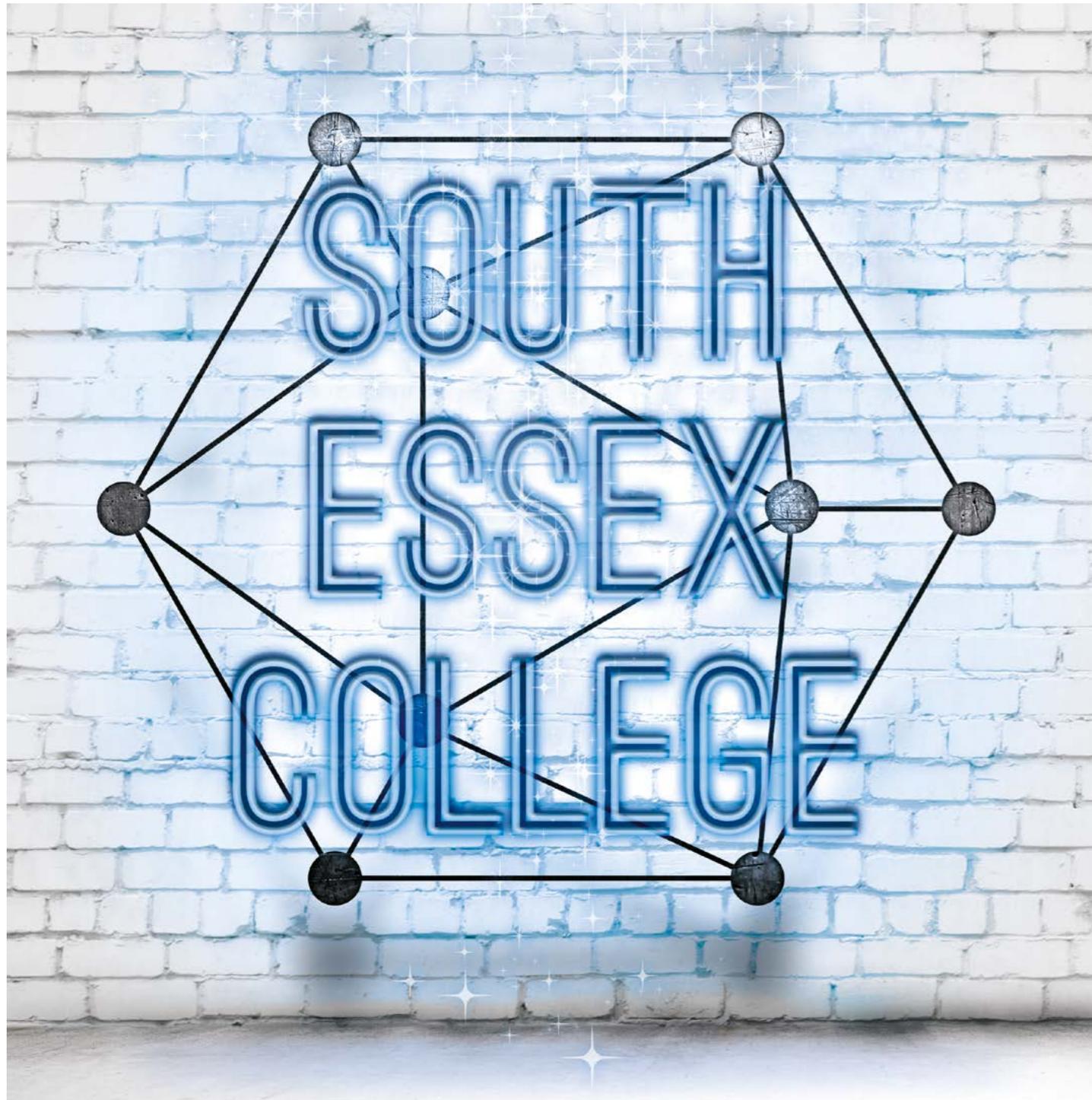




APPRENTICESHIPS AND TRAINEESHIPS

SOUTH ESSEX COLLEGE



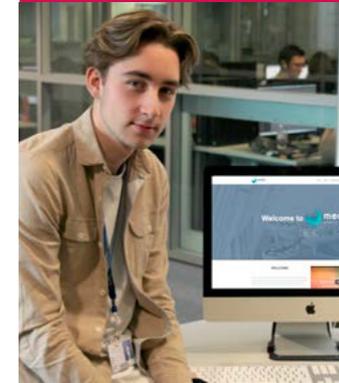
INTRODUCTION

Want to leave school, or already left and looking for work? There is a good way to earn money and learn at the same time. On an apprenticeship you will be employed in a real job and receive quality training to help you get a nationally-recognised qualification.

If you're not quite ready for an apprenticeship, on a traineeship you can improve your maths, English and work skills whilst getting work experience too. Even though the school leaving age has gone up, you can leave from age 16 if you're going to college.



APPRENTICE LEWIS SAYE



Lewis Saye completed a Higher Apprenticeship in Advertising and Marketing Communication at South Essex College.

Lewis said: "I studied Graphic Design at the College for two years and knew it was the field I wanted to go into."

"I chose the apprenticeship route as I wanted to earn money whilst developing my industry skills, which is exactly what my apprenticeship allows me to do."

"A typical day involves organising and designing marketing materials for the College's Media department. I also maintain their website and upload new content for prospective students to engage with."

"I would definitely recommend apprenticeship programmes to others because they're excellent for gaining experience in the industry you want your future to lie. I hope to continue my Graphic Design career and working at the College has definitely set me up with the correct knowledge to achieve this."

WHAT ARE APPRENTICESHIPS?

Apprenticeships give you the opportunity to work for an employer, earn a salary and gain a qualification. Apprenticeships are made up of a technical qualification which you can study at South Essex College, a vocational qualification (usually an NVQ) which your employer will help you with, and maths & English if you don't have an A*-C grade at GCSE.

Why study apprenticeships?

- earn while you learn
- receive at least the National Minimum Wage for apprentices
- all apprentices should work for at least 30 hours a week
- over 150,000 employers are offering apprenticeships in more than 200,000 locations
- apprenticeships are available at intermediate, advanced and higher (degree) level

How much will you earn?

You will be paid from the first day of your apprenticeship and you're entitled to the National Minimum Wage for apprentices.

The current minimum wage rate for an apprentice is £3.40 per hour. This rate applies to apprentices aged 16 to 18 and those aged 19 or over who are in their first year.

Apprentices aged 19 or over who have completed their first year must be paid at least the minimum wage rate for their age.



What hours do you get paid for?

You will get paid for:

- your normal working hours (minimum 30 hours per week)
- training that is part of the apprenticeship (usually one day per week)

Example

Tim is an apprentice aged 17 and works 35 hours per week including one day of training.

Apprentice rate: £3.40 per hour x 35

Total Tim gets paid per week: £119

Do you get paid holidays?

Apprentices get at least 20 days of paid holiday per year, plus bank holidays.

How do you become an apprentice?

- take a look at our apprenticeship vacancies on our website to see which you are interested in
- visit www.findapprenticeship.service.gov.uk to apply, or contact our Apprenticeship Team for advice and guidance

How else do you find an employer?

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

APPRENTICESHIP FRAMEWORKS

An apprenticeship framework is a definition of requirements for an apprenticeship programme. It is used by colleges and employers to ensure that all apprenticeship programmes are delivered consistently and to agreed standards. Each framework includes details of the qualifications needed to be completed, the key skills targets, and any other requirements.

South Essex College is proud to offer the apprenticeship frameworks listed below.

Framework Title	Intermediate	Advanced	Campus	Start Dates	Framework Title	Intermediate	Advanced	Campus	Start Dates
Accountancy (AAT)	✓	✓	S	Sept	Logistics Operations	✓	✓	T*	Anytime
Building Maintenance Operations	✓		T	Oct	Management (CMI)		✓	B	Anytime
Business Administration	✓	✓	B	Anytime	Plumbing & Heating	✓		T	Sept
Carpentry & Joinery (Bench Work)	✓	✓	T	Oct	Supporting Teaching & Learning in Schools	✓	✓	S B	Anytime
Carpentry & Joinery (Site Work)	✓	✓	T	Oct	Supply Chain Operations	✓		T*	Anytime
Community Arts Management		✓	S	Anytime	Team Leading (CMI)	✓		B*	Anytime
Cultural Heritage Venue Operations		✓	S	Anytime	Technical Theatre: Sound, Light & Stage		✓	S	Anytime
Customer Service	✓	✓	B	Anytime	Traffic Office	✓	✓	T*	Anytime
Driving Goods Vehicles	✓		T*	Anytime	Vehicle Maintenance & Repair: Light Vehicle	✓	✓	B	Sept
Electrical Installation		✓	T	Sept	Vehicle Accident Repair: Body Competency	✓	✓	B	Sept
Engineering Manufacturing		✓	T	Sept	Vehicle Accident Repair: Paint Competency	✓	✓	B	Sept
Professional Cookery	✓	✓	T	Anytime	Warehousing & Storage	✓	✓	T	Anytime
Hospitality Services	✓	✓	T	Anytime					
Live Events and Promotions		✓	S	Anytime					

Campus: **B** - Basildon, Nethermayne **S** - Southend, Luker Road **T** - Thurrock, Grays

*Delivery of functional skills may occur at this campus with all delivery taking place in the workplace.

Information was accurate at time of print but campus and start times may be subject to change.

TRAINEESHIPS AT SOUTH ESSEX COLLEGE

South Essex College's traineeship scheme provides you with a great opportunity to prepare for employment or an apprenticeship. You will develop your skills and confidence as well as meet new people in readiness for your next step.

The course runs for 12 weeks and consists of activities that will develop a range of skills and knowledge that are identified by employers as important factors towards successful outcomes.

Courses start throughout the year at Southend, Basildon and Thurrock campuses and will help improve your career prospects by:

- developing your mind-set - attitudes and behaviours
- building your confidence
- working in a team
- being able to manage situations
- helping you to prepare a CV
- developing your interview skills
- boosting your maths and English
- developing your communication skills
- preparing you for interviews
- supporting you to gain additional compliance qualifications

The course is delivered over three to four days per week. Work experience will be arranged for a minimum of 100 hours during the 12 weeks and there will be many opportunities to engage in activities with your classmates.

The training will prepare you to start your career in any industry, including:

- logistics
- business
- hospitality
- accounts and bookkeeping
- engineering and construction
- health and care
- security and stewarding
- computer technologies
- travel and tourism
- retail



APPRENTICE JOHN GBOGI

John Gbogi, from Dagenham, is completing an apprenticeship with Shanks, a waste management company, while studying for an Engineering qualification at South Essex College's Thurrock Campus.

John said: "I chose to do an apprenticeship because I prefer a hands-on approach to learning. The best way of getting a job is doing an apprenticeship.

"In the future, I'd like to explore the world and apply the skills and knowledge I've learnt at Shanks to solve engineering problems."

Amos Felix, Site Maintenance Manager, said: "John came to Shanks at 17 and has done really well, he's now one of our showpiece engineers. We're hoping to recruit him as a fully-fledged engineer in the near future."

Is a traineeship right for me?

Traineeships are ideal if you are motivated to get a job but lack the skills and experience that employers are looking for. If you have been unsuccessful when applying for an apprenticeship or other job due to a lack of skills and experience then you are likely to be a good candidate for a traineeship.

You could be suitable if you are:

- motivated to work
- unemployed, or work fewer than 16 hours per week and have little work experience
- aged between 16-24 and qualified below level 3

A traineeship is probably not right if you:

- already have the skills and experience needed to find an apprenticeship or work
- are 25 years old or older
- are already employed

Will I be paid?

Employers are not required to pay you for taking part in a traineeship but may support you with expenses such as transport and meals.

If you are receiving welfare benefits you will continue to receive these alongside your traineeship. Your Jobcentre may also be able to financially support you. All training costs are funded by the government.

Employers say...

Given the choice between someone with the desired mind-set who lacks the complete skillset for the job, and someone with the complete skillset who lacks the desired mind-set, a total of 96% of thousands of employers surveyed picked mind-set over skillset as the key element in those they seek and retain.



APPRENTICE EMILY HAMLIN



Emily Hamlin, from Horndon, studies engineering at South Essex College's Grays town centre campus while working at Procter & Gamble's West Thurrock manufacturing plant and distribution centre.

Emily said: "I get to earn and learn at the same time while being in a business environment. I get to work closely with other engineers and learn lots from them. I'm enjoying my practical placements and the hands-on experience I'm gaining. I spend time in different departments and get a real feel for how the company works.

"I think apprenticeships are a great option for young people, they're really worth it. P&G have given me lots of opportunities already, I'm excited for my future here."

Jenny Boylan, Human resources Leader at P&G, said: "We use our apprenticeship programme to build the mechanical and electrical skills that we need for our site. We're looking for our apprentices to be willing to learn, self-motivated and focused on learning the tasks and skills that they need to succeed."

OPEN EVENTS

Basildon Campus 5pm - 8pm

Tuesday 8 November 2016

Wednesday 1 February 2017

Wednesday 14 June 2017

Southend Campus 5pm - 8pm

Thursday 6 October 2016

Thursday 17 November 2016

Wednesday 8 March 2017

Thurrock Campus 5pm - 8pm

Thursday 13 October 2016

Wednesday 18 January 2017

Tuesday 16 May 2017

[WWW.SOUTHESSEX.AC.UK / APPRENTICESHIPS](http://WWW.SOUTHESSEX.AC.UK/APPRENTICESHIPS)