

Additional
Learning
Support

Work-based Learning



Welcome

This handbook will provide you with information on Additional Learning Support (ALS) for the Apprenticeships and other Work-Based Learning (WBL) we offer.

ALS' ethos is 'to promote inclusivity and remove barriers to maximise students' potential'.

The department's role is to provide support strategies to maximise students' ability to be self-sufficient.

The ALS WBL team work with apprentices who are studying a wide variety of subjects with a range of learning difficulties, disabilities, or requirements for mentoring.



What is an apprenticeship?

Anyone living in the UK for at least the last three years, aged 16 or over and not in full-time education can become 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
Intermediate	2	Five GCSEs (grade A*/9 - C/4) Level 2 BTEC First / NVQ
Advanced	3	Two A Level passes / Level 3 BTEC Diploma / T Level / NVQ / Award / Certificate / Access to HE Diploma
Higher	4/5	HNC / HND / Foundation Degree
Degree	6/7	Bachelor's / Master's Degree

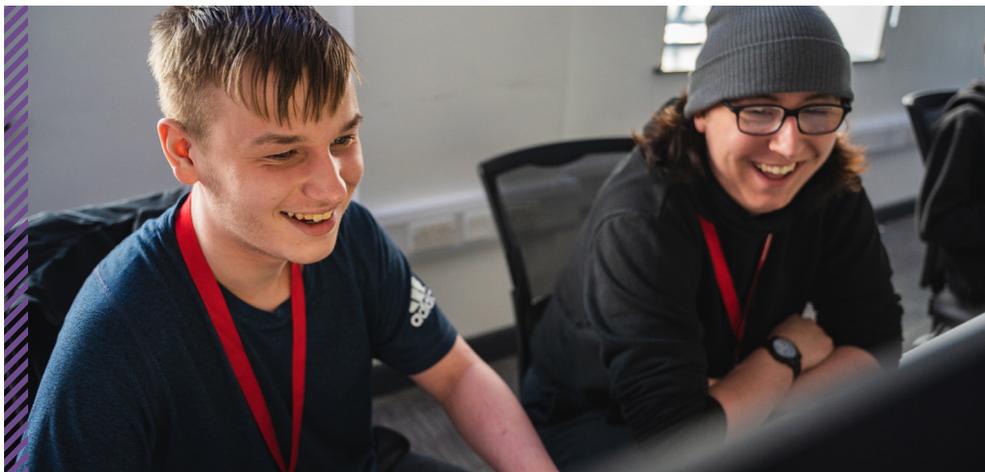
What are the entry requirements for an apprenticeship?

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.• 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.• 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 aged 16 or over.• 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 aged 16 or over.• You will need to find an employer to employ you as an apprentice.



What apprenticeships are offered at Barnsley College?



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

The range includes:

- Accounting
- Assessor Coach
- Automotive Technologies
- Barbering
- Beauty Therapy
- Bricklaying
- Business Administration
- Carpentry and Joinery
- Catering and Hospitality
- Childcare and Education Professions
- Civil Engineering Technician
- Computing
- Construction
- Credit Controller
- Customer Service
- Cyber Security Technologist
- Data Analyst
- Data Technician
- Dental
- Digital Marketer
- Engineering
- Hairdressing
- Health and Social Care
- Hospitality Supervisor
- Human Resources
- Laboratory Technician
- Leadership and Management
- Learning and Skills Teacher
- Library, Information and Archive Services
- Paralegal
- Personal Trainer
- Plumbing and Domestic Heating Technician
- Procurement
- Retail
- Software Developer
- Sports
- Supply Chain Warehouse Operative
- Teaching Assistant
- Team Leader/Supervisor

We offer over 75 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

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.

Step 3: Interview Shortlisting

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

Step 4: 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 5: 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 trainer.

Step 6: 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 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 prepare a good CV.



Step 6: Search for a vacancy

All apprenticeship vacancies are advertised on the College website: www.barnsley.ac.uk



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
75
apprenticeship
standards

97%
of students would
recommend being
an apprentice*



We are currently training over 1,300 apprentices and work with around 1,500 employers.

Student Profiles



Izzy Drabble

College course: Level 2 Sports Turf Operative Apprenticeship
Former Bradfield Secondary, All Saints Sixth Form pupil

"I enjoy the fact that I can better myself as an individual whilst learning and increase my skill set. I am able to expand on things I already know and pick new things up from my tutor and classmates. It is a way of building new friendships and a future for yourself."



Melissa Bexon

College course: Level 3 Early Years Educator Apprenticeship
Former Kirk Balk Academy pupil

"One of my favourite parts about my course is having the opportunity to discuss ideas with others and share experiences and thoughts. Some students in my class are at different levels to me so I can learn lots from them. I really hope to go on and gain further knowledge and training around Special Educational Needs and Disabilities and behaviour when I complete my course."

Notes

Do you have an

Education, Health and Care Plan (EHCP)?

Each academic year you will have an annual review of your Education, Health and Care Plan (EHCP) which takes place at College.

The meeting will include you, your family members or advocate, Targeted Information and Guidance (TIAG), staff from College and other professionals.

The purpose of the meeting is to discuss the progress you are making at College, your mid and long-term plans, what is working well, what you might require support with and your aspirations for the future.

We will also review your EHCP to see if anything needs updating. The meeting will take 1-2 hours.

Are you a looked after child?

You will have a meeting three times a year at College, which is called a Personal Education Plan meeting (PEP). The meeting will include you, your carers or advocate, TIAG, staff from College and other professionals.

The purpose of the meeting is to discuss the progress you are making at College, your mid and long-term plans, what is working well, what you might require support with and your aspirations for the future. The meeting lasts approximately an hour.

Every looked after child at College is entitled to claim the guaranteed bursary which is a payment of £1,200 pro-rata across the academic year. The purpose of the guaranteed bursary is to facilitate access to education and provide financial support towards such things as travel, food, equipment and kit.

You can apply for the guaranteed bursary via Student Services.



Safeguarding

Safeguarding is about doing everything we can to make sure you and everyone else in College is kept safe and protected from harm.

At Barnsley College we pride ourselves on going above and beyond to make College a safe, happy and thriving environment for all.

It is important to us that anyone coming into College is treated with respect and dignity, and feels safe and listened to.

Reporting a safeguarding concern

If you feel unsafe, you can contact our team on ☎ **01226 216 142** or ✉ **safeguarding@barnsley.ac.uk**

Or you can talk to your department's Safeguarding Representative if you are concerned about your welfare or someone else's. They will be introduced during induction.

Tutorials at Barnsley College

All students will have a detailed tutorial programme looking into a range of themes such as bullying, healthy relationships, mental health, radicalisation and cyber safety.

You will also have one-to-one meetings with your Tutorial Learning Mentor throughout the year to review your progress.

We adhere to all safeguarding guidance and it is important to us that all College users are treated with respect and dignity and feel safe and listened to. Barnsley College has the skills, knowledge, and expertise to deal with a range of safeguarding incidents.



College services

In the Old Mill Lane campus we have a number of services which you can use.

These are:

- Health and Wellbeing Centre
- Information Unit
- Students' Union
- Student Services

Health and Wellbeing Centre

Our award-winning Health and Wellbeing Centre is available to everyone and offers confidential advice and a range of health services. We have a dedicated team of people including NHS nurses who will provide advice on counselling, Mental Health Access Team, diet and nutrition advice, contraception and sexual health services, help to stop smoking, and support with drugs and alcohol issues.

The team also hold events across College throughout the year to raise awareness of health issues and update you about the services on offer.

You can speak to someone in confidence by contacting the Health and Wellbeing Team on ☎ **01226 216 233**.



Information Unit

Please contact our friendly Information Team for more information on your course, or any other course you are interested in by emailing ✉ info@barnsley.ac.uk



Students' Union

You will find the Students' Union in the Atrium on the lower ground floor at the Old Mill Lane campus. The Union runs lots of activities, societies and a volunteering scheme.



Student Services

Student Services is located in the Old Mill Lane campus. The staff will be able to help you with financial support through the Learner Support Fund, information on the free College coach services and the concessionary travel pass.



Cash-free Campus

You don't have to carry cash on you. You can load money onto your student card and pay for food, drinks and other items available at the College through our cashless system.

The Learner Support Fund provides financial support for students aged 16-18 and 19+*

You can apply online at:

 learnersupportfund.barnsley.ac.uk

Contact the Student Services Team by emailing:

 studentsupport@barnsley.ac.uk



Facilities

Learning Resource Centre (LRC)

The LRC is an independent study area giving you access to a collection of books and IT facilities to help you complete your work. There are also laptops for you to use to complete your work.

IT Suite

The Connect Hub has IT facilities for completing your work and also has laptops for you to use. The laptops can also be loaned out for use at the LRC.

You will be given your own log on to access the computer. There are printing facilities close by for you to print your work.

Social areas

At the Old Mill Lane campus, there are lots of areas for you to sit and meet with your friends, as well as quieter areas for you to go when you need some quiet time.

Places to eat/free meals

At the Old Mill Lane campus, there are a number of cafés that offer a wide selection of hot and cold foods and a selection of drinks. These cafés include the Zest Café and Starbucks in the Atrium and Cookie Crumbs and Crumbs Cafés on the first floor.

If you are aged 16-18 and have a household income of less than £37,000 per year you may be eligible for free meals at College. Apply online at:
🔗 learnersupportfund.barnsley.ac.uk



Health and Wellbeing

The Health and Wellbeing Centre

Location: Old Mill Lane campus

If you're feeling anxious, stressed or like you need to take time out, visit The Health and Wellbeing Centre. This is a safe space where you can speak with a member of our team, meet our fish and explore The Sanctuary.

The Sanctuary

Location: The Health and Wellbeing Centre, Old Mill Lane campus

If you're feeling anxious, stressed or like you need to take time out, you can also visit The Sanctuary. This is a safe space with sensory aids such as fidget toys, stress balls and weighted neck wraps to help you relax and recuperate.

Wellbeing Garden

Location: The Upper Atrium, Old Mill Lane campus

Our Wellbeing Garden is an open space where you can engage your senses and find peace within nature.

The Oasis

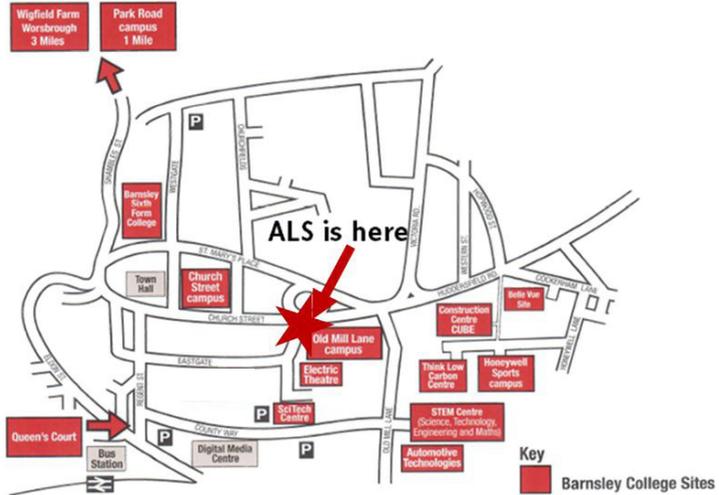
Location: The Health and Wellbeing Centre, Old Mill Lane campus

The Oasis is our intervention space, a brilliant area where you can sit with a member of our team and take part in wellbeing activities.

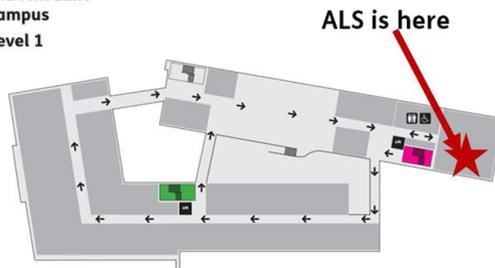
The sessions on offer are Wellness Recovery Action Plan (WRAP) sessions and Mind and Mood. They are offered as interim support for students who are waiting for counselling or for students who need some emotional support but do not want counselling.



Where to find us



Old Mill Lane
campus
Level 1



Postal address
Church Street
Barnsley
South Yorkshire
S70 2YW
(Sat nav S70 2AX)

☎ 01226 216 123
✉ als@barnsley.ac.uk
🌐 www.barnsley.ac.uk



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