



Apprenticeship Guide Lincolnshire & Rutland

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.

Be proud - be an Apprentice.





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

CG Partnership
01673 843489

HBS Options
01522 510700

Hill Holt Wood
01636 892836

ISIS Training and Recruitment
01522 532225

Lincolnshire Rural Activities Centre
01507 608855

Lincolnshire Youth Service e2e Project
01476 592169

Nacro
01733 561596

**Skegness College
of Vocational Training Ltd**
01754 610620/766611

YMCA Training
01522 526580

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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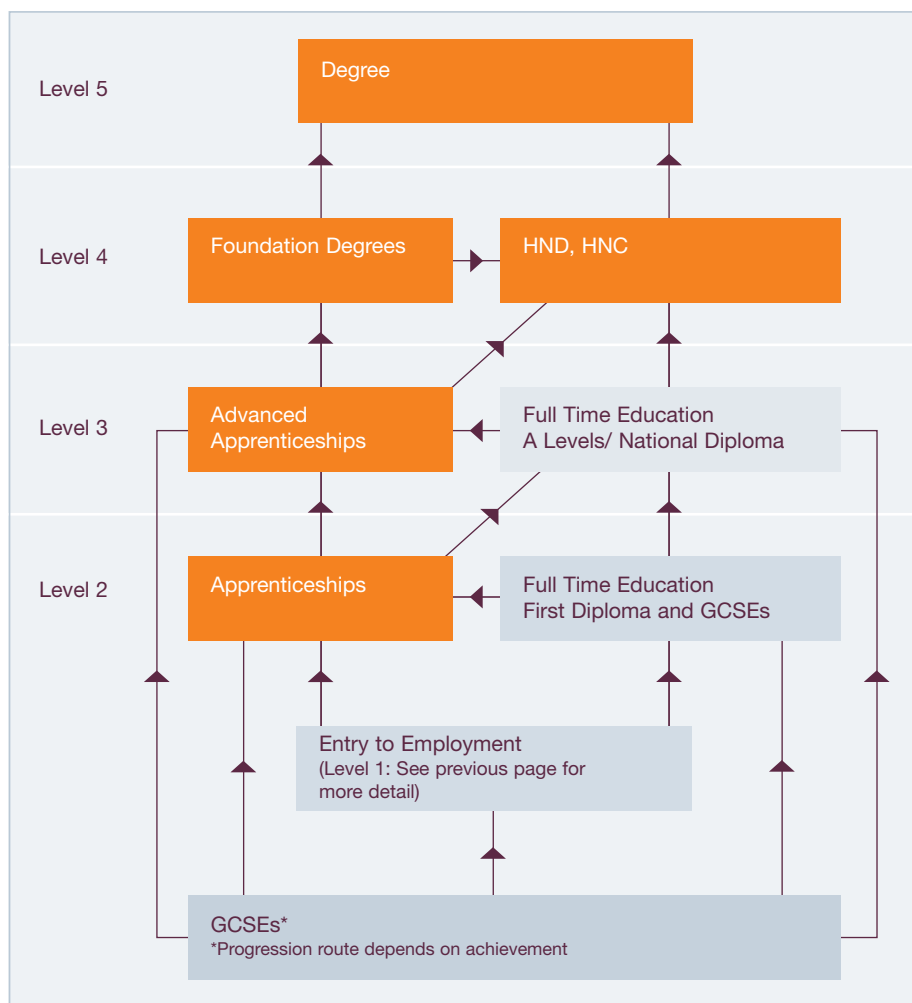
Progression

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 Boston College**
 Karen Pearson
 Skirbeck Road, Boston,
 Lincolnshire PE21 6JF
 Tel: 01205 353030
 Fax: 01205 313246
 Email: karen-p@wbl.boston.ac.uk
- 2 CG Partnership**
 Rebekah Sanderson
 8b Queen Street, Market Rasen,
 Lincolnshire LN8 3EH
 Tel: 01673 843489
 Fax: 01673 843492
 www.cgpartnership.com
 Email: rebekah@cgpartnership.com
- 3 Children's Links**
 Elizabeth Jones
 Holland House,
 Horncastle College Horncastle,
 Lincolnshire LN9 6BW
 Tel: 01507 528300
 Fax: 01507 528301
 www.childrenslinks.org.uk
 Email: training@childrenslinks.org.uk
- 4 First College**
 Jude Ingram
 Milford Court, Warwick Road,
 Louth, Lincolnshire LN11 0YB
 Tel: 01507 601122
 Fax: 01507 601118
 www.workbasedacademy.org
 Email: jude@ji-first-college.fsnet.co.uk
- 5 Grantham College / yes**
 Rob Nixon
 34 The George Centre,
 High Street, Grantham, Lincolnshire
 Tel: 01476 400289
 Fax: 01476 400881
 www.yes4apprenticeships.co.uk
 Email: yes4apprenticeships@grantham.ac.uk
- 6 Grimsby Institute of Further & Higher Education**
 Hazel Jackson
 Nuns Corner, Grimsby,
 North East Lincolnshire DN34 5BQ
 Tel: 01472 311240
 Fax: 01472 311240
 www.grimsby.ac.uk
 Email: workbased@grimsby.ac.uk
- 7 HBS Options**
 Carl Francis
 Becor House, Green Lane,
 Lincoln LN4 3QA
 Tel: 01522 510700
 Fax: 01522 512755
 www.optionstraining.co.uk
 Email: Carl.Francis@hbs.uk.com
- 8 Hill Holt Wood**
 Alan Eley
 Hill Holt Wood, Norton Disney,
 Lincolnshire LN6 9JP
 Tel: 01636 892836
 Fax: 01636 892836
 www.hillholtood.com
 Email: admin@hillholtwood.com
- 9 Intec Business Colleges Plc**
 Nicola Hall
 34-44 Bridlesmith Gate,
 Nottingham NG1 2GQ
 Tel: 01159 418965
 Mobile: 07841 502811
 Fax: 01159 881479
 www.getoncourse.net
 Email: nicola.hall@getoncourse.net
- 10 ISIS Training and Recruitment**
 Mary Turnor
 Norwich Union House,
 Silver Street, Lincoln LN2 1EA
 Tel: 01522 532225
 Fax: 01522 569268
 Email: mary-turnor@isis-training.co.uk
- 11 JHP Training**
 Shirley Bacon
 Suites 11 & 12,
 The Manor Crown Business Centre,
 5a, Sheepmarket, Spalding,
 Lincolnshire. PE11 1BH
 Tel: 01775 722 225
 Fax: 01775 719477
 www.jhptraining.com
 Email: shirley.bacon@jhptraining.com

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Apprenticeship & e2e Contact details ... continued

- 12 LAGAT Ltd**
Claire Flavell
Ariadne House, Tentercroft Street,
Lincoln LN5 7DB
Tel: 01522 513227
Fax: 01522 545533
www.lagat.co.uk
Email: cflavell@lagat.co.uk
- 13 Lincoln College**
Suzanne Turnbull
Business Development Centre,
Monks Road, Lincoln LN2 5HQ
Tel: 01522 876280
Fax: 01522 876281
www.lincolncollege.ac.uk
Email: sturnbull@lincolncollege.ac.uk
- 14 Lincolnshire Rural Activities Centre**
Sarah Moss
Kenwick Hill Louth, Lincolnshire
Tel: 01507 608855
Fax: 01507 607776
www.lincsruralactivitiescentre.co.uk
Email: mosss@grimsby.ac.uk
- 15 Lincolnshire Youth Service e2e Project**
Ian Richards
Earlesfield Youth Centre, Trent Road,
Grantham, Lincolnshire NG31 9LX
Tel: 01476 592169
Fax: 01476 592169
Email: ian.richards@lincolnshire.gov.uk
- 16 Nacro East**
Balwinder Gill
16, Lincoln Road,
Peterborough, Cambridgeshire
Tel: 01733 561596
Fax: 01733 344401
www.nacro.org.uk
Email: balwinder.gill@nacro.org.uk
- 17 NLT Training Services Ltd**
Philippa Meunzberg
4 Ashby Road, Scunthorpe,
North Lincolnshire DN16 1NR
Tel: 01724 866667
Fax: 01724 861262
www.nlt-training.co.uk
Email: info@nlt-training.co.uk
- 18 NVQ UK**
Karen Evans
Orchard Lea, Winkfield Lane,
Windsor, Berkshire SL4 4RU
Tel: 0788 9001406
Fax: 01344 887631
www.nvquk.com
Email: Karen.Evans@nvquk.com
- 19 Protocol Skills**
Lorraine Lister
Centurian House, 5 Crofton Road,
Lincoln LN3 4NL
Tel: 01522 540640
Fax: 01522 539436
www.protocol-skills.co.uk
Email: llister@protocol-skills.co.uk
- 20 Siemens Industrial Turbomachinery**
Angie Rhodes / Roy Bilton
PO Box1, Waterside South,
Lincoln LN5 7FD
Tel: 01522 586894
Fax: 01522 584919
www.siemens.co.uk/apprenticeships
Email: angie.rhodes@siemens.com
- 21 Skegness College of Vocational Training Ltd**
Carole Cameron
2 Wilford Grove, Skegness,
Lincolnshire PE25 3EZ
Tel: 01754 610620 / 766611
Fax: 01754 768326 / 766686
www.skegnesscollege.co.uk
Email: skegnesscollege@btconnect.com
- 22 Stephenson College Nottingham**
Darren Nilsson
Oak House, 8 Easter Park,
Lenton Lane, Nottingham NG7 2PX
Tel: 0115 955 7570
Fax: 0115 955 7671
Email: dnilsson@stephensoncoll.ac.uk
- 23 University of Lincoln**
Helen Pillingier
Training Agency, Riseholme College,
Lincoln LN2 2LG
Tel: 01522 895323
Fax: 01522 895468
www.lincoln.ac.uk/riseholmecollege
Email: hpillingier@lincoln.ac.uk

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VT Training

Melanie Brown
Unit 6, Leatherline House,
71 Narrow Lane, Leicester LE2 8NA
Tel: 0116 2837243
Fax: 0116 2839706
www.vtplc.com
Email: melanie.brown@vtplc.com

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YMCA Training

Pat Grange
St Rumbold's Street,
Lincoln LN2 5AR
Tel: 01522 526580
Fax: 01522 524659
www.ymcatraining.org.uk
Email: p.grange@ymcatraining.org.uk

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.

connexions contact is -

0800 163 026

Call this number or apply for your Apprenticeship by visiting

www.14-19.info



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.

Lincolnshire and Rutland - *nextstep*

Tel: 0845 058 9898



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 No LI.77

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Central Vacancy Unit
Connexions
Aquis House
Clasketgate
Lincoln
LN2 1BR

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 163 026

www.14-19.info

Apprenticeships Available in Lincolnshire & Rutland

Accountancy	Electronic Servicing	Horse Care	Maintenance Operations
Activity Leadership	Engineering	Horticulture - Landscape	- Construction
Administration	Engineering - Mechanical	Horticulture - Nursery	Management
Agriculture	Manufacture	Horticulture - Production	Manufacturing
Bar Service	Engineering Manufacturing	Horticulture - Turf	Mechanical Engineering
Beauty	Engineering Production	Hospitality - Multiskilled	Motor Vehicle - Heavy Maintenance
Bricklaying	Engineering Technical Support	Hospitality Customer Service	Motor Vehicle - Light Mechanics
Call Centre	Exercise to Music	Hospitality Reception	Motor Vehicle Body and Repair
Carpentry and Joinery	Fabrication and Welding	Hospitality Service	Motor Vehicle Maintenance
Childcare /Early Years	Food and Drink Service	Hospitality Supervision	Motorcycle Technician
Childcare - Play Work	Food Manufacturing	Hospitality/Catering	Painting and Decorating
Cookery (Professional)	Food Preparation and Cooking	Housekeeping/Portering/Cleaning	Performing Engineering Operations
Customer Service	Food Processing and Cooking	Information Technology	Plumbing
Dental Nurse/Oral Health Care	Food Service	Install and Support IT	Retail Financial Services (Insurance)
Distribution, Warehouse and Storage	Front Office	Installation and Commissioning	Retailing
Drink Service	Gym	Maintenance Engineering	Specialist Tyre Fitter
Elderly Care	Hairdressing	Maintenance Engineering	Teaching Assistant
Electrical Engineering	Health & Social Care	- Multi-Skilled	Team Leading
Electrical Installation	Heating and Ventilation		Travel & Tourism

Learning Line
 Connexions
 Aquis House
 Clasketgate
 Lincoln. LN2 1JZ
 Tel: 0800 163 026
 www.14-19.info

In Association with:
 Boston College
 CG Partnership
 Children's Links
 First College
 Grantham College / yes
 Grimsby Institute of Further
 & Higher Education
 HBS Options
 Hill Holt Wood

Intec Business Colleges Plc
 ISIS Training and Recruitment
 JHP Training
 LAGAT Ltd
 Lincoln College
 Lincolnshire Youth Service
 e2e Project
 Lincolnshire Rural Activities Centre
 Nacro
 NLT Training Services Ltd

NVQ UK
 Protocol Skills
 Siemens Industrial Turbomachinery
 Skegness College of Vocational
 Stephenson College Nottingham
 Training Ltd.
 University of Lincoln
 VT Training
 YMCA Training

