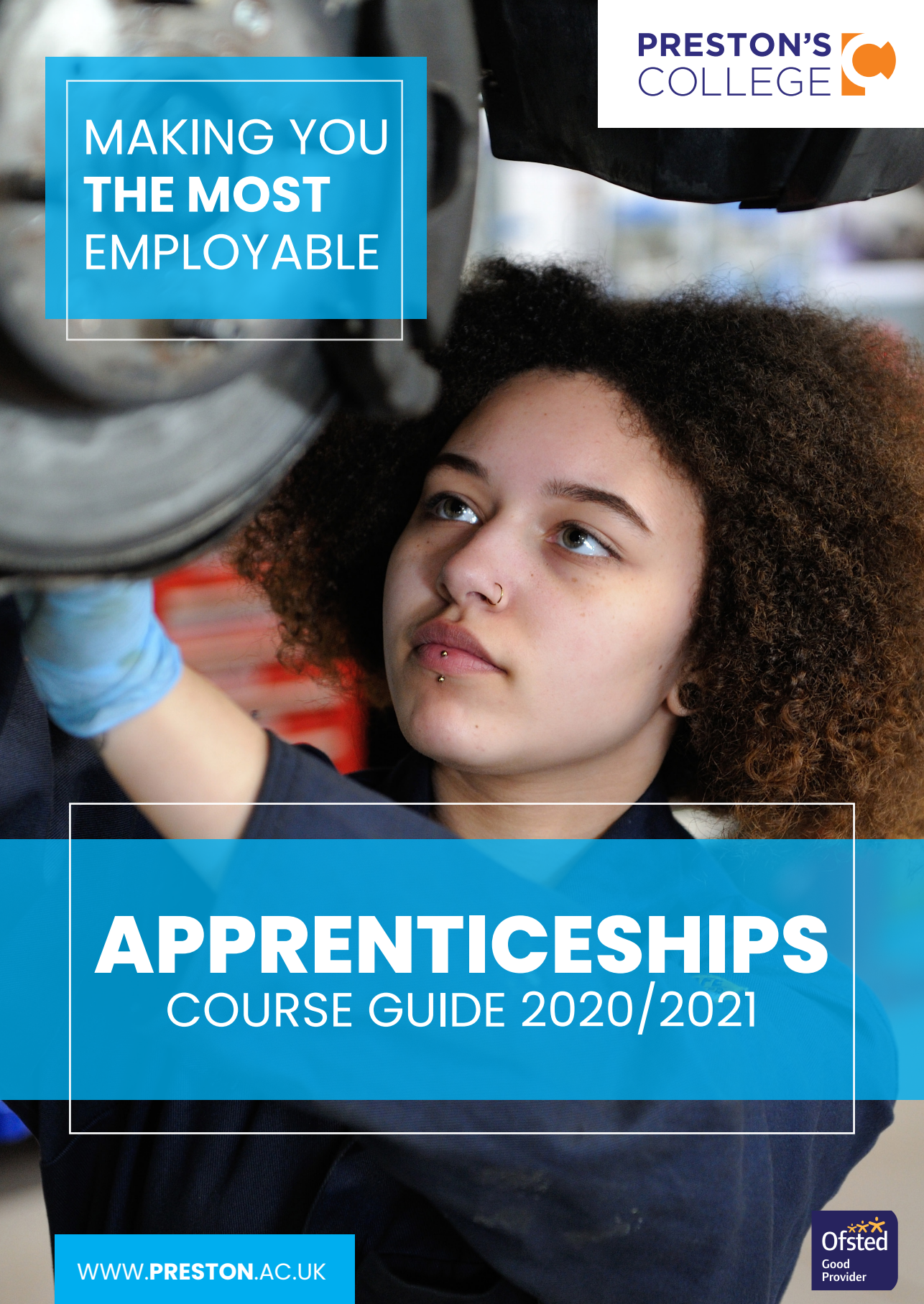
PRESTON'S COLLEGE

MAKING YOU **THE MOST** EMPLOYABLE



# APPRENTICESHIPS

## COURSE GUIDE 2020/2021

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# WELCOME TO PRESTON'S COLLEGE

**At Preston's College we take great pride in supporting all of our Apprentices to achieve the qualifications and the outcomes they need, alongside the technical skills, knowledge and behaviours that employers and universities are looking for. In short, it's our mission to make our Apprentices the most employable and to thrive in their chosen career.**

## Our Experience

Preston's College is one of the largest Apprenticeship providers in the local area, training hundreds of Apprentices every year. Our sector specialist staff and industry-standard facilities make Preston's College an exciting and enjoyable place to study and learn; all delivered in a supportive and caring environment.

## Our Employer Relations

Our relationships with employers and businesses ensure that our Apprenticeship provision is relevant, up-to-date and of a high quality. We work closely with over 300 employers across the region from SMEs to large corporate businesses.

## Employability status

We are here to make our Apprentices **the most employable.** In recent Government research 97% of Apprentices said their ability to do the job had improved, while 92% of Apprentices said their career prospects had improved. It was also reported that on completion of their programme, over 90% of all Apprentices currently go on to further work and/or further training.

## Earn while you learn

An Apprenticeship will allow you to start work and earn a wage, as you learn the key skills, knowledge and behaviours to support your future career.

We hope you will consider Preston's College for your Apprenticeship and we look forward to welcoming you.

**Dr Lis Smith**
Principal and Chief Executive

# FAQS

## What is an Apprenticeship?

An Apprenticeship is a great way to learn in a professional environment through on-the-job and off-the-job training and accompanying study. As an Apprentice, you will work for an employer who will pay you a wage and support your learning.

## Are Apprenticeships as good as other levels of study?

The simple answer is YES!
An Apprenticeship is as challenging as any other type of study within a College or University. You are expected to work a minimum of 30 hours a week as well as studying towards your Apprenticeship. Employers recognise the effort required to succeed on an Apprenticeship and know that you will have shown a great level of dedication and commitment to your work and studies. You are the type of employee they will be looking for!

## How much will I earn?

The wage for an Apprentice is ultimately determined by the employer and will be dependent on your age and the level of work. The minimum earnings for a 16-18 year old is £3.90* per hour. If you are over 25, the minimum Apprenticeship wage is £8.21* per hour. Wages can also vary depending on how long you've been doing an Apprenticeship. If you are upskilling in your current work role, your salary may stay the same. For further information please visit: www.gov.uk/national-minimum-wage-rates
*Correct as of April 2019

## How will I be assessed?

Assessment is continuous throughout your Apprenticeship and will be a mixture of on-the-job and off-the-job training. Most Apprenticeships require written assignments, workplace or industry demonstrations and portfolio building. You will also be assigned a work based tutor throughout your training with Preston's College who will support and train you through your journey.

## Who can become an Apprentice?

As long as you're over 16 years old, living in England and not in full-time education, you can become an Apprentice. As an Apprenticeship is a job with training, you have to be employed, have a promise of employment or you could be upskilling in your current role. Many Apprenticeships, just like other courses will have entry requirements, so please do check these with Preston's College.

# THE BENEFITS OF AN APPRENTICESHIP

**Employers are now recognising that they are in a position where they can have the pick of who they employ and are now on the lookout for people with more than just a qualification, which is why Apprenticeships are quickly becoming ever more popular with school leavers, college leavers and even those already in employment.**

See how an Apprenticeship can benefit you and help you to achieve your career goals and aspirations:

| | Apprenticeship |
|---|---|
| Progress to degree level | ✓ |
| Significant and relevant work experience | ✓ |
| Passion for delivering results and achieving business objectives | ✓ |
| Work co-operatively with others to achieve common goals | ✓ |
| Excellent problem solving skills | ✓ |
| A proven ability to communicate effectively with colleagues and customers | ✓ |
| A recognised positive attitude in the workplace | ✓ |
| Be commercially focused and have experience dealing with customer needs | ✓ |
| Self-assurance to work confidently and professionally in the workplace | ✓ |
| Earning a salary | ✓ |
| Working towards an industry approved 'standard' qualification | ✓ |

# WHAT WE OFFER

**At Preston's College we are proud to offer a full range of Apprenticeships from Level 2 to Level 5 and in a variety of areas from Business and the Professional sector, through to Science, Pharmacy and Health. Your Apprenticeship level will be determined by your current qualifications, on-the- job experience and in all instances, an interview with our Apprenticeship Team.**

## ACCOUNTING
- Accounting 2 3 4

## AUTOMOTIVE
- Autocare Technician 2
- Motorcycle Maintenance Repair 2
- Heavy Vehicle Service & Maintenance Technician 3
- Light Vehicle Service & Maintenance Technician 3

## BEAUTY THERAPY
- Beauty Therapy 2 3

## BUSINESS
- Team Leading 3
- Business Administrator 3 4
- Customer Service Practitioner 2
- Digital Marketer 3
- Operations Manager 5

## CONSTRUCTION & THE BUILT ENVIRONMENT
- Brickwork 2 3
- General Construction Operative 2 (including Highways)
- Painting & Decorating 2 3
- Plastering and Drylining 2
- Professional Technical Construction 3
- Wall & Floor Tiling 2
- Performing Maintenance Operations 2
- Facilities Manager 4
- Civil Site Engineering 4
- Wood Occupations (Site or Bench) 2 3
- Plumbing and Gas* 2 3
- Electrical Installation* 3

* delivered in partnership with JTL

## DENTAL NURSING
- Dental Nurse 3
- Practice Manager 4

## ENGINEERING
- Performing Engineering Operations 2 3
- Performing Manufacturing Operations 2
- Electrical & Electronic Engineering 3
- Fabrication & Welding 2 3
- Mechanical Engineering 2 3
- Engineering Higher Apprenticeship 4
- Associate Project Manager 4
- Engineering Manufacturing 4
- Maintenance and Operations Engineering Technician (MOET) 3
- Engineering Maintenance and Installation 2

## HAIRDRESSING
- Hairdressing 2 3

## HEALTH & SOCIAL CARE
- Adult Care Worker 2
- Senior Healthcare Support Worker 3 (pathway to Nursing)
- Lead Adult Care Worker 3
- Leadership for Health & Social Care 5

## ICT
- Infrastructure Technician 3

## PHARMACY
- Pharmacy Dispensing Assistant 2
- Pharmacy Technician 3

## SCIENCE
- Laboratory Technician 3

**KEY**

2 = Level 2 3 = Level 3
4 = Level 4 5 = Level 5

# APPRENTICESHIP JOURNEY

**Welcome to your Apprenticeship with Preston's College.**

Our friendly, helpful and qualified staff will be there to support you as you progress through each and every step of the Apprenticeship journey and we look forward to celebrating your achievements with you.

Linzi Monks,
Head of Apprenticeships

APPRENTICE

Apprenticeship completion, celebration and next steps

Review your own developments since the start of your Apprenticeship and discuss what's next

Participate in End Point Assessment

End of learning and entrance to End Point Assessment

Complete any qualifications, exams, and start to prepare for End Point Assessment

1-3 months

Review your progress every 3 months, action plan & make any changes

6 week review

n program activity:

- Have your say development progress
ng in College & at work
prove your Maths & English skills
t the help you need

Induction to Apprenticeship & course planning

6 weeks

ENGAGEMENT

EMPLOYER

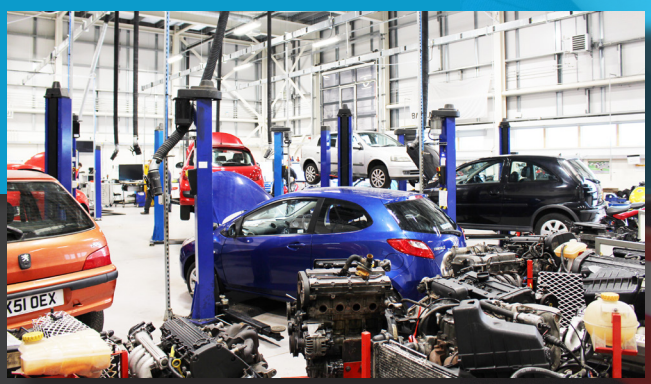
ENGAGEMENT

# AUTOMOTIVE TECHNOLOGIES

- Autocare Technician
- Motorcycle Maintenance and Repairs
- Heavy Vehicle Service and Maintenance Technician
- Light Vehicle Service and Maintenance Technician
- Operations Manager

Our Automotive department at Preston's College forms part of our state-of-the-art £13m iSTEM centre. Through our Apprenticeship provision, we offer a range of programmes and levels for those who are looking at either just starting out in the industry or looking to upskill in their current employment.

Apprentices will learn a breadth of knowledge, skills and behaviours in their specific area, allowing them to confidently carry out maintenance and everyday repairs on vehicles, cars and motorcycles, through to more complex diagnostics and servicing. The Apprenticeship programmes also include a unique combination of technical, retail and customer service skills, allowing you to gain valuable skills that are transferrable into the industry.



# BUSINESS AND PROFESSIONAL

- Accountant
- Assistant Accountant
- Professional Accounting Technician
- Team Leading
- Business Administrator
- Customer Service Practitioner
- Digital Marketer
- Operations Manager

Our Business and Professional sector Apprenticeships are designed to equip you with the knowledge, skills and behaviours to help you support and engage with different parts of an organisation. Working within a professional setting, you will focus on adding value and contributing to operational efficiencies, whilst interacting with both internal and external customers in a professional way; working across teams and resolving issues as requested.

As a professional you will be expected to deliver your responsibilities efficiently, with integrity, whilst showing a professional attitude. The roles involve demonstrating strong communication skills and adopting a proactive approach to developing skills. You will be expected to show initiative, manage priorities and demonstrate problem solving skills, decision making and the potential for people management.

# CONSTRUCTION AND THE BUILT ENVIRONMENT

- Brickwork
- Civil Engineering
- Construction Operative (inc highways)
- Painting & Decorating
- Plastering and Drylining
- Professional Technical Construction
- Higher Level Professional Technical Construction
- Wall & Floor Tiling
- Performing Maintenance Operations
- Facilities Manager
- Higher Level Construction/Civil Engineering
- Wood Occupations (Site or Bench)

Our bespoke construction centre boasts a wide range of online resources, plus state-of-the-art wood machines and purpose built workshops for all brickwork, carpentry, tiling and painting & decorating activities. The school also has an 'External Construction Skills Village' which simulates full size construction techniques to prepare learners for work in the industry.

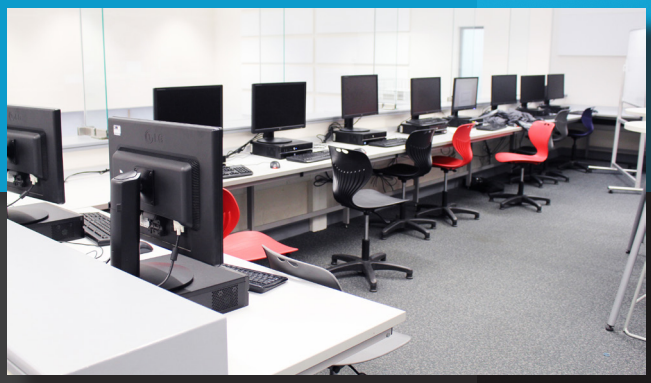
You will be taught by highly experienced, industry experts, who are passionate about their trade and dedicated to training Apprentices to be highly skilled in their chosen areas. We also offer more advanced courses for those looking to progress through qualification levels, or for those already working in the industry looking to upskill. Our renewable energy centre, including a wind turbine, ground source heat pumps and solar panels also enable our Apprentices to receive hands-on-learning in the environmental sector.

# DIGITAL AND IT

- Infrastructure Technician
- Digital Marketer

IT and Digital Marketing are some of the most dynamic and fast moving industry sectors within the UK, with new technology constantly being explored and developed. Apprentices in these sectors will acquire sales, customer service and highly technical, digital and creative skills.

Working in IT, Apprentices will typically work on product development and managing IT systems, software developing, game designing and product management. The Infrastructure Technician Apprenticeship will provide you with the skills to support internal and external customers, helping them to be productive when using technology to do their own jobs, by using tools to problem solve and troubleshoot non routine problems. The Infrastructure Technician sets people up on systems and provides support when they need it, while a Digital Marketer's primary role is to define, design, build and implement digital marketing campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention.



# ENGINEERING

- Fabrication and Welding
- Mechanical Engineering Operations
- Performing Engineering Operations
- Performing Manufacturing Operations
- Engineering Manufacturing
- Engineering Maintenance and Installation
- Maintenance & Operations Engineering Technician
- Electrical and Electronic Engineering
- Associate Project Management

Engineering is arguably one of the most in demand and highest paid professions in the world. Almost every sector of every type of business requires some element of engineering support, whether that be electrical, mechanical or manufacturing to name a few.

Our Engineering department at Preston's College sits within our unrivalled £13 million iSTEM centre, built and opened just 4 years ago. Our iSTEM centre boasts the very best in facilities, equipment and technology; combine this with industry qualified and experienced tutors and you'll gain an unprecedented learning experience within a range of multi-skilled practical roles.

# DENTAL, PHARMACY AND HEALTH

- Dental Nurse
- Dental Practice Manager
- Pharmacy Dispensing Assistant
- Pharmacy Technician
- Adult Care Worker
- Lead Adult Care Worker
- Senior Healthcare Support Worker

At Preston's College we're privileged to have a direct link with the NHS and hundreds of local dental, pharmacy and healthcare employers; giving each and every one of our Apprentices the opportunity to work and train within an industry that is becoming increasingly in demand.

Learning is located in our iSTEM centre, where we have an exceptional range of facilities and equipment that provide a more realistic learning experience for our Apprentices. These include a fully-kitted out hospital ward and dental suite, electric hoist, pregnancy suite, ageing kit, hospital bed and resuscitation dummies. You'll also find cutting edge technology to aid learning, including 3D televisions and projectors, HD technology, Flip cameras and Wiis.

Within the Adult Health Care sector, Apprentices must select an optional specialism from: adult nursing support, theatre support, mental health support, children and young people support and allied health profession/therapy support.

# PLUMBING, GAS AND ELECTRICAL TECHNICIANS

- Plumbing and Heating
- Electrical Installation (both delivered in partnership with JTL)

Plumbing, Gas and Electrical make up the key elements of the Building Services sector which is a fundamental area for Construction and the Built Environment (see page 10) - with one, generally comes the other. Our range of Apprenticeships in these areas are an ideal starting point for those looking to pave their way into a career within one of the biggest industries in the world.

Throughout your Apprenticeship, you will develop a broad range of skills to progress into employment. You will be working on a combination of practical and theoretical elements, covering essentials such as health and safety, pipework fabrication, installation and repair as well as plumbing science and technology.

JTL TRAINING PEOPLE

# SCIENCE

- Laboratory Technician

As a Laboratory Technician Apprentice, you could be working in a wide range of organisations, including but not exclusively, within chemical, primary and secondary pharmaceutical, biotechnology, formulated products, nuclear companies and analytical science services. You may carry out both routine and one-off laboratory testing and perform a variety of technical support functions across an organisation.

The Lab Tech Apprenticeship is part of the Life Sciences and Industrial Science provision and has been cultivated from extensive consultation and design input from industry experts. Our science department has well equipped laboratories, high-tech computer suites and state-of-the art facilities which all sit within our multi-purpose high-spec iSTEM centre.

# HAIRDRESSING AND BEAUTY THERAPY

- Hairdressing
- Beauty Therapy

An Apprenticeship in the Hair and Beauty sector can be very rewarding; offering our Apprentices a creative job role, whilst learning new techniques and working with people. It can also be financially rewarding as there is a consistent demand for these services which in turn, increases employment opportunities.

As a Beauty Therapist you will find yourself working in one of the largest, most trusted, professional and continually expanding industries within the sector. The work environment can vary in size, style and ambiance; from cruise ships, through to small bespoke salons or luxury high end beauty salons and spas. Similarly, as a Hair Professional and working in a salon, you will learn job specific skills, earn a wage and attend College once a week to gain your qualification. You will meet new people and build up regular clients providing advanced services such as colouring, cutting and styling hair.

Both professions require a good understanding of health and safety as well as a technical understanding of the products used. In most areas of hair and beauty you'll also cover reception duties and how to deal with customers, as well as ordering stock and maintaining records and accounts.

# FINDING AN EMPLOYER

**To be an Apprentice you must have an employer. If you are not already in a job and are looking to find an employer, here are five really easy steps to ensure you succeed.**

## Update your CV

Make sure you stand out from the crowd with the best CV possible – it's the best way to sell yourself to an employer. For help see page 18.

## Visit local employers

Visiting businesses shows you possess initiative, confidence and drive – key attributes employers look for in a potential Apprentice.

## Contact Preston's College

Our Apprenticeship team work with hundreds of local employers and will help to put you in touch with businesses across the region that are recruiting!

## Word of Mouth

Ask your friends and/or family if they know of any local companies who are looking to hire an Apprentice.

## Volunteer/ Work Experience

Make a lasting impression by giving a local business a helping hand – it could be your golden ticket to employment!

Preston's College's Apprenticeship Matching Service provides strong relationships with hundreds of employers across the region who are waiting to hire you!

So, whether you are a school leaver, College leaver, an adult already within employment looking to retrain and/or upskill or are unemployed, we would love to hear from you!

**Speak to one of our specialist advisors by calling 01772 225522 or email appsinfo@preston.ac.uk**

# CV PREPARATION

**Your CV is your biggest selling tool so it's essential that you get your CV noticed and read by a potential employer.**

**To get you started here are a few handy hints:**

- Keep it relevant and current
- Word process your CV and keep it in one style
- Spell check throughout
- Ensure it's clear and concise
- Keep it below two A4 sides
- Be honest!
- Get someone to read and check it
- If sending direct to the employer - send with a cover letter

**Ensure you include:**

**YOUR DETAILS**
Full name, address and contact number

**PERSONAL STATEMENT**
Introduce yourself and include a brief description of your skills

**EDUCATION**
Include your School / College, subjects and grades

**EMPLOYMENT**
Put your most recent employment first and include dates, job titles and duties (include any additional work experience and/or voluntary work)

**ADDITIONAL INFORMATION**
Full driving license, Duke Of Edinburgh, sports achievements, position of authority (including school councillor, form representative or school council member)

**INTERESTS**
Expand on these, for example, "I enjoy tennis and I am part of a club. I regularly compete in competitions"

### What do I talk about if I've never had a job before?

Highlight any positive activities you've been doing, such as voluntary work, work experience and/or courses you are doing or have completed. Be honest and sell yourself to the employer, ensuring you give good examples of why you want the job and why you would be perfect for the role. Everyone has to start somewhere and many employers will understand that as an Apprentice, this could be your first job.

### 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 gaps. Describe how you would act if you were placed in a 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 as possible. Start by checking out the company's 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?

# INTERVIEW DO'S & DON'TS

## DO

- Dress smartly and get your outfit ready the night before
- 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, speak clearly and confidently, 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
- Ensure you know your own CV and be able to talk about it

## DON'T

- Be late
- Criticise former employers or colleagues
- Slouch in your seat or do anything that makes you look uninterested
- Lie, the interviewer may ask further questions relating to this answer and you may find yourself in an awkward situation
- Discuss controversial topics such as religion, politics, and gender relations
- Fail to attend your interview. If for any reason you can't make it, please inform the Apprenticeship Team at the earliest opportunity

# READY TO APPLY?

Phone
**01772 225522**

Email
**appsinfo@preston.ac.uk**

Online
**www.preston.ac.uk/apply**

If you have an employer ready and waiting, **please call 01772 225522**

## ENTRY CRITERIA

**All Apprenticeships at Preston's College have different entry criteria, depending on the type of programme you are looking to study. All Apprenticeships require an initial assessment, interview and employment in the industry.**

**Preston's College work closely with;** Apprenticeships

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