

Apprenticeship Guide Nottinghamshire

Be proud -
be an Apprentice

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

Access Training
01159 587257

Bassetlaw Training Agency Ltd
01909 477669

Castle College
0115 884 2435

Education Youth Services (EYS)
01623 652781

JHP
0115 950 5777

NHTA Ltd
0115 969 1650

NLT Training Services Limited
01246 206520

North Nottinghamshire College
01909 504504

North Warwickshire & Hinckley College Apprenticeships
024 7624 3108

Nottinghamshire Training Network
01623 404 341

Nottingham City Council
0115 915 0115

Nottinghamshire County Council Training Partnership
01623 476830

Prostart Training
0115 9468182

Stephenson College
0115 9557670

Strategic Training Solutions
01623 634483

The Learning Zone
01909 500014

West Nottinghamshire College
01623 413365

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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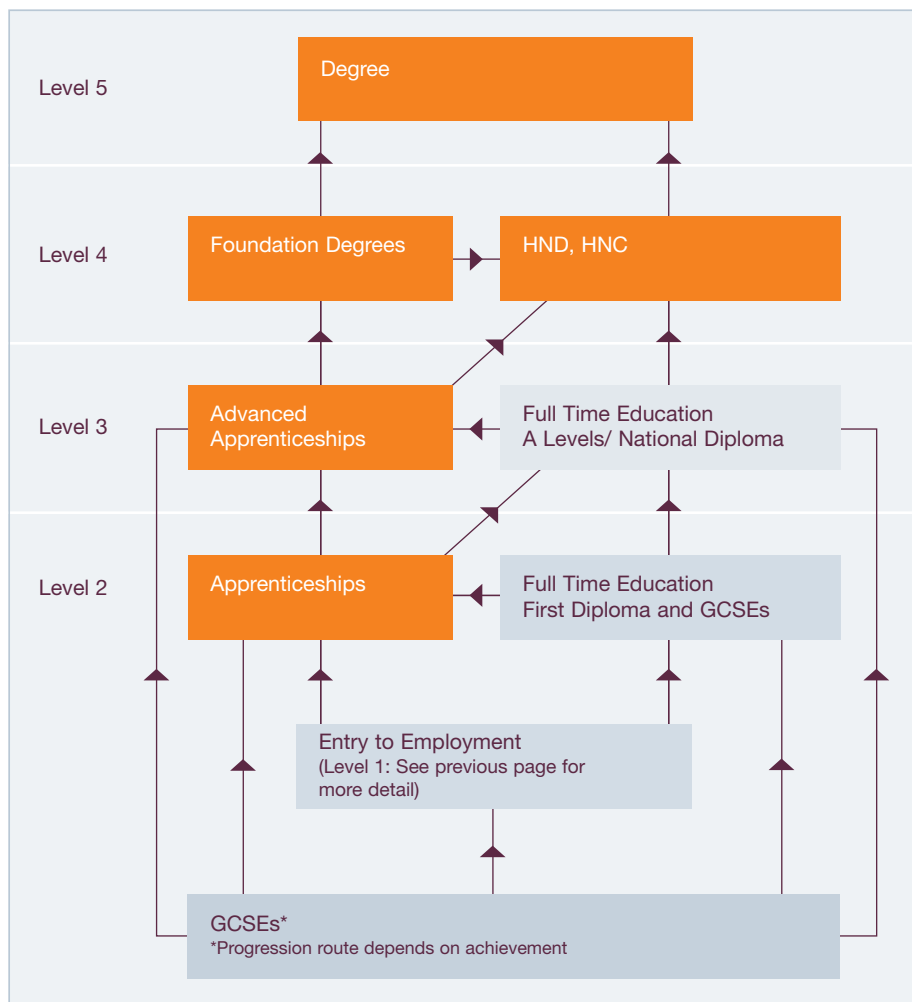
Progression

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 Access Training**
Karen Beeby
Cawley House, 96 Cliff Road
Nottingham NG1 1GW
Tel: 01159 587257
Fax: 01159 504684
www.atem.co.uk
Email: karen.beeby@atem.co.uk
- 2 Bassetlaw Training Agency Ltd**
Sylvia Lilley
The Priorswell Centre, Old Abbey Infant School,
Cheapside, Worksop, Nottinghamshire S80 2HX
Tel: 01909 477669
Fax: 01909 478734
Email: reception@btadirect.co.uk
- 3 Castle College**
Carol Samuel
The Atrium, 20 Wollaton Street,
Nottingham NG1 5RH
Tel: 0115 884 2040
Fax: 0115 884 2001
e2e: 0115 884 2435
www.castlecollege.ac.uk
Email: carol.samuel@castlecollege.ac.uk
- 4 Charnwood Training Consultants**
Samantha Shaw
Sherbrook Enterprise, 100 Sherbrook Road,
Daybrook, Arnold, Nottingham NG5 6AB
Tel: 0115 9267676
Fax: 0115 9267676
www.ctc-ltd.net
Email: sam@ctc-ltd.net
- 5 CLG Training**
Rachel Dickinson
Benneworth Close, Hucknall,
Nottingham NG15 6EL
Tel: 0115 9293094
Fax: 0115 9632288
www.clg-training.co.uk
Email: rachel.dickinson@clggroup.com
- 6 Education Youth Services (EYS)**
Safinder Heer
Unit 20, Botany Industrial Park,
Botany Avenue, Mansfield,
Nottinghamshire. NG18 5NF
Tel: 01623 652781
Fax: 01623 652758
Email: s.heer@eys.org.uk
- 7 Empower Training Services**
Marie Orchard
Ratcliffe on Soar,
Nottingham NG11 0EG
Tel: 0115 983 2900
Fax: 0115 983 2901
www.empower-training.com
Email: enquiries@empower-training.com
- 8 GeTaHead Training**
Giovanni Iannantuoni
22 Chapelgate, Retford, Nottinghamshire
Tel: 01777 704225
www.getaheadtraining.co.uk
Email: info@getaheadtraining.co.uk
- 9 Intec Business Colleges Plc**
Gillian Kirby
34-44 Bridlesmith
Gate Nottingham NG1 2GQ
Tel: 01159 418965
Mobile: 07841 502814
Fax: 01159 881479
www.getoncourse.net
Email: gillian.kirby@getoncourse.net
- 10 JHP Training**
Debbie Harris
4th Floor Market Square House,
St James Street, Nottingham NG1 6FJ
Tel: 0115 9505777
Fax: 0115 9413287
www.jhptraining.com
Email: debbie.harris@jhptraining.com [or
claire.straw@jhptraining.com](mailto:claire.straw@jhptraining.com)
- 11 Kaplan Financial**
Katie Peel
3rd Floor, Alan House, 5 Clumber Street,
Nottingham NG1 3ED
Tel: 0115 9348303
Fax: 0115 9415779
www.kaplanfinancial.co.uk
Email: katie.peel@kaplan.co.uk
- 12 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

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Apprenticeship & e2e Contact Details ... continued

13 New College Nottingham

Leon Jones
NCN @ Work,
Pelham Avenue, Mansfield,
Nottingham. NG5 1AL
Tel: 0115 9534 225
Fax: 0115 9104 777
Email: leon.jones@ncn.ac.uk or alma.allen@ncn.ac.uk

14 NHTA Ltd

Kelly Green
18 Pelham Road, Sherwood Rise,
Nottingham NG5 1AP
Tel: 0115 969 1650
Fax: 0115 969 1644
www.nhta.org.uk
Email: nhtaplacement@btconnect.com

15 NLT Training Services Ltd

Brian Jamson
Devonshire House, Station Road,
Brimington, Chesterfield, Derbyshire S43 1JU
Tel: 01246 206520
Fax: 01246 208241
www.nlt-training.co.uk
Email: info@nlt-training.co.uk

16 North Nottinghamshire College

Ian Cubbin
Carlton Road, Worksop,
Nottinghamshire S81 7HP
Tel: 01909 504504
Fax: 01909 504505
www.nnc.ac.uk
Email: icubbin@nnc.ac.uk

17 North Warwickshire & Hinckley College Apprenticeships

Shirley O'Dell
Hinckley Road, Nuneaton,
Warwickshire CV11 6BH
Tel: 024 7624 3108
Fax: 024 7624 3408
www.nwhc.ac.uk
Email: shirley.odell@nwhc.ac.uk

18 Nottinghamshire Training Network

Kirsty Hardy
Mansfield Business Centre, Ashfield Avenue,
Mansfield, Nottinghamshire NG18 2AE
Tel: 01623 404 341
Fax: 01623 404 201
www.ntn-wbl.org
Email: kirsty@ntn-wbl.org

19 Nottingham City Council

Jane Bullock
Alternative Provision Team, Room B2,
The Sandfield Centre, Sandfield Road,
Lenton, Nottingham NG7 1QH
Tel: 0115 915 9537
Fax: 0115 915 0699
e2e: 0115 915 0115
Email: jane.bullock@nottinghamcity.gov.uk

20 Nottinghamshire County Council Training Partnership

Chris Pritchett
16 Regent Street, Mansfield,
Nottingham NG18 1SS
Tel: 01623 476830
Fax: 01623 476810
www.nottinghamshire.gov.uk
Email: training.partnership@nottscc.gov.uk

As from 3rd May 2008:
The Eastbourne House, Station Road,
Sutton-in-Ashfield, Nottingham NG17 5FF

21 Notts County Council Training Partnership

Liz Burton
16 Regent St. Mansfield,
Nottinghamshire NG18 1SS
Tel: 01623 476830
Fax: 01623 476810
Email: elizabeth.burton@nottscc.gov.uk

22 Orient Gold Ltd

Richard Baldwin
1 Rutland Court, Manners Industrial Estate,
Ilkeston, Derbyshire DE7 8EF
Tel: 0115 944 2050
Fax: 0115 944 2083
www.orientgold.co.uk
Email: info@orientgold.co.uk

23 Platinum Training

Helen Cox/Louise Clues
2nd floor, Dudley House, Stone Street,
Dudley, West Midlands DY1 1NS
Tel: 01384 231645
Fax: 01384 231632
www.platinum-training.co.uk
Email: helen@platinum-training.co.uk

24 Positive Outcomes Ltd

Ben Smith
Tudor House, 308 Chesterfield Road North,
Mansfield, Nottinghamshire NG19 7QU
Tel: 01623 819080
Fax: 01623 811149
www.posout.com
Email: enquiries@posout.com

25 Prostart Training

Claire Bates
28 High Street, Long Eaton,
Nottingham NG10 1LL
Tel: 0844 815 0804
Fax: 0115 9468582
www.prostartuk.co.uk
Email: info@prostartuk.co.uk

26 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

27 South Nottingham College
 Kirstie Cordon
 West Bridgeford Centre, Greythorn Drive,
 West Bridgeford, Nottingham NG2 7GA
 Tel: 0115 9146259
 Fax: 01159 146444
 www.snc.ac.uk
 Email: cordenk@snc.ac.uk

28 Stephenson College
 Linda Howard
 Oak House, 8 Easter Park,
 Lenton Lane, Nottingham NG7 2PX
 Tel: 0115 9557670
 Fax: 0115 9557671
 www.stephensoncoll.ac.uk
 Email: lhoward@stephensoncoll.ac.uk

29 STL
 Leah Ward
 Unit 3, 443 Brightside Lane, Sheffield
 Tel: 0114 251 9210
 Fax: 0114 251 9227
 www.stltraining.co.uk
 Email: info@stltraining.co.uk

30 Strategic Training Solutions
 Sue Bradshaw
 8, Regent Street, Mansfield,
 Nottinghamshire NG18 1SS
 Tel: 01623 634483
 Fax: 01623 634483
 www.stsmansfield.co.uk
 Email: sbradshaw@stsmansfield.co.uk

31 The Learning Zone
 Nigel Hennessy
 92 Bridge Street, Worksop,
 Nottinghamshire S80 1JA
 Tel: 01909 500014
 Fax: 01909 500033
 www.eizone.co.uk

32 Triangle Training Ltd
 Carolyne Hobday
 3/7 Middle Pavement Street,
 Nottingham NG1 7DX
 Tel: 0115 9415767 or 01926 832233
 Fax: 0115 9412484 or 01926 314821
 www.triangletraining.com
 Email: enquiries@triangletraining.com
 or ng@triangletraining.co.uk

33 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

34 West Nottinghamshire College
 Amanda Mayle
 Suite 6, Enterprise Court,
 Oakham Business Park, Mansfield,
 Nottinghamshire NG18 5BU
 Tel: 01623 413365
 Fax: 01623 422949
 www.wnc.ac.uk
 Email: mandy.mayle@wnc.ac.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.

Apprenticeship vacancies are also advertised on "VacanciesOnline" at www.sortitonline.com - check the site regularly for the latest opportunities. Companies may also advertise in the local press and on their own websites so it's a good idea to look at these to look at these to see if they're recruiting apprentices.

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.

 number is -

0800 093 8351

www.sortitonline.com



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.

Nottinghamshire - *nextstep*
Tel: 0115 924 7272

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



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: 01623 404341
www.ntn-wbl.org**

Apprenticeships Available in Nottinghamshire

Accountancy	Elderly Care	Hospitality	Nail Technician
Activity Leadership	Electrical Engineering	Hospitality Customer Service	Painting and Decorating
Administration	Electrical Installation	Hospitality Reception	Passenger Vehicle (Bus Driver only)
Advance Craft Kitchen and Larder	Electronic Servicing	Hospitality Service	Performance Engineering Operations
Amenity Horticulture	Engineering	Hospitality Supervision	Performing Manufacturing
Animal Care	Engineering Manufacturing	Housekeeping	Operations
Auto Electrician	Engineering Production	Information Technology	Plastering
Bar Service	Exercise to Music	Install and Support IT	Plumbing
Beauty	Fabrication and Welding	Light Motor Vehicle Mechanics	Professional Cookery
Bricklaying	Food and Drink Service	Maintenance Engineering	Refrigeration and Air Conditioning
Butchery	Food Preparation and Cooking	Maintenance Operations	Retailing
Call Centre	Food Service	Management	Sales
Carpentry and Joinery	Forklift Truck Maintenance	Management - Learning and	Sales - Telephone
Childcare - Learning and	Front Office	Development	Small Animal Care
Development	Gym	Manufacturing	Specialist Tyre Fitter
Childcare - Play Work	Hairdressing/Barbering	Mechanical Engineering	Sports Operations
Childcare / Early Years	Health & Social Care	Motor Vehicle - Parts	Team Leading
Customer Service	Heating, Ventilation & Gas	Motor Vehicle - Sales	Wall and Floor Tiling
Dental Nurse - Oral Health Care	Heavy Motor Vehicle Maintenance	Motor Vehicle Body and Repair	
Distribution, Warehouse and Storage	Horse Care	Motor Vehicle Maintenance	
Drink Service	Horticulture - Landscape	Motorcycle Technician	



NTN
Mansfield Business Centre, Ashfield Avenue
Mansfield, Nottingham NG18 2AE
Tel: 01623 404341
Fax: 01623 404201
Email: kirsty@ntn-wbl.org
www.ntn-wbl.org

In Association with:

Access Training
Bassetlaw Training Agency Ltd
Castle College
Charnwood Training Consultants
CLG Training
Education Youth Services
Empower Training Services
GeTaHead Training
Intec Business Colleges Plc
JHP Training
Kaplan Financial (Nottingham)
Lincoln College

New College Nottingham
NHTA Ltd
NLT Training Services Ltd
North Nottinghamshire College
North Warwickshire & Hinckley
College Apprenticeships
Nottingham City Council
Nottinghamshire County Council
Training Partnership
Nottinghamshire Training Network
Notts County Council Training
Partnership
Orient Gold Ltd

Platinum Training
Positive Outcomes Ltd
Prostart Training
Protocol Skills
South Nottingham College
Stephenson College
STL
Strategic Training Solutions
The Learning Zone
Triangle Training Ltd
VT Training
West Nottinghamshire College

