

A Guide to

APPRENTICESHIPS

September 2020 - August 2021



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.

2020/21 Open Day dates will be announced on our website: www.barnsley.ac.uk/events

WHAT IS AN APPRENTICESHIP?

Anyone living in the European Economic Area (EEA) for at least the last three years, aged 16 or over by Tuesday 31 August 2021 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 booklet.

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 trainer 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 relevant skills as well as practical experience that employers are always looking for.

Key benefits:

- Earn a salary.
- Receive training.
- 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 those who are motivated to get a job but lack 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 / Technical qualifications (T Levels) / NVQ / Award / Certificate / Access to HE Diploma
Higher	4/5	HNC / HND / Foundation Degree
Degree	6/7	Bachelor's / Master's Degree

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 aged 16 or over by Tuesday 31 August 2021. • 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 aged 16 or over by Tuesday 31 August 2021. • 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. • You will need a Level 3 qualification. • You will need to be aged 16 or over by Tuesday 31 August 2021. • 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. • You will need a Level 4/5 qualification. • You will need to be aged 16 or over by Tuesday 31 August 2021. • You will need to find an employer to employ you as an apprentice.



WHAT APPRENTICESHIPS ARE OFFERED AT BARNESLEY COLLEGE?

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



DID YOU KNOW?

First year apprentices living in Barnsley may be eligible to access the Stanley Race Bursary Fund.

Visit:

🔗 www.barnsley.ac.uk/bursary for further information.

The range includes:

- Accounting
- Automotive Technologies
- Barbering
- Beauty Therapy
- Bricklaying
- Business Administration
- Carpentry and Joinery
- Catering and Hospitality
- Childcare
- Civil Engineering Technician
- Cleaning and Support Services
- Computing
- Construction
- Customer Service
- Cyber Security Technologist
- Data Analyst
- Design
- Digital Engineering Technician
- Digital Marketing
- Early Years Educator
- Engineering

- Fashion and Textiles (Apparel)
- Hairdressing
- Health and Social Care
- Laboratory Technician
- Library and Archive Services
- Management
- Plumbing
- Professional Cookery
- Property Maintenance
- Retail
- Software Developer
- Sports
- Supporting Teaching and Learning in Schools
- Teaching Assistant
- Team Leading
- Travel Consultant
- Warehousing and Storage

We offer over 100 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



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

The application process if you have left school and 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 to apply' 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 a trainer. 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 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!

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 or via your school's online application system.



Step 2: Apply

Complete a College application form for your chosen apprenticeship online, on paper or via your school's online application system.



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: Search for a vacancy

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: Apply for a vacancy

You can start an apprenticeship from the last Friday in June of Year 11. Remember to only apply for a vacancy that starts after this time.

Step 8: Employer interview

Attend an interview with an employer.

WE ARE AN OUTSTANDING COLLEGE

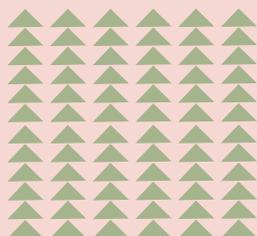
We offer over
100
apprenticeship
programmes

96%
of students would
recommend being
an apprentice**

Our apprenticeship
success rates are **74%**



THAT'S
5%
above the national average.*



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



STUDENT PROFILES

Kallum Edwards

College course: Level 3 IT Network Infrastructure Technician Apprenticeship

"The course content is good at the College and the facilities are great. It is a good place to study."

Ruby Highfield

College course: Level 3 Design Apprenticeship

"I enjoy carrying out research and applying the theory from my course in the workplace."

Dane Haywood

College course: Level 3 Hairdressing Apprenticeship

"I enjoy the opportunity to work in a real life salon. The apprenticeship is flexible and I only have to attend College one day a week. I have not only developed my hairdressing skills but experienced how a successful business is run."

Alumni

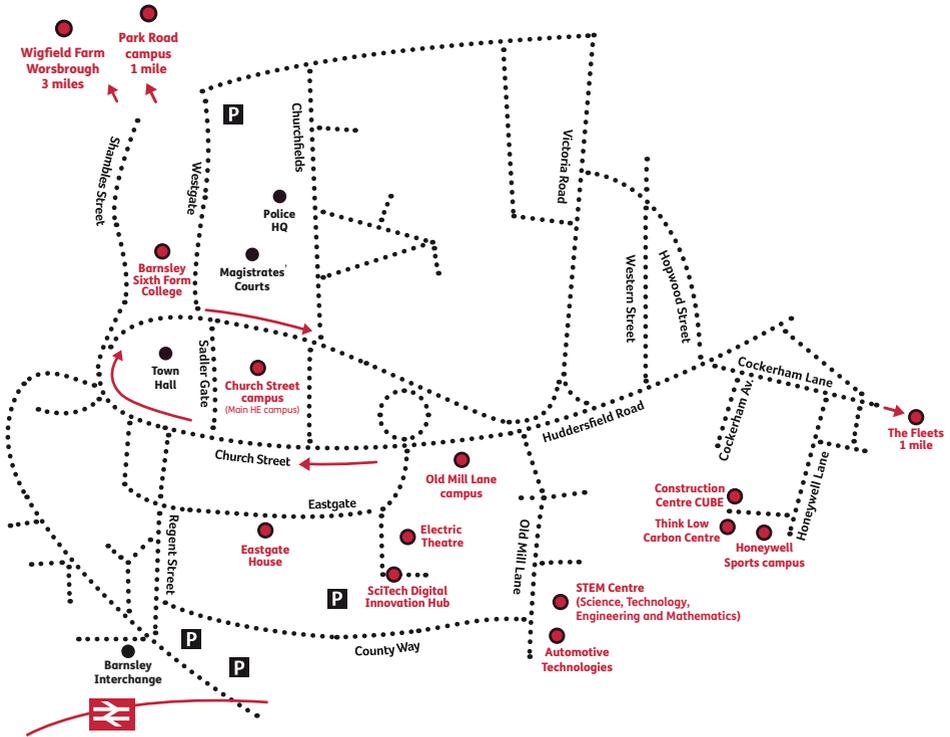
Steph Swann

College course: Level 2 Business Administration Apprenticeship and Level 3 Customer Service Apprenticeship

Now: Administrative Assistant at Barnsley College.

"I have completed a Level 2 Business Administration Apprenticeship and a Level 3 Customer Service Apprenticeship and achieving NVQs in both specialisms has given me the foundations and experience to progress from an Apprentice role."

HOW TO FIND US



Postal address:

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

☎ 01226 216 123 ✉ info@barnsley.ac.uk



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