



Peterborough  
Regional College



Apprenticeships

ARE YOU READY FOR AN  
**APPRENTICESHIP?**

2019/20

# FIRE IT UP



## Apprenticeships

### WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a way for you to earn while you learn, through gaining valuable work experience and a recognised qualification upon completion within the industry you wish to work.

### IS AN APPRENTICESHIP RIGHT FOR YOU?

If you are about to leave school or college and would like to get hands-on work experience but still want to get a qualification, or if you are already working and would like to upskill to progress your career, an Apprenticeship could be for you.



**APPLY NOW**  [www.peterborough.ac.uk/apprenticeships](http://www.peterborough.ac.uk/apprenticeships)

## WHY CHOOSE PETERBOROUGH REGIONAL COLLEGE?

Every year the Apprenticeship Academy and local employers train over **1000 Apprentices** in their chosen profession. Our dedicated Apprenticeship Academy team are on hand to support you throughout your Apprenticeship journey to ensure you get the most out of your experience. Our industry professionals can also advise you on career pathways after your Apprenticeship has finished.



## WHY CHOOSE AN APPRENTICESHIP?

- 1.** AN APPRENTICESHIP IS A REAL JOB OFFERING REAL CAREER OPPORTUNITIES  
.....
- 2.** GAIN INDUSTRY SKILLS, KNOWLEDGE AND BEHAVIOURS EMPLOYERS REALLY WANT!  
.....
- 3.** MEET NEW PEOPLE AND DEVELOP LASTING FRIENDSHIPS  
.....
- 4.** BECOME CAREER MINDED  
.....
- 5.** AIM HIGHER WITH LEVEL 4, 5, 6 & 7 APPRENTICESHIPS  
.....
- 6.** REAL LIFE EXPERIENCE AND CHALLENGES  
.....
- 7.** INCREASE YOUR EARNING POTENTIAL  
.....
- 8.** NO DEBT - ACHIEVE THE QUALIFICATION YOU WANT WITHOUT DEBT OF TRADITIONAL EDUCATION ROUTES

# CASE STUDIES

## Rudi Alves

### Level 2 Motor Vehicle (Light) Apprenticeship NCK Autos Ltd



*When I left school I had planned on going to university to study Psychology but decided I would explore a career within the motor industry first. After finding a part-time job in a local garage, I was offered an Apprenticeship. Before this I hadn't really thought about an Apprenticeship being an option for me as I thought I would be going to university to study something completely different. Being on an Apprenticeship rather than full-time college has been really positive for me as it has given me skills that I need to work in the industry rather than just theory in a classroom.*

## Carly Mason

### Brickwork Apprenticeship

*When I left school I was interested in an Apprenticeship in brickwork and was over the moon when I secured my place on the programme. I have been made so welcome by the other apprentices, my employer and the college team. If you're a girl thinking of going into the construction industry, do not be put off! There are so many opportunities and if it's your passion or you find yourself to have a certain skill, pursue it! It's the best thing I ever did and the Apprenticeship has set me up to have a fantastic future!*

## Lois Gedney

### Teaching Assistant Apprenticeship Malcolm Sargent Primary School

*I chose to do an Apprenticeship because after completing the first year of my A-Levels I decided full-time study in a formal environment wasn't for me. I wanted to be hands on in a job, learning new skills and studying alongside towards my qualification. An Apprenticeship gave me the opportunity to apply the theory I learnt straight away in my job, getting the hands on experience really helped to improve my confidence in the classroom. I would recommend researching the Apprenticeship route to anyone looking to go into teaching, I have progressed on from an Apprentice Teaching Assistant to Head of Year 2 thanks to the wealth of knowledge I gained during my Apprenticeship at Malcolm Sargent Primary School and the support I received from my training providers.*

## Malcolm Sargent School

*We have hired Teaching Assistant (TA) Apprentices for the past five years or more as they bring such huge benefits to the school. More mature Apprentices, often parents bring a wealth of experience and young Apprentices bring energy and passion. We have had some fantastic success with our Apprentices, one progressing to fully qualified teacher status and now Head of year 2.*

# FAQs

## Who can apply for an Apprenticeship?

Anyone living in England, over 16 and not in full-time education can apply. There is no upper age limit for Apprenticeships.

## How many hours will I work each week?

Minimum hours a week is 30 including 20% off-the-job training.

## How much will I earn?

Minimum salary for an Apprentice is £3.90 per hour for under 19 year olds or over 19s in their first year of Apprenticeship, although some employers may pay more.

## Are there any additional costs?

Learners may need to purchase a uniform and/or equipment depending on the employer. You will also need to take into account costs for travel, lunch etc.

## If I have any additional learning needs, will there be support available?

Yes, we are committed to supporting all our Apprentices throughout the process. Please contact the Apprenticeship Academy to find out more about what support is available.

## What are the entry requirements?

Entry requirements vary depending on the Apprenticeship you are applying for and Employers will have their own entry requirements. Generally for Level 2 courses you may need up to five GCSEs at grade 3 (D) - including English and Maths. Please see individual course information for further details.

## What if I don't meet the entry requirements

Talk to us in the Apprenticeship Academy and we will be able to offer guidance of the options available to you including Traineeships or Supported Internships.

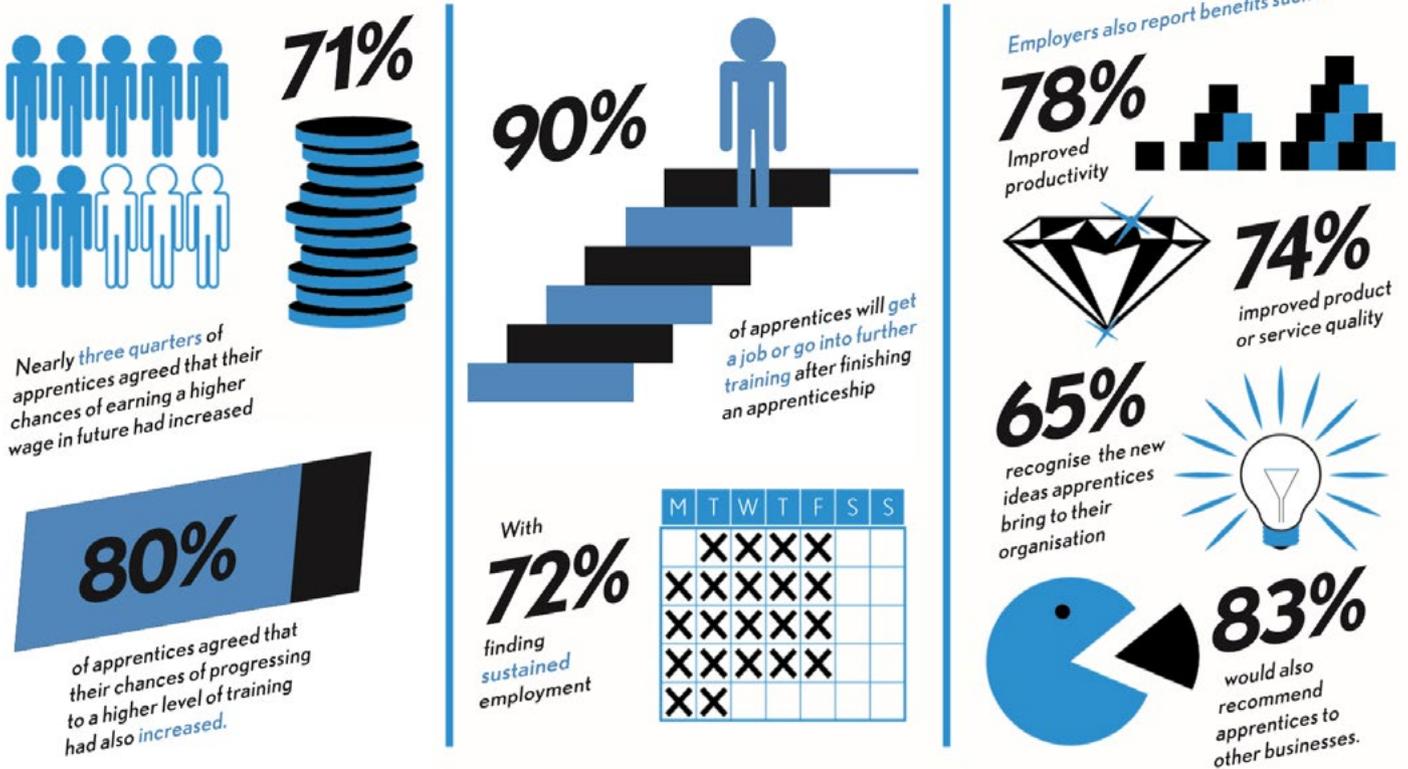


# APPRENTICESHIP LEVELS

Apprenticeships can go all the way up to the equivalent of degree level. Supportive employers will encourage their Apprentices to progress as high as possible to further career opportunities.

	Level	Equivalent Educational Needs
Intermediate	2	5 GCSE passes at grades (9-4) A*-C
Advanced	3	2 A Level passes
Higher	4, 5, 6 and 7	Foundation degree and above

# APPRENTICESHIP STATS AND FACTS



Source: Learners and Apprentices Survey 2018

**APPLY NOW**  [www.peterborough.ac.uk/apprenticeships](http://www.peterborough.ac.uk/apprenticeships)

# SUPPORTED INTERNSHIPS

A Supported Internship is a personalised study programme for people aged 16 – 24 with an Education, Health and Care Plan (EHCP) who want to gain work experience before full-time employment or an Apprenticeship. Internships are unpaid and last for 6 – 12 months.

During a Supported Internship students are supported in the workplace by a job coach to build confidence and independence. Students typically spend 1 – 2 days a week at college and then the rest of the time in the workplace. It is a full-time commitment and any holidays will be booked directly with the employer.

## Find out more

✉ [mckenzie.snape@peterborough.ac.uk](mailto:mckenzie.snape@peterborough.ac.uk)

☎ 07710 762062

# TRAINEESHIPS WITH JOBSMART

If you like the sound of an Apprenticeship but would like to gain more experience first or improve your English and Maths, then a Traineeship could be a great starting point for you.

Traineeships are designed to prepare young people for the workplace and is a great stepping stone between leaving school and applying for a full-time Apprenticeship.

Traineeships are available in many industries and last for up to 12 weeks. The programme combines college attendance to complete English and Maths qualifications and also work experience. Young people between 16 – 24 years old with qualifications lower than Level 3 can apply.

## Find out more

✉ [Jobsmart@peterborough.ac.uk](mailto:Jobsmart@peterborough.ac.uk)

☎ 01733 863068



# COURSE DIRECTORY

Please see below a list of our current Apprenticeship offering at Peterborough Regional College and with our group partners.

SUBJECT	COURSE NAME	DURATION	LOCATION
ACCOUNTING	<b>Assistant Accountant</b> Apprenticeship Level 3 Standard	15 - 18 months	<ul style="list-style-type: none"> <li>• APT Training Centre</li> <li>• Rutland Campus</li> </ul>
	<b>Professional Accounting / Tax Technician</b> Apprenticeship Level 4 Standard	18 - 24 months	<ul style="list-style-type: none"> <li>• APT Training Centre</li> <li>• Rutland Campus</li> </ul>
BUSINESS AND IT	<b>Business Administration</b> Apprenticeship Level 2 Framework	13 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Business Administration</b> Apprenticeship Level 3 Standard	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Business Administration</b> Apprenticeship Level 4 HNC Framework	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Customer Service Practitioner</b> Apprenticeship Level 2 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>HR Support</b> Apprenticeship Level 3 Standard	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Infrastructure Technician</b> Apprenticeship Level 3 Standard	13 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Software Technician</b> Apprenticeship Level 3 Standard	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
MANAGEMENT	<b>Team Leading</b> Apprenticeship Level 2	13 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Team Leader/Supervisor</b> Apprenticeship Level 3 Standard	12 - 18 months	<ul style="list-style-type: none"> <li>• APT Training Centre</li> </ul>
CONSTRUCTION	<b>Operations Departmental Manager</b> Apprenticeship Level 5 Standard	24 - 30 months	<ul style="list-style-type: none"> <li>• APT Training Centre</li> </ul>
	<b>Brickwork &amp; Trowel Occupations</b> Apprenticeship Level 2 Standard	30 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Brickwork &amp; Trowel Occupations</b> Apprenticeship Level 3 Framework	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Construction Technical</b> Apprenticeship Level 3 Framework	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Plumbing and Heating</b> Apprenticeship Level 2 Framework	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Plumbing and Heating</b> Apprenticeship Level 3 Standard	4 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Site Carpentry</b> Apprenticeship Level 2 Standard	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
<b>Site Carpentry</b> Apprenticeship Level 3 Standard	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>	

\*Course information correct at time of publishing, please check our website for latest updates

\*\*Duration listed is the average duration of an Apprenticeship and can vary depending on individual and employer

SUBJECT	COURSE NAME	DURATION	LOCATION
EDUCATION AND CARE	<b>Childcare</b> Apprenticeship Level 2 Framework	13 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Childcare</b> Apprenticeship Level 3 Framework	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Adult Care Worker</b> Apprenticeship Level 2 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Lead Adult Care Worker</b> Apprenticeship Level 3 Standard	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Teaching Assistant</b> Apprenticeship Level 2 Framework	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Teaching Assistant</b> Apprenticeship Level 3 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
ENGINEERING	<b>Civil Engineering Technician</b> Apprentice Level 3 Standard	36 months	<ul style="list-style-type: none"> <li>• iMET</li> </ul>
	<b>Composites Technician</b> Apprenticeship Level 3 Standard	36 months	<ul style="list-style-type: none"> <li>• iMET</li> </ul>
	<b>Fabrication and Welding</b> Apprenticeship Level 2 Framework	18 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Fabrication and Welding</b> Apprenticeship Level 3 Framework	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Food and Drink Maintenance</b> Apprenticeship Level 3 Standard	4 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Mechatronics</b> Apprenticeship Level 3 Standard	4 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• iMET</li> </ul>
	<b>Machinist</b> Apprenticeship Level 3 Standard	4 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Motor Vehicle Maintenance (Light Vehicle)</b> Apprenticeship Level 3 Standard	3 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
<b>Motor Vehicle Maintenance (Heavy Vehicle)</b> Apprenticeship Level 3 Standard	3 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>	
HAIR	<b>Hair Professional</b> Apprenticeship Level 2 Standard	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Hair Professional</b> Apprenticeship Level 3 Framework	2 years	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
HOSPITALITY AND CATERING	<b>Commis Chef</b> Apprenticeship Level 2 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Chef de Partie</b> Apprenticeship Level 3 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> <li>• Rutland Campus</li> </ul>
	<b>Hospitality Team Member</b> Apprenticeship Level 2 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
	<b>Hospitality Team Leader</b> Apprenticeship Level 3 Standard	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
LAND BASED	<b>Horticulture</b> Apprenticeship Level 2 Framework	15 months	<ul style="list-style-type: none"> <li>• PRC Campus</li> </ul>
LAW	<b>Paralegal</b> Apprenticeship Level 3 Standard	24 months	<ul style="list-style-type: none"> <li>• APT Training Centre</li> </ul>
	<b>Chartered Legal Executive</b> Apprenticeship Level 6 Standard	5 years	<ul style="list-style-type: none"> <li>• APT Training Centre</li> </ul>

# FINDING AN APPRENTICESHIP

There are two ways for you to find an Apprenticeship:

1. Find an employer of your own who is willing to take you on and support you as you complete your Apprenticeship
2. Apply directly online from the variety of available Apprenticeships found on [www.peterborough.ac.uk/apprenticeships](http://www.peterborough.ac.uk/apprenticeships) and [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

## HOW TO APPLY

### I have my own employer

If you are currently employed or if you manage to find your own employer who is willing to take you on, then you can apply for an Apprenticeship course online, or pick up a paper application form from the Apprenticeship Academy. You can also request for one to be sent to you via email. The application form will need to be completed by both yourself and your employer. Once this is done, simply send the completed application form back to us.

### Online Vacancies

When applying online for a vacancy on our **website** or **Find an Apprenticeship**, you will be able to create an online profile for yourself. This can include uploading your CV and a covering letter, along with any additional information about yourself which may be relevant and advantageous for the role you apply for. You can also select what industries you'd like to work in and once you have completed your online profile you will be able to apply for any positions available which are of interest.

## WHAT'S NEXT

Once you have submitted your application, if you meet the criteria for the role, you will be invited in to the college for a BKSB Maths and English assessment and a pre-interview.

Successful candidates will have their CVs forwarded to the employers, who will then decide who they wish to interview which will allow them to determine who will be successful for the position.

If you are unsuccessful for the role, do not let this put you off as there are always new vacancies added on a regular basis which you can apply for.



**APPLY NOW**  [www.peterborough.ac.uk/apprenticeships](http://www.peterborough.ac.uk/apprenticeships)

# OUR PARTNERS

Here at Peterborough Regional College we work with a range of training providers to expand our Apprenticeship offering in the local area.

## Anglia Professional Training

Anglia Professional Training is based at Endeavour House in Peterborough, the Boathouse in Wisbech and Espace North in Littleport, Ely. These centres boast the latest industry facilities and software along with free on-site parking.

As a fully accredited AAT exam and study centre, APT is able to offer the full range of accountancy qualifications, from access all the way up to technical level. APT is also accredited with CIMA, ACCA and ICAEW so can offer you a full study path into these specialised areas. If you are looking to develop a career in legal services then APT is accredited with CILEx and can guide you along this qualification route. Find out more at [apt4u.training](http://apt4u.training)

## Rutland Adult Learning & Skills Service

Based at our Oakham Campus, Rutland Adult Learning & Skills Service is a joint partnership with Peterborough Regional College and Rutland County Council. RALSS offers a variety of Apprenticeship programmes as well as work-based qualifications, classroom-based qualifications in English, Maths, Accounting and ICT, leisure courses in Arts and Languages, and employability and life skills at beginner levels.

Find out more at [www.ralss.org.uk](http://www.ralss.org.uk)

## iMET

iMET is an advanced technical training centre based in the heart of the Alconbury Weald Enterprise Campus, conceived from an identified need to deliver higher-level training for the manufacturing, built environment and science and technology sectors. iMET provides specialist advanced engineering apprenticeships, designed around building specialist skills needed in today's evolving industries.

An Apprenticeship at iMET involves working on real projects, building real skills to equip you to do both the job now, and fuel your future career. Find out more at [www.imet.co.uk](http://www.imet.co.uk)



*A professional approach for professional people*



A Partnership for Rutland Adult Learning & Skills Service



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Apprenticeships

THE  
APPRENTICESHIP  
ACADEMY

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[www.peterborough.ac.uk/apprenticeships](http://www.peterborough.ac.uk/apprenticeships)