



Apprenticeship Guide Leicestershire

Be proud -
be an Apprentice

Our
future.
It's in
our hands.



Apprenticeship Guide

Introduction

Getting paid while you learn might sound too good to be true - but as an Apprentice you really do get the best of both worlds. While you're studying for your qualifications, you'll be able to get hands-on experience.

Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money all at the same time. All Apprenticeships lead to a National Vocational Qualification (NVQ), at Level 2 or Level 3, Key Skills qualifications and, in most cases, a technical certificate, such as a BTEC or City & Guilds.

Employers value Apprentices.

Once you've achieved your qualifications you'll have proof that you've acquired real marketable skills and knowledge. Whether you're trying for a promotion, or for a new job, completing an Apprenticeship will help you to progress.

There is a wide range of Apprenticeships available in your area - the one you choose will depend on your experience, occupation, abilities and interests.

This brochure provides information on most Apprenticeships available in this area, but some employers may run their own Apprenticeship schemes - contact your local Connexions centre to find out more.

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e2e - Entry to Employment

Like to train or work but not quite ready?

Need some help first with things like confidence building or making new friends?

e2e will help you.

e2e programmes are made to suit you. Usually they will involve things like getting skills and qualifications you need, work experience and finding and applying for jobs and training. On **e2e** you get the support you need, work with others and make new friends.

You can start **e2e** if you are 16-18, have left school and not in employment or training. If you are 19-24 you could still start **e2e** but you should contact Connexions for more advice.

So, you'll gain experience, skills, qualifications – and make new friends!

On **e2e** you may receive a £30 per week EMA (Education Maintenance Allowance) payment, as from June 08, all **e2e** learners will be able to claim EMA.

An **e2e** course can be an ideal stepping stone onto a variety of Apprenticeships.

Sounds interesting?

Then call one of the contacts or use the reply paid slip at the back of this brochure - we'll make sure someone gets in touch very soon.

e2e contacts

Leicester College Training Agency
0116 229 5555

Rathbone Training
0116 255 9957

Your Choice

On the grid in the centre of this brochure, you will find a list of Apprenticeship opportunities available in your area and the Training Providers that offer them.

Training Providers are there to help you get through your Apprenticeship successfully and they may help you to get a job where you can earn as you learn.

You'll probably spend time with your provider each week, working towards your NVQ, Key Skills and technical certificates.

Make a note of the courses that you're interested in and then fill out the reply paid slip at the back of this booklet and simply post it back to us.

Many occupations and careers are covered - so, read on and find your future.

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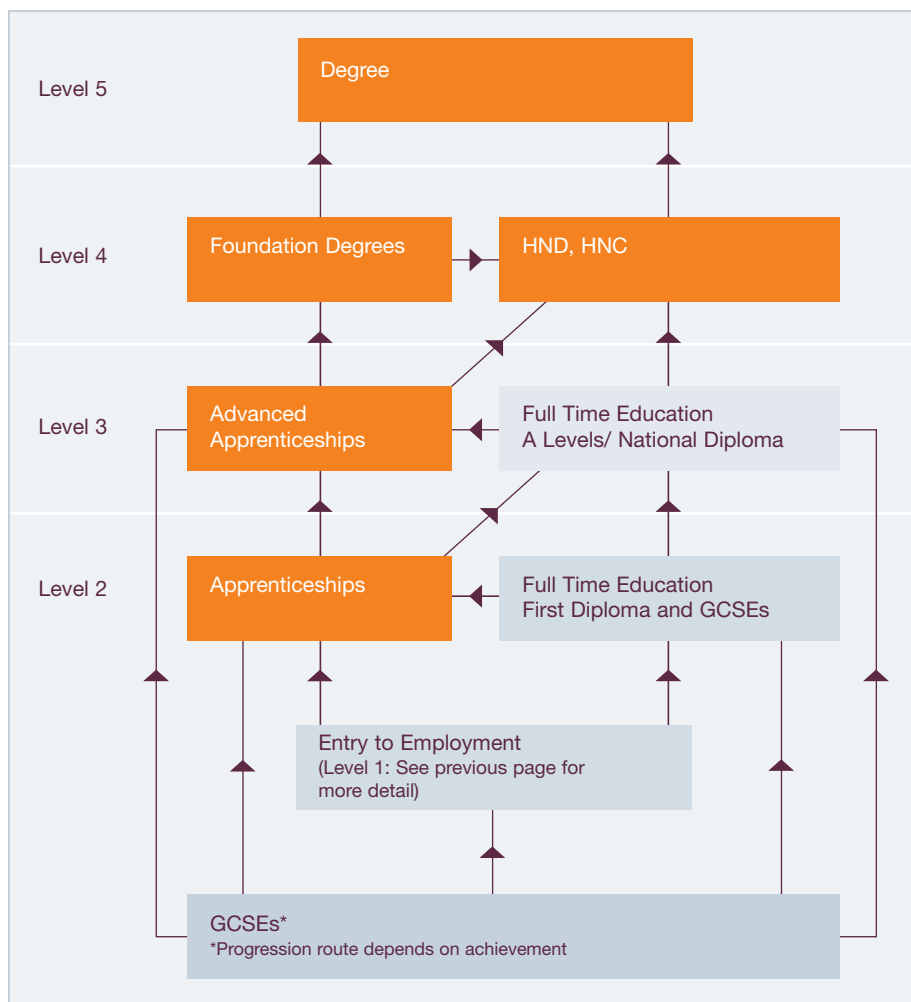
Progression

As well as helping you to progress in your chosen career, Apprenticeships can help you to enter higher education.

The different levels of NVQs relate to other qualifications, as shown below.

- Level 1 = 5 GCSEs at grades D – G
- Level 2 = 5 GCSEs at grades A* – C
- Level 3 = 2 A levels or 1 vocational A level
- Levels 4 / 5 = HNC, HND and degree level.

The diagram shows you how you could progress through to a full time or part time higher education course, having completed Level 3 as an Apprentice.



Apprenticeship & e2e Contact details

- 1 Automotive Transport Training Limited**
Helen Allsopp/ Nichola Spragg
Jacknell Road, Dodwells Bridge Industrial Estate, Hinckley, Leicester LE10 3BS
Tel: 01455 251516
Fax: 01455 251713
Email: info@att-ltd.com
- 2 Brooksby Melton College** Debra Smart
Work Based Learning Department, Asfordby Road, Melton Mowbray, Leicestershire LE13 0HJ
Tel: 01664 850850
Fax: 01664 855355
www.brooksbymelton.ac.uk
Email: dsmart@brooksbymelton.ac.uk
- 3 Heart of England Training**
Jill Gibson
Hairdressing and Beauty Training Centre, 24 Charles Street, Leicester LE1 3FG
Tel: 0116 251 2343
www.hoet.co.uk
Email: info@hoet.co.uk
- 4 Hit Training**
Philip Widdowson
Unit 39, Lenton Business Centre, Lenton Boulevard, Nottingham NG7 2BY
Tel: 07958 467427
www.hittraining.co.uk
Email: philip.widdowson@hittraining.co.uk
- 5 JHP Training**
Debbie Scotton
Evans Business Centre, Regents Pavilion, 4 Summerhouse Road, Moulton Park, Northampton NN3 6BJ
Tel: 01604 641170
Fax: 01604 641171
www.jhptraining.com
Email: debbie.scotton@jhptraining.com
- 6 Kaplan Financial**
Natasha Allen
3rd floor, Beckville House, 66 London Road, Leicester LE2 0QD
Tel: 01162 045985
Fax: 01162 2856787
Email: natasha.allen@kaplan.co.uk
- 7 Leicester College Training Agency**
Karen Walker
Employer Engagement Hub, Freeman's Park Campus, Aylestone Road, Leicester LE2 7LW
Tel: 0116 229 5555
www.leicestercollege@ac.uk
Email: info@lec.ac.uk
- 8 Leicestershire County Council**
Mark Sadler
Room 146, Work Force Development, County Hall, Glenfield, Leicester LE3 8RA
Tel: 0116 265 8021
Fax: 0116 265 6285
www.leics.gov.uk
Email: apprenticeships@leics.gov.uk
- 9 LETG Training**
John Shuter/Fiona Baker
Putney Road West, Freeman's Common, Leicester LE2 7TB
Tel: 0116 255 1086
Fax: 0116 254 0091
www.letg.co.uk
Email: enquiries@letg.co.uk
- 10 Loughborough College Training**
Harry Wheatcroft
Radmoor Road, Loughbrough, Leicestershire LE11 3BT
Tel: 01509 618298
www.loucoll.ac.uk
Email: info@loucoll.ac.uk
- 11 North Warwickshire and Hinckley College Apprenticeships**
Julie Sizer
Hinckley Road, Nuneaton, Leicestershire CV11 6BH
Tel: 024 7624 3108
www.nwhc.ac.uk
Email: julie.sizer@whc.ac.uk
- 12 Orient Gold**
Richard Baldwin
1 Rutland Court, Manners Industrial Estate, Ilkeston, Derbyshire DE7 8EF
Tel: 0115 9442 050
www.orientgold.co.uk
Email: info@orientgold.co.uk

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Apprenticeship & e2e Contact details continued

13 Platinum Training

Mark Bremner
2nd Floor, Dudley House, Stone Street,
Dudley, West Midlands DY1 1NS
Tel: 01384 231645 Fax: 01384 231632
www.platinum-training.co.uk
Email: mark@platinum-training.co.uk

14 Protocol Skills

Mike Holliday
Centurian House, 5 Crofton Road,
Lincoln LN3 4NL
Tel: 01522 540640
Fax: 01522 539436
www.protocol-skills.co.uk
Email: mholliday@protocol-skills.co.uk

15 Rathbone Training

Glenda Symmonds
Ground Floor, Wellington House,
22-30 Wellington Street,
Leicester LE1 6HL
Tel: 0116 255 9957
Fax: 0116 204 5960
www.rathboneuk.org
Email: glenda.symmonds@rathboneuk.org

16 Slack and Parr Limited

Bryan Harrison
Long Lane, Kegworth, Derby,
Derbyshire DE74 2FL
Tel: 01509 672 306
Fax: 01509 673 357
www.slackandparr.com
Email: b.harrison@slack-parr.com

17 Smart Training

Glen Maddell
59 High Street,
Kingston-Upon-Thames,
Surrey KT1 1LQ
Tel: 020 8541 1384
Fax: 020 8547 3544
www.smart-training.com
Email: glen@smart-training.com

18 South Leicestershire College

Fiona Baker
Station Road, Wigston,
Leicestershire LE18 2DW
Tel: 0116 255 1086
www.slcollege.ac.uk/trainingforemployers
Email: enquiries@letg.co.uk

19 Stephenson College

Wendy Chadwick
Thornborough Road,
Coalville, Leicestershire LE67 3TN
Tel: 01530 836 136
Fax: 01530 814 253
www.stephensoncoll.ac.uk
Email: wchadwick@stephensoncoll.ac.uk

20 TBG

Nichola Boxall
6th Floor, St Peter's House,
Gower Street, Derby DE1 1SB
Tel: 01332 299 675
Fax: 01332 366 956
www.tbglearning.com
Email: nboxall@tbglearning.com

21 TNG

Anne Wright
4th Floor, Epic House, Charles Street,
Leicester LE1 3SG
Tel: 01162 625 261
Fax: 01162 625 274
www.tng.uk.com
Email: anne.wright@tng.uk.com

22 Triangle Training Ltd

Carolyne Hobday
Head Office:
Triangle House, 6 Olympus Court,
Tachbrook Park, Leamington Spa,
Warwickshire CV34 6RZ
Tel: 0116 261 9681 or 01926 832 233
Fax: 0116 251 7439 or 01926 314 821
www.triangletraining.com
Email: jr@triangletraining.co.uk or
enquiries@triangletraining.com

23 VT Training

Dianne Travis
6 Leatherline House Business Centre,
71 Narrow Lane, Aylestone,
Leicester LE2 8NA
Tel: 0116 283 7243
Fax: 0116 283 9706
Email: diane.travis@vtplc.com

National Training Providers

The following Training Providers also offer apprenticeships, to find out more contact them directly.

Barchester Healthcare Limited

Suite 201, The Chambers, Chelsea Harbour London SW10 0XF
Tel: 01608 645831
www.barchester.com
email: charlotte.brook@barchester.com
Care and catering

Building Engineering Services Training Ltd (BEST)

The Mere, Second Floor, Milestone House
Upton Park, Slough, Berkshire SL1 2DQ
Tel: 01753 531188
www.best-ltd.co.uk
email: best@best-ltd.uk
Heating and ventilating, air conditioning and refrigeration (HVACR) systems

Builders Merchant Federation

BMF Training Dept, 15 Soho Square, London W1D 3HL
0870 901 3380
www.bmf.org.uk
Building supply chain training for merchant, supplier and contractor

Carillion Training

24 Birch Street, Wolverhampton, West Midlands WV1 4HY
Tel: 01902 422431
www.carillionplc.com
Bricklaying, Carpentry and Joinery

ConstructionSkills

Belton Road Industrial Estate, 20 Prince William Rd,
Loughborough, Leicestershire LE11 5TB
www.bconstructive.co.uk/apprenticeships
*Carpentry and Joinery, Bricklaying, Painting and Decorating,
Plastering, Wall and Floor Tiling*

EDS Corporation

www.mas.eds.co.uk
IT Professionals or Users of IT

JTL

National Administration Centre, Redwither Tower,
Redwither Business Park, Wrexham, Clwyd LL13 9XT
Tel: 0800 0852308
www.jtltraining.com
Electrical Installation, Plumbing

Orient Gold

1 Rutland Court, Manners Ind Estate, Ilkeston, Derbyshire DE7 8EF
www.orientgold.co.uk
email: info@orientgold.co.uk
Retail, Hospitality, Butchery, Administration and Management



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Next Steps

Be proud -

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Fill in the reply slip on the next page to get in touch.

Once we have received your completed reply slip, we'll make sure that the right Training Providers contact you very soon.

Make sure you keep a note of the names and phone numbers of the Training Providers listed under your chosen Apprenticeship - if you don't hear from them in the next few days, give them a call. It'll show them you're keen!

Remember to keep a note of who you have spoken to.

The Training Providers may arrange for you to meet employers - keep a note of your interview dates and make sure you know where they are. When you've been to your interview why not call your training provider and let them know how you got on.

You can also check the local press for vacancies - just call the number or log onto the company's website to find out more.

If you're still not sure of what you want to do then, if you're between 16 and 19, contact your local Connexions centre. They can help you to decide what's best for you.



Coalville: 01530 812231
Hinckley: 01455 632719
Leicester: 0116 262 7254
Loughborough: 01509 214002
Market Harborough: 01858 462309
Melton & South Charnwood: 01664 569966
South Wigston: 0116 277 8090



If you're 20 or older, call *nextstep* and speak to an independent Information, Advice and Guidance worker, like Connexions, they can help you to decide what's best.

It's as simple as that.

Leicestershire - *nextstep*
Tel: 08000 850 330

Want to do yourself proud?

Then fill this in and post it back to us - free!

Your details

Title

Name

Address

Postcode

Telephone

Mobile

Email

Date of Birth

What do you want to do?

e2e

Apprenticeship
(please tell us which you are interested in)

Other opportunities

How useful have you found this brochure?

Very Quite Not at all

In compliance with the Data Protection Act 1998, information is treated confidentially and will not be passed to other organisations, except Training Providers, employers offering Apprenticeship or e2e opportunities and Connexions.

Please tick this box if you do not want your details to be kept on file.

Please tick this box if you do not want us to share your details.

We may use your details to tell you about opportunities, as may Connexions and the Training Providers.

Please tick this box if you do **NOT** want to receive emails from us or our partners.

Please tick this box if you do **NOT** want to receive texts from us or our partners.

Please tick this box if you do **NOT** want to receive mail from us or our partners.

Business Reply Plus
Licence Number
RRSB-22KX-RXLL

2



NTDP

11 Scirocco Close
Moulton Park
NORTHAMPTON
NN3 6AP

FAQs

How do Apprenticeships work?

Your employer pays your wages and gives you on-the-job training which allows you to achieve National Vocational Qualifications (NVQs).

You'll also spend time with a training provider, gaining key skills that'll be useful in the job market - like working in teams, problem-solving, communication and using new technology.

In addition, you'll study for a technical certificate, which will give you further knowledge and understanding of your job. The amount of time you'll spend studying varies depending on your chosen profession.

How long does it take?

It varies. Most last between one and two years, though some take up to five. How long it takes will depend on the profession you choose, your level of ability and your employer's needs.

Who's eligible?

Apprenticeships are open to anyone living in England who is currently not in full-time education and does not hold a university degree. Entry requirements are flexible because Apprenticeships are not just based on academic achievement.

Do I need to have a job?

Not necessarily, you may be able to start your Apprenticeship with a training provider, whilst looking for an employer. Until you get a job you may be eligible for EMA (Educational Maintenance Allowance).

I've already got a job – can I still do an Apprenticeship?

Yes. If your employer agrees you can become an Apprentice where you work now. Training providers can give you and your employer more information.

What do I get paid?

As an employed apprentice you must be paid at least £80 per week as this is a condition for employers offering apprenticeships.

You may well be paid more than this depending on the type of work you do, your age and where you are in the apprenticeship.

Do I get holidays?

As an employee you will be given paid holiday as well as bank holidays. Your individual entitlement will be detailed in your terms of employment or training agreement: 20 days is an average holiday entitlement.

When can I apply?

You can apply to a training provider at any time, but it may take time to find an employer offering the Apprenticeship you want.



**For more information about Apprenticeships please call
Tel: 0800 083 3788
www.connexions-leics.org**

Apprenticeships Available in Leicestershire

Accountancy	Electrical Installation	Hospitality - Event Catering	Motor Vehicle - Light Mechanics
Activity Leadership	Electrical Maintenance	Hospitality Customer Service	Motor Vehicle - Parts Consultant
Administration	Electrical Production	Hospitality Reception	Motor Vehicle Body and Repair
Advance Craft Kitchen and Larder	Electrical Technician/Electrotechnician	Hospitality Service	Motor Vehicle Maintenance
Auto Electrician	Engineering	Hospitality Services - Multi Skilled	Motorcycle Technician
Baker	Engineering Design	Hospitality Supervision/Management	Painting and Decorating
Bar Service	Engineering Maintenance	Hospitality/Catering	Pastry Chef
Beauty	Engineering Manufacturing	Housekeeping/Portering/Cleaning	Performing Engineering Operations
Bricklaying	Engineering Production	Information Technology	Pharmacy
Building Re-Furbishment and Repair	Exercise to Music	Kitchen and Larder	Plastering
Butchery	Fabrication and Welding	Land Based Service Engineering	Plumbing
Call Centre	Food and Drink Service	Maintenance Engineering	Print Finishing
Carpentry and Joinery	Food Preparation and Cooking	Maintenance Operations	Printing (Litho/Flexo/Screen)
Chef	Food Processing and Cooking	Management	Printing (Pre-Press)
Childcare/Early Years/Playwork	Food Service	Manufacturing	Public Service Technician
Cookery (Professional)	Footwear Manufacture	Mechanical - Service Technician	Retailing
Cooking (Professional)	Forklift Truck Maintenance	Mechanical Engineering	Sales - Motor Vehicle
Construction	Front Office	Mechanical Maintenance	Sales - Telephone
Customer Service	Gas Installation and Maintenance	Mechanical Production	Small Animal Care
Dental Care	Gym	Mechanical Technician	Sport and Recreation
Distribution, Warehouse and Storage	Hairdressing	Motor Vehicle - Customer Service/After	Team Leading
Drink Service	Health & Social Care	Sales	Window Frame Manufacturer
Elderly Care	Health Care and Public Services	Motor Vehicle - Heavy Maintenance	
Electrical Engineering	Horse Care		

Connexions Employer Services Team

Ashcroft House

Ervington Court

Harcourt Way

Meridian Business Park

Leicester LE19 1WL

Tel: 0800 083 3788

Fax: 0116 240 7001

Email: jot@connexions-leics.org

www.connexions-leics.org

In Association with:

Automotive Transport Training Ltd
Brooksby Melton College
Heart of England Training
Hit Training
JHP Training
Kaplan Financial
Leicester College Training Agency
Leicestershire County Council

LETG Training
Loughborough College Training
North Warwickshire and Hinckley
College Apprenticeships
Orient Gold
Platinum Training
Protocol Skills
Rathbone Training
Slack and Parr Limited

Smart Training
South Leicestershire College
Stephenson College
TBG
TNG
Triangle Training Ltd
VT Training

