

# Career : now

start your career now with an apprenticeship



## GUIDE TO APPRENTICESHIPS



THE CORNWALL COLLEGE GROUP



“The whole process of recruiting, employing and managing our apprentice was incredibly easy with the support and help from a professional and efficient team from The Cornwall College Group throughout.”

Tania Clark and Pete Roseveare  
Red Hotels - Scarlet and Bedruthan Hotel & Spa

Pictured: Finlay Loader, Horticulture Apprentice  
Red Hotels - Scarlet and Bedruthan Hotel & Spa

Talk to one of our recruitment team to find out more on: 0330 123 4785

## Who we are...

The Cornwall College Group including Bicton College, Duchy College and Falmouth Marine School have helped 15,000 people into apprenticeships in the last 10 years and are the number one provider in the South West, with over 80 career routes to choose from.

## What is an apprenticeship?

An apprenticeship is open to anyone over the age of 16 and with rising university fees; it's becoming an increasingly popular option, as apprenticeships are now offering routes to degree-level qualifications. Apprenticeships often lead on to full-time employment in careers with excellent job prospects and in some sectors the potential to earn significant salaries.

An apprenticeship is the perfect option for you to start or keep earning while receiving on and off the job training. As well as being paid, you will work towards nationally recognised qualifications with the full support of The Cornwall College Group and your employer.

## How much will I get paid?

As an apprentice you have the opportunity to earn a wage alongside training. Salaries start from £3.70 per hour (rising to £3.90 in April 2019), however some employers will pay more. The same applies if you are 19 and above and in the first year of your apprenticeship, after that though you are entitled to the National Minimum Wage. However, you may earn significantly more as you progress through your qualifications.

## What support is available during my apprenticeship?

Every apprentice has their own Apprenticeship Advisor, who will liaise with the employer over an induction, ensure the workplace complies with all health and safety legislation, work with the relevant college department to organise their qualifications, a training schedule and enrolment. A College Assessor will visit them in the workplace approximately every 12 weeks.





## Work trials

We offer the opportunity for you to take part in a 'work trial'. A work trial is part of the recruitment and selection process and enables you to get a better understanding of the job role. This will give you the chance to meet the employer, understand their business and see if the job role is something you would enjoy.

The work trial is unpaid, the College recommends that up to three days trial would give you and the employer the opportunity to establish mutual suitability for the apprenticeship.

## How to get an Apprenticeship

We have a recruitment service that is dedicated to working with you to find an employer to take you on as an apprentice, usually we have more than 100 vacancies with employers available at any given time. When you get in touch we will:

- Find out exactly what you want from an apprenticeship so we can send details of vacancies you might be interested in.
- Offer help writing a CV and cover letter so you can start contacting employers.
- Recommend pre-apprenticeship courses and workshops that will enhance your CV and make you a stronger candidate.
- Help you with on-going advice and support.

You can also post or hand-deliver your CV and cover letter to businesses you'd like to work with, explaining that you are looking for an apprenticeship.

Search and apply for vacancies online at [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

Let us know the good news so we can progress your apprenticeship. Once you have had your successful employer interview you will also need to attend an interview at the college and take a basic English and Maths assessment.

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# Starting an Apprenticeship

Once in place, an Apprenticeship Advisor and College Assessor will be in regular contact with you to monitor your progress and assess the training undertaken in the workplace. Full support and guidance will be offered to you throughout the apprenticeship and any questions you have are welcomed.

## What happens after an apprenticeship?

When you finish your Apprenticeship you will have a qualification, the practical skills and the updated English, Maths and ICT skills you need for your job. Apprenticeships are highly regarded by many employers, because they offer real industry experience. Many employers offer their apprentices a permanent position when they have completed their training.

Apprenticeship Level	Apprenticeship equal to:	Opportunities to move onto:	
Level 5	HND/FOUNDATION DEGREE	AN HONOURS DEGREE	SENIOR MANAGER SPECIALIST CAREER
Level 4 Higher Apprenticeship	HNC	A DEGREE	PROMOTION
Level 3 Advanced Apprenticeship	A-LEVELS	FURTHER TRAINING	PROMOTION
Level 2 Intermediate Apprenticeship	GCSEs*	FURTHER TRAINING	A PERMANENT JOB

\* Apprenticeships start at Level 2, as the knowledge required is very different to GCSEs.

## Apprenticeships available...

Accountancy – Assistant\*  
Accountancy – Professional Technician\*  
Adult Care Worker\*  
Aerospace  
Agriculture  
Animal Care  
Arborist\*  
Assistant Practitioner Healthcare  
Bakery\*  
Beauty  
Boatbuilding  
Business Administration  
Butchery\*  
Chef de Partie\*  
Children and Young People’s Workforce  
Cleaning & Support Services  
Commercial Procurement and Supply\*  
Commis Chef\*  
Construction Management  
Customer Service\*  
Dental Nurse\*  
Early Years  
Eden Host  
Eden Gardener  
Electrotechnical (Electrical)\*  
Engineering Maintenance and Manufacture  
Equine Groom\*  
Fabrication & Welding  
Floristry  
Food Process Operator\*  
Furniture Making  
Gas Engineer\*  
General Adult Social Care  
Golf Greenkeeper\*

Hair Professional\*  
Healthcare Assistant Practitioner\*  
Horticulture and Landscape Operative\*  
Hospitality Team Member\*  
Housing/Housing Management\*  
Human Resource\*  
Information Technology  
Infrastructure Technician  
IT Application Specialist  
Lab Technician & Lab Scientist\*  
Land-based Engineering  
Leadership in Health and Social Care  
Live Events and Promotion  
Marine Engineering  
Mobile Plant Operations  
Motor Vehicle Fast Fit  
Motor Vehicle - Heavy Vehicle Maint. & Repair  
Motor Vehicle - Light Vehicle Maint. & Repair  
Operations/Departmental Manager\*  
Painter and Decorator\*  
Plant Operations  
Plastering  
Plumbing and Heating  
Procurement and Supply\*  
Property Maintenance Operative\*  
Roofing  
Senior Healthcare Support Worker  
Senior Housing/Property Management\*  
Senior Management Development\*  
Sign Making  
Software Developer\*  
Sport  
Stockperson\*

Teaching Assistant  
Team Leader Management Development\*  
Trowel Occupations  
Veterinary Nursing  
Warehousing & Distribution  
Web Media  
Wood Occupations

### Coming soon:

Brewing\*  
Land –based Service Engineering Technician\*  
Lead Adult Care Worker\*  
Learning & Development\*  
Marketing\*  
Network Engineer\*  
Outdoor Sports & Leisure\*  
Production Chef\*  
Project Management\*  
Safety, Health and Environment Technician\*

\*New Apprenticeship Standards

Talk to one of our recruitment team to find out more on: 0330 123 4785

## Your questions answered...

### **Do you have to pay anything to become an apprentice?**

No, while you are on an apprenticeship your employer pays your salary and supports you whilst you undertake our training.

If you are 16 to 18 years old while you undertake your apprenticeship, the qualification is fully funded.

However, if you are aged 19 or older your employer will need to contribute toward apprenticeship fees.

### **How many hours a week do apprentices have to work?**

Apprentices will be expected to work for a minimum of 30 hours a week, which includes time spent at college. This may be different for certain apprenticeships that offer block college training.

### **Is there an upper age limit for apprenticeships?**

No, there is no upper age limit. However apprentices aged 19+ will have to have an employer who is willing to contribute financially to the cost of the training.

### **How long does an apprenticeship take?**

The length of an apprenticeship varies depending on your prior skill levels, experience, the qualification being obtained and the industry sector. Generally, apprenticeships take between one and four years to complete.

### **What time of year can you start an apprenticeship?**

You can apply at any time of the year. When you begin the work-based training depends on the availability of a position within the business.

### **Can I do an apprenticeship with my current employer?**

Yes, if your employer agrees, you can become an apprentice where you work now.

### **How do apprentices get to college if they don't have transport?**

The College have buses that apprentices can use for a standard fee to get to College. The buses cover Cornwall and a large proportion of Devon. You will need to find your own transport to get to your workplace. For more information on transport call one of our advisors.

### **How do you apply for an apprenticeship vacancy?**

If you would like to apply for a vacancy visit [www.findapprenticeship.service.gov.uk#1](http://www.findapprenticeship.service.gov.uk#1)

Talk to our recruitment team  
to find out more

0330123 4785

[apprenticeships@cornwall.ac.uk](mailto:apprenticeships@cornwall.ac.uk)

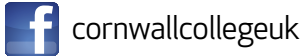
[www.cornwall.ac.uk/apprenticeship-hub](http://www.cornwall.ac.uk/apprenticeship-hub)

[apprenticeships@duchy.ac.uk](mailto:apprenticeships@duchy.ac.uk)

[www.duchy.ac.uk/apprenticeship-hub](http://www.duchy.ac.uk/apprenticeship-hub)

[apprenticeships@bicton.ac.uk](mailto:apprenticeships@bicton.ac.uk)

[www.bicton.ac.uk/apprenticeship-hub](http://www.bicton.ac.uk/apprenticeship-hub)



The Cornwall College Group, including  
Bicton College, Duchy College and  
Falmouth Marine School work in  
partnership with CCB Training to deliver  
a wide range of apprenticeships.

**CCB**  
**TRAINING**

THE CORNWALL COLLEGE GROUP

## Apprenticeship Recruitment Event Wed 1 May 2019, 5pm - 7pm

At Cornwall College St Austell and Camborne.

- Meet local employers recruiting apprentices
- Get help with CV writing and interview tips
- Find out about the benefits of becoming an apprentice.

If you can't make the recruitment event, The Cornwall College Group run a wide range of events across the year where you can talk to us about apprenticeships visit [www.cornwall.ac.uk/events/whats-on/](http://www.cornwall.ac.uk/events/whats-on/) to find out more.

### Register online

[www.cornwall.ac.uk/apprenticeship-hub](http://www.cornwall.ac.uk/apprenticeship-hub)

### Some of our recent clients:

Aspire Academy Trust

Baker Tom

BD

Bishop Fleming LLP

China Fleet Golf & Country Club

Cornwall Care

Cornwall Council

CVS Vets

Eden Project

Francis Clark LLP

Glendale

Growing and Knowing Preschool

Kawasaki

MITIE

Naturally Learning

NFU Mutual

Ocean Housing Group

Pendennis Shipyard

Pall Corporation

Plymouth City Council

Polymermedics

Royal Cornwall Hospital Trust

Sadlar and Bourne

St Austell Brewery

Trenance Learning Academy

Wrigley