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.”

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.”

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.”
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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.
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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 COMPARSE 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.

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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.
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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

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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.

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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

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The range includes:
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- 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

For more information call in to the Job Shop at the Old Mill Lane campus, 01226 216 732 or jobshop@barnsley.ac.uk
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(If using a sat nav please use S70 2AX)
📞 +44 (0)1226 216 123 📧 info@barnsley.ac.uk
Follow us on Facebook and Twitter

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