

A Guide to *APPRENTICESHIPS*



WELCOME

We are delighted you are considering studying an apprenticeship programme with us.

This handbook will provide you with information about the apprenticeships available at Barnsley College, so you can make an informed decision on what to do next.

We hope you find this guide useful.



STUDENT PROFILES



Olivia Hartshorne

College course: Level 3 Clinical Healthcare Support Apprenticeship

"I chose to study my apprenticeship at Barnsley College as it was the only training provider who offered it locally.

"The course is really enjoyable and I'm getting to learn on-the-job with lots of hands-on experience. Once I complete my apprenticeship, I'm going to study the Nurse Associate Pilot course at the University of Sheffield."



Callum Savage

College course: Level 3 Diploma in Design and Draughting and BTEC in Construction and the Built Environment Apprenticeship

"The course covers lots of topics and provides you with a broad knowledge of construction. I like that we have used Computer Aided Design (CAD) and Building Information Modelling (BIM) as I have been able to create designs and learn about what is needed to reinforce buildings.

"I am really enjoying the course and I definitely think it has given me an advantage over someone who may not have this qualification."



Steph Swann

College course: Level 3 Customer Service Apprenticeship

"I enjoy coming to College because everyone is so friendly and supportive. I would definitely recommend the College to others; the staff always want the best for you and are willing to help in any way possible."

WE ARE AN OUTSTANDING COLLEGE



We offer over
80
apprenticeship
programmes



We've been ranked second in the country in the NicDex college league table



97% of students would recommend being an apprentice to a friend**



We are currently training over 2,000 apprentices and work with over 1,500 employers.



WHAT IS AN APPRENTICESHIP?



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

A key element of an apprenticeship is work based experience, so you must find an employer who is prepared to employ you as an apprentice. We can help you to find a vacancy and provide CV and interview workshops. Information about how to apply for vacancies can be found later in this information pack.

An apprenticeship qualification consists of five key components:

- A National Vocational Qualification (NVQ) or an NVQ Diploma from Level 2 to Level 7.
- A Technical Certificate that teaches you everything you need to know.
- Functional Skills in English, maths and IT.
- Employment Rights and Responsibilities (ERR).
- Personal Learning and Thinking Skills.

As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills and knowledge.

You will usually attend classes at College for one day per week, and for the remainder of

the week you will be in the workplace. Here, you will produce a portfolio of evidence which shows your assessor what you are able to do and records your achievements as you progress through the apprenticeship.

Apprenticeships can take between one and five years to complete depending on the level of the apprenticeship, the apprentice's ability and the industry.

There is a minimum salary for apprentices set by the Government, however, many apprentices earn significantly more.

Benefits of doing an apprenticeship

Apprenticeships are a great way of gaining qualifications as well as practical experience. Employers are always looking for people with qualifications and experience so apprentices have an amazing amount to offer.

Key benefits:

- Earn a salary.
- Receive training.
- Gain qualifications.
- Learn job-specific skills.
- Develop a career.
- Increase future earning potential.

WHAT IS A TRAINEESHIP?

Traineeships are designed to help young people who want to get an apprenticeship or a job but don't yet have the appropriate skills or experience.

Traineeships are open to anyone aged 16-24 and they are ideal for someone who is motivated to get a job but lacks the skills and experience employers are looking for.

A Traineeship programme can last up to six months. During this time, you will complete work preparation training, English and maths qualifications and complete a work experience placement.

Benefits of doing a Traineeship

A Traineeship will give you the knowledge and experience employers expect in the workplace.

By completing a Traineeship, you will:

- Gain English and maths qualifications.
- Build a CV.
- Complete work preparation training.
- Gain valuable work experience.

HOW DO APPRENTICESHIPS COMPARE TO OTHER PATHWAYS?

Once you have completed your GCSEs you can progress onto a variety of qualification pathways. Use the table below to see how apprenticeships compare with traditional routes of study.

Apprenticeship	Level	Equivalent education level
	1	
Intermediate	2	Five GCSEs (grade A*/9 - C/4) Level 2 BTEC First / NVQ
Advanced	3	Two A Level passes / Level 3 BTEC Diploma / NVQ / Award / Certificate / Access to HE Diploma
Higher	4/5	HNC / HND / Foundation Degree
Degree	6/7	Bachelor's / Master's Degree

THE APPLICATION PROCESS IF YOU ARE AT SCHOOL IN YEAR 11



Step 1: Search

Find an apprenticeship programme in the College prospectus or online at www.barnsley.ac.uk

Step 2: Apply

Complete a College application form for your chosen apprenticeship online, on paper or through UCAS Progress.

Step 3: College interview

You will be invited to attend a College interview with a tutor of your chosen subject.

Step 4: College place

Following an offer of a place, your details will be passed on to the Barnsley College Apprenticeship Team.

Step 5: Information session

You will be invited to an information session about your apprenticeship. You will need to bring a copy of your CV with you, if you've not already provided us with an electronic copy.

Step 6: Sign up

All apprenticeship vacancies are advertised on the College website: www.barnsley.ac.uk or the Find An Apprenticeship website: www.gov.uk/apply-apprenticeship

Step 7: Starting

You can start an apprenticeship from the last Friday in June of Year 11 and can apply for a job from the beginning of June onwards.

Step 8: Employer interview

If you are selected, you will attend an interview with the employer. Be prepared! If you're unsuccessful, don't worry you have gained valuable experience. Simply start your search again. We are here to help.



THE APPLICATION PROCESS IF YOU ARE READY TO START AN APPRENTICESHIP NOW



Step 1: Search

Find an apprenticeship programme in the College prospectus or online at www.barnsley.ac.uk/apprenticeships or via the Find An Apprenticeship website: www.gov.uk/apply-apprenticeship



Step 2: Apply

To apply for a specific apprenticeship job vacancy, click on the job title on the College's website: www.barnsley.ac.uk/ap-jobs This will take you to the Find An Apprenticeship website where you will need to click the 'Sign In' button.

OR

To apply to become an apprentice and learn more about our pathways, either visit the College's website: www.barnsley.ac.uk/apprenticeships or complete a College paper application form. You will need to send an electronic copy of your CV to: apprenticeships@barnsley.ac.uk



Step 3: College Approval Session

You will be invited into College to attend an approval session with an assessor. Remember to bring proof of your qualifications and a copy of your CV, if you haven't already submitted it to us.



Step 4: Interview Shortlisting

We will send your CV to the employer who will choose the candidates they wish to interview.



Step 5: Employer Interview

If you are selected, you will attend an interview with the employer. Be prepared! If you're unsuccessful, don't worry you have gained valuable experience. Simply start your search again. We are here to help.



Step 6: Induction

If you are offered the job, we will contact you and arrange for you to come into College to complete your induction and meet your assessor.

Step 7: Start Your Apprenticeship

You can start an apprenticeship at any time during the year!

WHAT ARE THE ENTRY REQUIREMENTS FOR AN APPRENTICESHIP?

Apprenticeships are available at four levels. Each level has different entry requirements which may depend on the skills and qualifications you hold, so this is only a guide.

Programme	Level	Entry requirements
Traineeship		<ul style="list-style-type: none"> You will need to be aged 16 – 24. Not hold a qualification higher than a Level 3. Be motivated to work. You must be unemployed or work fewer than 16 hours per week and have little work experience.
Intermediate Apprenticeship	2	<ul style="list-style-type: none"> Two GCSEs at grade 3/D or above including English. You will need to be at least 16 years of age. You will need to find an employer to employ you as an apprentice.
Advanced Apprenticeship	3	<ul style="list-style-type: none"> Five GCSEs at grade 4/C or above including English. Some subjects require maths and/or science. You will need to be at least 16 years of age. You will need to find an employer to employ you as an apprentice.
Higher Apprenticeship	4/5	<ul style="list-style-type: none"> Five GCSEs at grade 4/C or above including English. A Level 3 qualification. You will need to be at least 16 years of age. You will need to find an employer to employ you as an apprentice.
Degree Apprenticeship	6/7	<ul style="list-style-type: none"> Five GCSEs at grade 4/C or above including English. A Level 4/5 qualification. You will need to be at least 16 years of age. You will need to find an employer to employ you as an apprentice.

ALUMNI PROFILE



Keira Reay

College course: Level 3 Sports Development Apprenticeship

Now: Studying Sport Physical Education and Health BA (Hons) Top Up degree at University Campus Barnsley

“The apprenticeship helped me realise this is the industry I want to work in. Now I’m studying for a degree but I’ve got the experience that will help me when I’m applying for jobs.”

WHAT APPRENTICESHIPS ARE OFFERED AT BARNLSLEY COLLEGE?

We have a range of apprenticeships to suit everyone's needs, from Accountancy to Welding and Fabrication.

The range includes:

- Accounting
- Barbering
- Beauty Therapy
- Bricklaying
- Business Administration
- Catering and Hospitality
- Construction and the Built Environment
- Design
- Dry Lining and Interior Systems
- Early Years Educator
- Engineering
- Fashion and Textiles
- Hairdressing
- Health and Social Care
- Horticulture
- IT software, Web and Telecoms
- Journalism
- Laboratory and Science Technician
- Management
- Painting and Decorating
- Photo Imaging
- Plastering
- Plumbing
- Public Relations
- Retail
- Social Media for Business
- Sports Activity
- Team Leading
- Traffic Office
- Travel Consultant
- Vehicle Maintenance and Repair
- Warehousing and Storage
- Welding and Fabrication



We offer over 80 apprenticeship programmes. To see the full list visit:
🔗 www.barnsley.ac.uk/apprenticeships

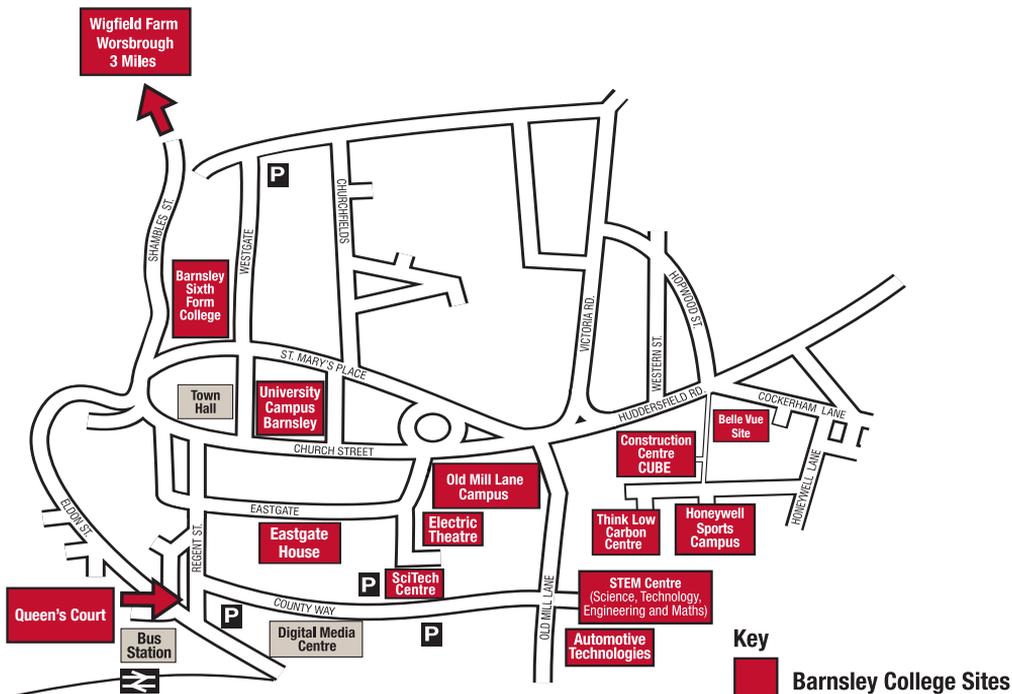
JOB SHOP

- > **Careers advice**
- > **Course information**
- > **Apprenticeships**
- > **Job search and applications**
- > **CV writing**
- > **Interview skills**
- > **Work experience**



For more information call in to the Job Shop at the Old Mill Lane campus,
☎ 01226 216 732 or ✉ jobshop@barnsley.ac.uk

HOW TO FIND US



Postal address:

Church Street, Barnsley, South Yorkshire, S70 2YW
(If using a sat nav please use S70 2AX)

☎ +44 (0)1226 216 123 ✉ info@barnsley.ac.uk

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