Making you THE most employable

For lots of young people, Apprenticeships are BETTER than A-Levels

See how an A-Level student stacks up against an Apprentice when it’s time to get their first full-time job. Employers look for people with the following skills and experience:

<table>
<thead>
<tr>
<th>A-Level Student</th>
<th>Apprentice</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Educated to Degree level</td>
<td>✓</td>
</tr>
<tr>
<td>• Significant work experience in a relevant role</td>
<td>✓</td>
</tr>
<tr>
<td>• Passion for delivering results and achieving business objectives</td>
<td>✓</td>
</tr>
<tr>
<td>• Work co-operatively with others to achieve common goals</td>
<td>✓</td>
</tr>
<tr>
<td>• Knowledge of computer packages and their uses</td>
<td>✓</td>
</tr>
<tr>
<td>• Excellent problem solving skills</td>
<td>✓</td>
</tr>
<tr>
<td>• A proven ability to communicate effectively with colleagues and customers</td>
<td>✓</td>
</tr>
<tr>
<td>• A recognised positive attitude in the workplace</td>
<td>✓</td>
</tr>
<tr>
<td>• Proven skills at planning in an organisational environment</td>
<td>✓</td>
</tr>
<tr>
<td>• Be commercially focused and have experience dealing with customer needs</td>
<td>✓</td>
</tr>
</tbody>
</table>

Why choose Preston’s College?

**OUR EXPERIENCE**
Preston’s College is the largest Apprenticeship provider in the local area, training hundreds of Apprentices every year.

**REAL WORK EXPERIENCE**
Gaining skills in the workplace will give you the real life experience that employers are looking for. Students based in a classroom simply won’t get this experience.

**CAREER EARNINGS** *
Higher Apprentices could earn £150,000 more on average over their lifetime compared to those with level 3 vocational qualifications.

**EARN WHILE YOU LEARN**
Apprenticeships allow you to start working and earn a wage while you learn key skills and gain the qualifications from Preston’s College.

**PAID HOLIDAYS**
You will be treated like a regular employee of the company and will be entitled to a certain amount of paid holiday per year!

**HIGHER EDUCATION**
An Apprenticeship is a recognised route onto higher level study and university with progression routes available at Preston’s College.

*Source: gov.uk
What is an Apprenticeship?

An Apprenticeship is a programme that allows you to earn while you learn! You will work for a local company while gaining a recognised qualification in College. What’s even better, your employer will pay you a wage and support your learning.

Can I become an Apprentice?

You can apply for an Apprenticeship while you are still at school but to start one, you must be:
- Over 16 (no age limit)
- Living in England
- Not in full-time education
- Employed or have a promise of employment

Levels of Apprenticeships

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>TYPE</th>
<th>DURATION*</th>
<th>EQUIVALENT LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Intermediate</td>
<td>12-24 mths</td>
<td>GCSEs</td>
</tr>
<tr>
<td>3</td>
<td>Advanced</td>
<td>12-24 mths</td>
<td>A-Levels</td>
</tr>
<tr>
<td>4/5</td>
<td>Higher</td>
<td>18-24 mths</td>
<td>HNC/Foundation Degree</td>
</tr>
<tr>
<td>6/7</td>
<td>Degree</td>
<td>up to 4 yrs</td>
<td>Bachelor'/ Master's Degree</td>
</tr>
</tbody>
</table>

*Some Apprenticeship frameworks/standards may run beyond the regular duration.

Maths & English

While on an Apprenticeship programme we will support and develop your Maths and English skills to enable your progression onto the next level and into employment.

Apprenticeship FAQs

Are Apprenticeships as good as A-Levels or Advanced Study?
The simple answer is, Yes! An Apprenticeship is very challenging because you have to work over 30 hours per week for your employer as well as gaining your qualification alongside this. An Apprenticeship is the perfect route into full-time work and Higher Education.

What happens after I have applied to become an Apprentice?
If you have been lucky enough to find an employer, we will ask for their details to make arrangements to visit the company. We will also invite you to College for an initial assessment and interview to ensure that you enrol on to the correct type and level of Apprenticeship. If you’ve not got an employer, see page 6.

What happens if I’m unsuccessful?
If you didn’t quite make the grade to get onto an Apprenticeship, or you are struggling to find an employer, don’t worry! You can enrol onto one of over 100 full-time courses at Preston’s College until an Apprenticeship becomes available and then transfer over. Learn more on page 8.

What is an Apprentice’s wage?
The minimum wage for an Apprentice is determined by your employer. However, the minimum earnings for a 16-18 year old Apprentice is £3.70 per hour (April 2018). Wages can vary depending on age and further information is available at: www.gov.uk/national-minimum-wage-rates

The 10 Step Apprenticeship Process

1. **Apply** - Submit your initial application
2. **Working partnership** - You will be assigned a dedicated advisor to support you throughout your Apprenticeship application
3. **Suitability** - You will complete a pre-screening interview and assessment to determine your suitability for an Apprenticeship
4. **Profile** - Your initial application will be turned into a skills profile which your advisor will send you
5. **Work in progress** - Your profile may need some amendment. Your advisor will give you detailed feedback to improve your profile, increasing your chances of being selected for interview
6. **Deadline** - You will be given a deadline to complete your amendments. If you fail to meet this deadline without contacting your advisor your application will be withdrawn
7. **Start the job search** - You will be expected to contact local employers yourself to try and secure a full-time paid position. Your advisor can explain how to do this
8. **Employer links** - Your advisor will also work with you to submit your profile to current vacancies the college is working on to increase your chances of securing an interview
9. **Employer interviews** - If you feel you need some support on what to do in an interview then your advisor can help with this
10. **Employment** - Upon gaining an offer of full-time employment you will be required to fill in some paperwork and then you can start your Apprenticeship

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Finding an employer

To study an Apprenticeship programme you must have an employer!

To help you find one, here are five really important tips to help you succeed.

CONTACT THE JOB ZONE
Our specialist team work with hundreds of local employers and will help to put you in touch with businesses that are recruiting (see page 9 for more).

VISIT LOCAL EMPLOYERS
Contact local employers to see if you can go in for a quick chat! It’s much better to make a good first impression in person than over the phone.

VOLUNTEER / WORK EXPERIENCE
Make a lasting impression by giving the company a helping hand – it could be your golden ticket to employment!

GET YOUR CV UP-TO-DATE
Make sure you stand out from the crowd with the best CV possible – it’s your shop window! For help visit: https://nationalcareersservice.direct.gov.uk/

WORD OF MOUTH
Ask your friends and family if they know any local companies who are looking to hire an Apprentice. Remember, it’s a small world!

Employer Interview

What types of interviews are there?

Telephone
Remember to be professional, coherent and clear using appropriate word choices. If you leave an answerphone message, remember to give all the details necessary.

Face-to-face
This is the most common type of interview where you will be seen one-on-one with the employer.

Panel
You could be interviewed by several people at once. You may also be required to present something or bring a portfolio.

What if I have never had a job before?
Stress any positive activities you’ve been doing. Highlight activities such as voluntary work or courses.

What if I get asked about skills or experience I don’t have?
Don’t worry if you haven’t got one or two of the required skills. You need to be able to show that you have the potential to develop these missing skills. Describe how you would act if you were placed in this situation. For example, if you had to deal with a difficult customer you could explain how you would approach it: “stay calm, be polite and clear…”

What do I need to prepare?
Before your interview, find out as much background information about the company as possible. Start by checking out their website and then ask yourself the following questions:

- What is their business/product/service?
- How many employees do they have?
- Are they part of a large group?
- Do they own other companies?
- Who are their competitors?
- What is the company’s mission or philosophy?
Based on the student high street at Preston’s College, our Apprenticeship matching service has strong relationships with hundreds of employers across the region.

With dozens of active vacancies throughout the year, this means that we have employers ready and waiting to hire you!

You can call into The Job Zone anytime between 9am – 5pm Monday to Thursday and 9.30am – 4.30pm on Fridays.

Whether you are leaving school, currently at College, an adult in employment looking to retrain or you are unemployed, The Job Zone would love to hear from you!

You can make an appointment to speak with one of our specialist advisors today by calling 01772 22 52 22 or emailing thejobzone@preston.ac.uk.

The Job Zone is a professional recruitment service dedicated to helping you find an Apprenticeship.

Just some of the employers we work with include:

- Ormerod Group
- MHA Moore & Smalley
- LEYLAND TRUCKS
- ERIC WRIGHT GROUP
- Bawker Motor Group
- JEFT GROUP LTD

For more information, visit www.preston.ac.uk/thejobzone

What to do in an interview

✔ Dress smartly, get your outfit ready the night before, speak clearly and confidently
✔ Find out where the interview is and plan your route the day before
✔ Read the job and person specification so you know what’s expected in the role
✔ Prepare answers with examples to demonstrate the skills required in the person specification
✔ Stay calm, take your time, answer truthfully and use examples
✔ Sell yourself and your skills to the employer, keep things positive and focused
✔ Prepare a few questions to ask the employer at the end of the interview

I can’t find an employer

Some young people aren’t always lucky enough to find an employer before the start of the next school year. If you haven’t managed to secure employment before this point, don’t worry! All isn’t lost...

Here are a few simple steps to follow:

STEP 1: TRANSFER ONTO A FULL-TIME COURSE
Don’t sit at home waiting, you can transfer your application onto one of our full-time courses in the area that you are interested in.

STEP 2: GAIN MORE SKILLS, KNOWLEDGE & EXPERIENCE
On your full-time course you will be learning in a real work environment to get you added skills and experience that employers are looking for.

STEP 3: THE JOB ZONE
While you study, The Job Zone will continue searching for a suitable employer and will hand out your CV to local businesses. Don’t forget, it is also your responsibility to continue looking for an employer.

STEP 4: INTERVIEWS!
Employers like the look of your new skills and experience on your CV and invite you to interview.

STEP 5: YOU’RE HIRED
Congratulations! You are offered the Apprenticeship! Now we will transfer you onto an Apprenticeship programme and you continue to work towards your qualification just 1 day per week, keeping all the credits you have already gained!

What not to do in an interview

✖ Be late, swear or use slang words
✖ Criticise former employers or colleagues
✖ Slouch in your seat or do anything that makes you look uninterested
✖ Lie or be arrogant, the interviewer may see through you and think you are disrespectful
✖ Discuss controversial topics such as religion, politics and gender relations
✖ Read from notes or your CV, you should know your own CV and be able to talk about it

For more information, visit www.preston.ac.uk/thejobzone
Our Apprenticeships

Levels of Apprenticeships on offer: 🗓️ 🗓️ 🗓️ 🗓️
Your Apprenticeship level will be worked out from your current qualifications, on-the-job experience and by attending an interview. Level 4 & 5 Apprenticeships are progression routes only for those leaving school.

ACCOUNTING
Accounting 🗓️

AUTOMOTIVE TECHNOLOGIES
Heavy Vehicle Maintenance & Repair 🛠️🛠️
Light Vehicle Maintenance & Repair 🛠️🛠️
Motorcycle 🛠️🛠️

BEAUTY THERAPY
Beauty Therapy 🗓️

BUSINESS
Business Administrator 🗓️
Customer Service Practitioner 🛠️
Team Leading 🛠️
Operations Manager 🛠️

CATERING & HOSPITALITY
Commis Chef 🛠️
Senior Chef Production Cooking 🛠️

CHILDREncare (EARLY YEARS)
Children and Young People’s Workforce 🗓️
Early Years Educator 🗓️
Specialist Support for Teaching and Learning in Schools 🗓️

COMPUTING & IT
Infrastructure Technician 🛠️
Software Development (coming soon) 🛠️

CONSTRUCTION & THE BUILT ENVIRONMENT
Brickwork 🛠️
Bench Joinery 🛠️
Professional Construction 🛠️
Construction Management 🛠️
Electro Technical 🛠️
General Construction Operations 🛠️
Painting and Decorating 🛠️
Plastering 🛠️
Plumbing 🛠️
Site Carpentry 🛠️

DENTAL NURsING
Dental Nurse 🗓️
Dental Practice Manager 🗓️

ENGINEERING
Associate Project Manager 🛠️
Engineering 🛠️
Automotive Engineer 🛠️
Engineering Technician 🛠️
Maintenance and Installation 🛠️
Engineering Technician 🛠️
Technical Support (CAD) 🛠️
Electrical & Electronic Engineering 🛠️
Mechanical Engineering 🛠️
Science Manufacturing Technician 🛠️
Science Industrial Maintenance Technician 🛠️
Security Systems (CCTV/Fire) 🛠️
Fabrication and Welding 🛠️

GAS SERVICES
Gas Installations 🛠️

HAIRDRESSING & BARBERING
Hairstyling 🛠️

HEALTH & SOCIAL CARE
Health and Social Care 🛠️
Adult Care Worker 🛠️
Lead Adult Care Worker 🛠️
Senior Healthcare Support Worker 🛠️
Leadership for Health and Social Care 🛠️

MARKETING
Digital Marketer 🛠️

PHARMACY SERVICES
Pharmacy Services 🛠️

SCIENCE
Laboratory Technician 🛠️
Laboratory Scientist 🛠️
Healthcare Assistant 🛠️
Healthcare Associate 🛠️

Telephone 01772 22 55 22 Email thejobzone@preston.ac.uk Apply now www.preston.ac.uk

Follow us on Twitter @prestoncollege www.preston.ac.uk
Entry Criteria
All Apprenticeships at Preston’s College have different entry criteria, depending on the type of programme you are looking to study.

For specific details, please call 01772 22 52 22 or email thejobzone@preston.ac.uk

All Apprenticeships require an initial assessment, interview and employment in the industry.