



Apprenticeship Guide Northamptonshire

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

CANTO Northampton
01604 741150

CANTO Rushden
01933 355208

Education Youth Services
01604 639555

Kettering Borough Training
01536 411200

Key Taining Ltd
01933 279790

Moulton College
01604 491311 ext 381

NITAL
01536 408188

Northampton College
01604 734567

Rathbone Training
01604 745350

Starting Off Northampton
01604 622855

Starting Off Kettering
01536 417373

**Tresham Institute of
Further & Higher Education**
01536 413319 / 413502

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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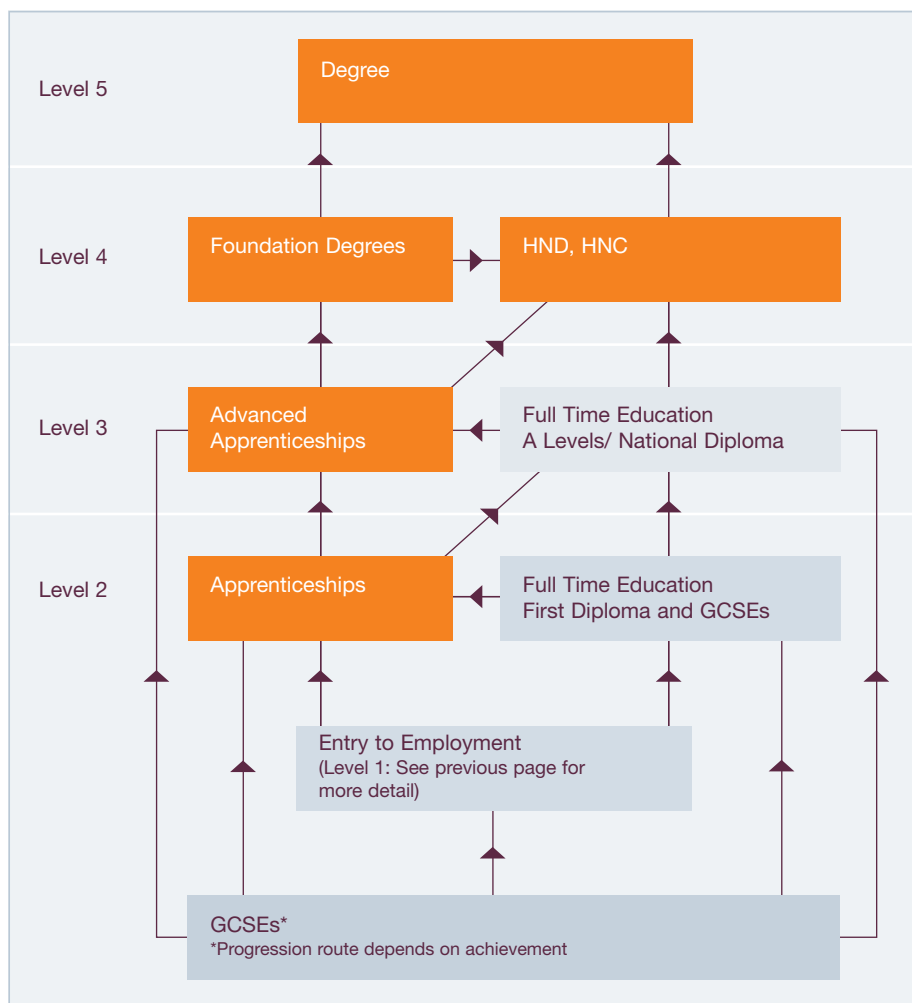
Progression

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.



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.



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Apprenticeship & e2e Contact details

- 1 Aston Recruitment and Training Ltd** Paula Harris / Sandra Cox
47-49 Gold Street,
Northampton NN1 1RA
Tel: 01604 230371
Fax: 01604 604850
www.aston-recruitment.co.uk
Email: information@aston-training.co.uk
- 2 CANTO Ltd - Northampton** Maureen Howard
35a Summerhouse Road, Moulton Park,
Northampton NN3 6WD
Tel: 01604 741150
Email: hmaureen@btconnect.com
- 3 CANTO Ltd - Rushden** Haydn Dear
Neville House, 67 Wellingborough Road, Rushden,
Northamptonshire NN10 9YG
Tel: 01933 355208
Email: haydndear@btconnect.com
- 4 Education and Youth Services** Matt Clark
Horizon House, St Peters Way,
Northampton NN1 1FB
Tel: 01604 639555
Fax: 01604 630030
www.eyesuk.org.uk
Email: m.clark@eyes.org.uk
- 5 Education and Youth Services** Matt Clark
Leighton Coach House, High Street, Wellingborough,
Northamptonshire NN8 4HR
Tel: 01933 274758
Fax: 01933 224249
www.eyesuk.org.uk
Email: m.clark@eyes.org.uk
- 6 Intec Business Colleges plc** Adrian Richter
34-44 Bridlesmith Gate,
Nottingham NG1 2GQ
Tel: 01159 418965
Mobile: 07771 702742
Fax: 01159 881479
www.getoncourse.net
Email: adrian.richter@getoncourse.net
- 7 JHP Training** Vivian Bond
Evans Business Centre, Regents Pavilion, 4
Summerhouse Road, Moulton Park, Northampton
NN3 6BJ
Tel: 01604 641170
Fax: 01604 641171
www.jhptraining.com
Email: vivian.bond@jhptraining.com
- 8 Kettering Borough Training** Angela Ellis / Co-ordinator Team
Drovers' Hall, 40 London Road, Kettering,
Northamptonshire NN15 7QA
Tel: 01536 411200
Fax: 01536 412822
Email: kbt@kettering.gov.uk
- 9 Key Training Ltd** Bobby Tomlin
Granville Chambers, Midland Road, Wellingborough,
Northamptonshire NN8 1HA
Tel: 01933 279790
Fax: 01933 272785
www.keytraining.co.uk
Email: bobby.tomlin@keytraining.co.uk
- 10 South Leicestershire College/LETG** Apprenticeship Team
Innovation House, Welland Business Park,
Market Harborough, Leicestershire LE16 7PS
Tel: 0116 255 1086
Fax: 0116 254 0091
www.slcollege.ac.uk
Email: enquiries@letg.co.uk
- 11 Moulton College** Rebecca Kinnear
West Street, Moulton,
Northamptonshire NN3 7RR
Tel: 01604 491131 ext 381
Fax: 01604 495325
www.moulton.ac.uk
Email: enquiries@moulton.ac.uk
- 12 NITAL** Melvin Wright
Brisbane House, Corby Gate Business Park, Prior Haw
Road, Corby,
Northamptonshire NN17 5JG
Tel: 01536 408188
Fax: 01536 408189
www.nital.co.uk
Email: melvin@nitaltrainme.org.uk
- 13 Northampton College** Alex Summers
Booth Lane,
Northampton NN3 3RF
Tel: 01604 734567
Fax: 01604 734207
www.northamptoncollege.ac.uk
Email: enquiries@northamptoncollege.ac.uk

- 14 Protocol Skills**
Julie Walsh
4 St Giles Street,
Northampton NNI 1JA
Tel: 07795 255898
www.protocol-skills.co.uk
Email: jwalsh@protocol-skills.co.uk
- 15 Rathbone Training**
Mandy Turner
61-69 Derngate,
Northampton NNI 1UE
Tel: 01604 745350
Fax: 01604 745359
Corby Office: 01536 408325
www.rathboneuk.org
Email: mandy.turner@rathboneuk.org
- 16 Starting Off - Northampton**
Naz Fitzpatrick/Matt Bevin
3-5 Wood Hill, Northampton
Tel: 01604 622855
Fax: 01604 635296
www.youngjobs.co.uk
Email: training@startingoff.co.uk
- 17 Starting Off - Kettering**
Janice Christie
15-17 High Street, Kettering,
Northamptonshire NN16 8ST
Tel: 01536 417373
Fax: 01536 417988
www.youngjobs.co.uk
Email: janice.christie@startingoff.co.uk
- 18 TNG**
Tony Basham
2 Saxon Court, Freeschool Street,
Northampton NNI 1ST
Tel: 01604 602662
Fax: 01604 602661
www.tng.uk.com
Email: bedford@tng.uk.com

- 19 Tresham Institute of Further & Higher Education**
Colin Needle
Work Based Learning, George Street,
Corby, Northamptonshire NN17 1QA
Tel: 01536 419570/402252
Fax: 01536 413357
www.tresham.ac.uk
Email: cneedle@tresham.ac.uk
- 20 Triangle Training Ltd**
Shelley O'Dell
4 Giffard Court, Millbrook Close,
St James Mill, Northampton NN5 5JF
Tel: 01604 591841 or 01926 832233
Fax: 01604 589663 or 01926 314821
www.triangletraining.com
Email: enquiries@triangletraining.com
or so@triangletraining.co.uk
- 21 VT Training plc**
Cheryl Driver
Unit 6 Leatherline House,
71 Narrow Lane, Leicester LE2 8NA
Tel: 0116 2837243
Fax: 0116 2839706
www.vtplc.com
Email: cheryl.driver@vtplc.com
- 22 YMCA Training**
Julie Kennedy/Evelyn Donoghue
47 - 49 Derngate,
Northampton NNI 1UE
Tel: 01604 635723
Fax: 01604 635807
www.ymcatraining.org.uk
Email: j.kennedy@ymcatraining.org.uk
or e.donoghue@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 -

Be an Apprentice

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 number is -

0800 7313 219

www.4you2.org.uk



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.

Northamptonshire - *nextstep*
Tel: 0800 503 080

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



NTDP

11 Scirocco Close
Moulton Park
NORTHAMPTON
NN3 6AP

Case Studies

John Newman Hairdressers Rothwell, Northamptonshire

“Bringing new skills into our industry is vital for its success. I have been employing Apprentices for 28 years and they bring new skills, enthusiasm and fun. Apprentices are the future of my business.”

Brian Armitage Factory Manager Adey Steel, Leicestershire

“It is necessary to always attract and develop people to enjoy working in our business and for them to have the skills to make the right decisions or manufacture to the right quality. One avenue, which we have used for a number of years, is to attract young people into the business. With training, both external and from existing skilled employees, we are able to make a career for our apprentices that they enjoy both from doing the work and from the recommendation they receive.

“We believe young people coming into the business show more long-term loyalty to the company if they have been provided with good training and a continuous development programme.”

Erica Brown Liaison Officer Derby City Council

“Education and business work well together to prepare young people for the world of work. Apprenticeships help to develop links between providers and the workplace and raise awareness of our company and the services we provide. Young people on Apprenticeship programmes have a lot of potential, and with supervision and training, they can be helped to develop into successful employees of the future. Babington Business College provide excellent support to employers and to their Apprentices in gaining qualifications. Existing employees can also gain new skills such as supervising or mentoring.”



**For more information about
Apprenticeships please call
Tel: 01604 671 472
www.ntdp.co.uk**

Apprenticeships Available in Northamptonshire

Accountancy	Distribution, Warehouse and Storage	Hairdressing	Motor Vehicle Maintenance
Activity Leadership	Drink Service	Health & Social Care	Motorcycle Technician
Administration	Elderly Care	Heating and Ventilation	Operational Development
Advance Craft Kitchen and Larder	Electrical Engineering	Horse Care	Operational Service
Agriculture	Electrical Installation	Horticulture - Landscape	Painting and Decorating
Arboriculture	Electronic Servicing	Horticulture - Turf	Performing Engineering Operations
Auto Electrician	Electrotechnical Services	Hospitality Customer Service	Plastering
Bar Service	Engineering	Hospitality Reception	Plumbing
Boat Building - Support & Maintenance	Engineering Manufacturing	Hospitality Service	Printing
Bricklaying	Engineering Production	Hospitality Supervision	Retailing
Business Improvement Techniques	Exercise to Music	Hospitality/Catering	Roof Tiling and Slating
Cabinet Making	Fabrication and Welding	Housekeeping/Portering/Cleaning	Sales
Call Centre	Floristry	Information Technology	Small Animal Care
Carpentry and Joinery	Food and Drink Service	Leisure Management	Stonemasonry
Childcare/Early Years	Food Preparation and Cooking	Maintenance Engineering	Team Leading
Childcare - Playwork	Food Processing	Management	Telesales
Cookery (Professional)	Food Service	Manufacturing	Traffic Office
Customer Service	Footwear	Mechanical Engineering	Travel Services
Dental Care	Front Office	Motorsport	Veterinary Nursing
Digital Aerial Installation Engineer	Gamekeeping	Motor Vehicle - Heavy Maintenance	Wall & Floor tiling
	Gym	Motor Vehicle - Light Mechanics	Young Drivers' Scheme
		Motor Vehicle Body and Repair	



11 Scirocco Close, Moulton Park
Northampton NN3 6AP
Tel: 01604 671472
Fax: 01604 671427
Email: info@ntdp.co.uk
www.ntdp.co.uk

In Association with:
Aston Recruitment and Training Ltd
CANTO Ltd
Education and Youth Services
Intec Business Colleges plc
JHP Training
Kettering Borough Training

Key Training Ltd
Moulton College
NITAL
Northampton College
Protocol Skills
Rathbone Training
Starting Off
South Leicestershire College/LETG

Tresham Institute of Further
& Higher Education
Triangle Training Ltd
TNG
VT Training plc
YMCA Training

