

# Apprenticeships

# WORK

**Opportunities to earn and learn  
in Dorset and Somerset.**



**With over 180 different types of Apprenticeships on offer you'll find the right one for you.**

## **Apprenticeship Sectors:**

### **Administration, Business and Office Work**

Business administration is a key role across many industries. It's your job to keep things working smoothly and efficiently.

### **Building and Construction**

The majority of construction jobs are skilled trades so there is a demand for people with the right talents for this sector.

### **Catering and Hospitality**

An industry for those with a passion for food, drink and making sure everyone in their care has a good time.

### **Computers and IT**

Both a technical and creative sector which covers everything from maintaining computer networks to designing computer games.

### **Design, Arts and Crafts (Creative)**

This is a wide-ranging and creative sector which could see you taking on a range of roles – from a graphic designer to a fashion designer.

### **Education and Training**

Do you like to pass your knowledge onto others? Then maybe teaching is for you. Work in this sector ranges from childcare to a teaching assistant.

### **Engineering**

This is a very diverse sector which attracts a wide variety of people to do everything from fixing cars to fitting aeroplanes.

### **Environment, Animals and Plants**

When working with plants or animals, there is no such thing as an average day at work! From your local garden centre to working with exotic animals at the zoo.

### **Financial Services**

South West England is home to a large number of financial companies, so there is a big demand for skills in this area.

A new

# WORLD

## **Healthcare**

Caring for the very young to the very old, jobs in this area are highly rewarding and fulfilling.

## **Leisure, Sport and Tourism**

You could be working in a gym, a sports centre, a tourist attraction or theme park, outdoors or indoors.

## **Manufacturing and Production**

Designing, developing and producing - maybe the manufacturing industry could have the right role for you.

## **Media, Print and Publishing (Creative)**

A creative sector which offers work in a number of environments, from newspaper and magazine printing to journalism.

## **Legal and Political Services**

A fast-paced and competitive career, working in law and politics could take you to a wide range of places.

## **Personal and Other Services (Including Hair and Beauty)**

Covering the creative aspects of hair and beauty through to waste management and cleaning, it's a wide ranging sector.

## **Retail Sales and Customer Services**

With a huge range of shops, department stores and customer focused industries in the region there is always a demand for people with the right skills.

## **Social Work and Counselling Services**

Help those in need by working with the young and old in the community. Careers can range from youth and social workers to care roles.

## **Transport and Logistics**

Are you organised and logical? You'll enjoy making sure everything is stored and moved exactly when it should be to where it needs to be.



**Robert Hopes,  
Electrical Engineer  
Apprentice,  
Bristol.**

*“When I finished my GCSEs I wasn’t sure what to do. Although I never imagined I’d pursue a career as an Electrical Engineer, I am really happy with the choice I made. No two days are ever the same and I am extremely lucky to work within such a great team.”*

# Apprenticeships are

GOOD

## Learn new skills and get paid.

There is more to an Apprenticeship than you may think. Not only do they offer you qualifications but they provide a clear route for you to progress your career. They require hard work, motivation and dedication, but they provide great rewards. A recent study revealed that 60 per cent of employees who complete an Apprenticeship stay with their employers for five years or more.\*

You get real job experience in an industry you choose, you work towards a nationally recognised qualification and you get paid whilst you're doing it. If you're leaving full time education or looking for a career change, take a look at what an Apprenticeship could do for you. There are many courses to choose from, so check out the

options insert at the back of this prospectus and contact your local training provider to discuss your area of interest and the entry requirements.

After finishing your Advanced Apprenticeship you could move onto a related Foundation Degree or Degree course, making you even more appealing to employers.

*\*Taken from the report 'Career Paths of Former Apprentices' funded by the LSC.*



**Holly Fedrick,  
Veterinary Nurse  
Apprentice,  
Bridgwater.**

*"I couldn't afford to go to university and preferred a practical approach to learning, so when staff at the college talked about Apprenticeships I knew this route would suit me best."*

# There's

# MORE

## Be flexible, be determined, be prepared!

When applying for an Apprenticeship it pays to be flexible. So, for example, if you're interested in engineering why not consider broadening this to motor vehicle maintenance or construction to give yourself the best possible chance of getting on a course and finding an employer?

Once you've decided on a sector there are several things you can do. The first is to contact your local training providers. Check out the insert in the back of this prospectus and call as many of them as you can because what they offer can differ from provider to provider.

Visit [Apprenticeships.org.uk](http://Apprenticeships.org.uk) where you can apply online for Apprenticeship vacancies across the country.

You can also go direct to an employer. Companies advertise in local newspapers whilst large businesses also use their own websites.

The trick is to be determined and constantly on the look-out. If you're already working and want to gain skills and a qualification, talk to your boss about becoming an apprentice. Chances are they'll welcome improving the skills and experience of their staff.

Finally, ask your local Connexions adviser for help. You can contact them through the numbers on the back of this booklet.

At the end of the day applying for an Apprenticeship is just like applying for an ordinary job – challenging but fulfilling. The secret is to be keen and knowledgeable about the company to which you are applying.



**Jamie Cox,  
Advanced Technical Apprentice,  
Chippenham.**

*"I really enjoy being able to put my education into practice and develop my skills through the work I do every day. It's very motivating to see how the theory is applied in real-life situations, and it has helped to be earning money while I study."*

# Right

# M O V E

## Stepping stones to your new career...

Whatever Apprenticeship you choose, you'll be working towards an NVQ qualification, Key Skills and possibly Technical Certificates.

### **National Vocational Qualifications (NVQs)**

Based on your competency in the work place and your industry skills/knowledge, NVQs are achieved through a series of continual assessments (no final exams), monitored by your training provider.

There are five levels of NVQ, ranging from Level 1 covering basic work competencies to Level 5 for senior managers.

### **Key Skills**

Key Skills focus on developing essential knowledge that we all need in order to flourish in work and life.

These include:

- Communication
- Application of numbers
- Information Technology
- Working with others
- Improving own learning
- Problem solving

### **Technical Certificates**

Some Apprenticeship programmes enable you to gain Technical Certificates. These prove that you fully understand the theory behind the job as well as being able to carry out the practical tasks.

For more information please ask the training provider before you enrol.



**Sinead Smith,  
Advanced Business  
Administration Apprentice,  
Gloucester.**

*"I didn't really enjoy the school environment so learning as an apprentice was perfect for me. I also enjoyed the opportunity to earn whilst I learnt! Apprenticeships helped build my confidence and has made me far more independent than if I had spent the last two years in a classroom."*

# More than just

# MONEY

## Decent qualifications and a decent wage.

You may be an apprentice, but you are also an employee. Apprenticeships enable you to access a company's benefits, like holiday and sick pay, as well as get support from your training provider.

**Let's talk money** – like any job, your wage or training allowance will depend on your skills and experience. If you are employed by the company, most employers pay between £95 - £150 (from August 2009) per week. If you are already employed by the company and join the Apprenticeship programme, you will earn a salary that is agreed between you and your employer.

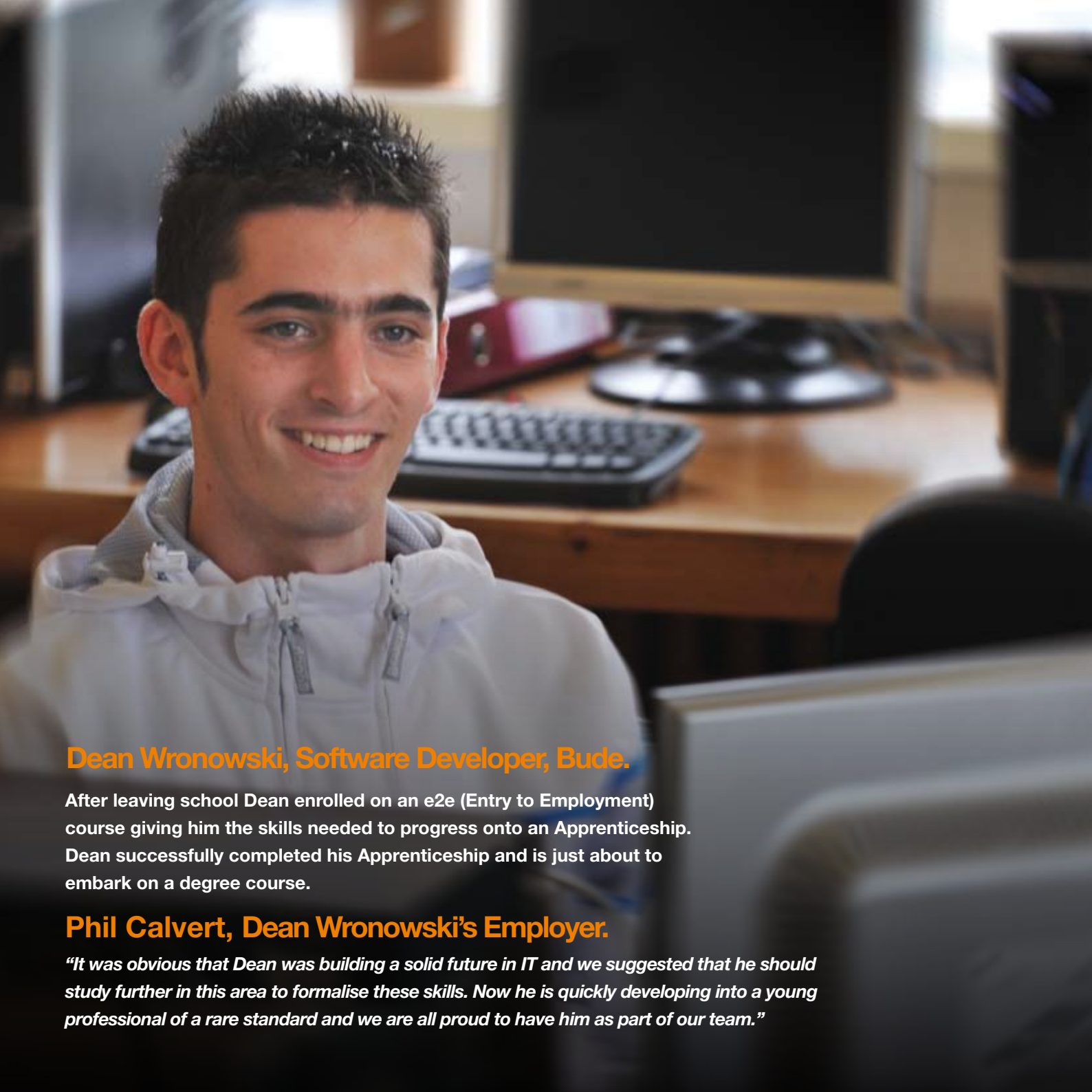
Most apprentices are employed and get the going rate for the job as a trainee. If you are placed with a company but not employed, you can apply for the Education Maintenance Allowance (EMA). Visit [ema.direct.gov.uk](http://ema.direct.gov.uk) for more information.

**Sick leave** – unfortunately, we all fall ill occasionally. If you do, ensure that everyone who needs to know is kept informed.

**Holidays** – as an apprentice you will be entitled to at least 20 days paid holiday per year (including bank holidays). Check your terms of employment for details.

**Careers advice** – access free careers advice and guidance. If you're between 13 and 19 contact Connexions Direct on **080 800 13219** or visit [connexions-direct.com](http://connexions-direct.com), or for those aged 20+ call nextstep on **0845 8 50 50 70** or visit [nextstep.org.uk](http://nextstep.org.uk)

**Extra help** – if you need books, clothing or equipment which are essential to your job, or if you need help to adapt your training environment to cope with a disability – please discuss this with your training provider or Connexions personal adviser. You may also be entitled to help with travelling costs if you are in a placement. Some childcare costs may also be paid.



### **Dean Wronowski, Software Developer, Bude.**

After leaving school Dean enrolled on an e2e (Entry to Employment) course giving him the skills needed to progress onto an Apprenticeship. Dean successfully completed his Apprenticeship and is just about to embark on a degree course.

### **Phil Calvert, Dean Wronowski's Employer.**

*"It was obvious that Dean was building a solid future in IT and we suggested that he should study further in this area to formalise these skills. Now he is quickly developing into a young professional of a rare standard and we are all proud to have him as part of our team."*

# How they

# WORK

## The Levels:

**Apprenticeships consist of four levels:**

**Pre – Entry to Employment (pre – e2e) and Entry to Employment (e2e)** – entry level courses for those with the potential to join an Apprenticeship, but need a little more experience. Entry to Employment improves your skills and gives you the opportunity to try out different jobs. You will also have support to tackle issues that may have stopped you from progressing before.

**Apprenticeship** – a Level 2 programme (equivalent to five GCSEs at grade A-C), which covers NVQs, Key Skills and possibly Technical Certificates.

**Advanced Apprenticeship** – a Level 3 programme (equivalent to two A Levels) covering NVQs, Key Skills and possibly Technical Certificates.

**Young Apprenticeships** – practical based learning for Year 10 students. You'll gain vocational skills through extended work placements whilst continuing towards core GCSEs.

## The People:

**The Apprentice** – you'll have left, or are leaving, full-time education. You will be in a job and working towards your National Vocational Qualification (NVQ).

**The Employer** – the company you work for. Most of your time here will be spent gaining industry knowledge and experience. Your employer will pay your wage, so generally you will need to find a company that needs an apprentice and is happy to employ you before you start your training.

**The Training Provider** – the organisation that will train and assess you. You will get training at work, at a training centre or your local college. Your training provider may even be able to help you find a job. Whichever provider you choose, they will ensure that things run smoothly.

**For further advice and guidance on Apprenticeships contact your local Connexions Centre (13-19 year olds) on the details below, or nextstep (for those 20+) on 0845 8 50 50 70.**

**Barnstaple Connexions Centre**

Telephone: 01271 378585  
www.connexions-cd.org.uk

**Bath & North East Somerset  
Connexions Centre, West of England**

Telephone: 01225 461501  
www.connexionswest.org.uk

**Blandford Connexions Centre**

Telephone: 01258 454454  
www.connexions-bdp.co.uk

**Chestnuts - Bodmin Connexions Centre**

Telephone: 01208 265544  
www.connexions-cd.org.uk

**Bournemouth Connexions Centre**

Telephone: 01202 315331  
www.connexions-bdp.co.uk

**Bridgwater Connexions Centre**

Telephone: 01278 423788  
www.connexions-somerset.org.uk

**Bristol Connexions Centre**

Telephone: 0117 987 3700  
www.connexionswest.org.uk

**Camborne Young People's Centre**

Telephone: 01209 713530  
www.connexions-cd.org.uk

**Cheltenham 1st Stop Shop**

Gloucestershire Provider  
Telephone: 01242 250317  
www.connexionsglos.co.uk

**Chippenham Connexions Centre**

Telephone: 01249 449900  
www.connexionsws.org.uk

**Exeter Connexions Centre**

Telephone: 01392 203603  
www.connexions-cd.org.uk

**Forest of Dean Connexions Centre**

Telephone: 01594 546408  
www.connexionsglos.co.uk

**Frome  
Connexions  
Centre**

Telephone:  
01373 465302  
www.connexions-  
somerset.org.uk

**Gloucester 1st Stop Shop**

Telephone: 01452 426900  
www.connexionsglos.co.uk

**Minehead Connexions Centre**

Telephone: 01643 701900  
www.connexions-somerset.org.uk

**Newton Abbot Connexions Centre**

Telephone: 01626 367579  
www.connexions-cd.org.uk

**North Somerset Connexions Centre**

Telephone: 01934 644443  
www.connexionswest.org.uk

**Penzance Connexions Centre**

Telephone: 01736 362244  
www.connexions-cd.org.uk

**Plymouth Connexions Centre**

Telephone: 01752 207700  
www.connexions-cd.org.uk

**Poole Connexions Centre**

Telephone: 01202 677557  
www.connexions-bdp.co.uk

**Salisbury Connexions Centre**

Telephone: 01722 424400  
www.connexionsws.org.uk

**St Austell Connexions Centre**

Telephone: 01726 61833  
www.connexions-cd.org.uk

**Stroud 1st Stop Shop**

Telephone: 01453 757 133  
www.connexionsglos.co.uk

**South Gloucestershire  
Connexions Centres**

Filton: 0117 989 8101  
Kingswood: 0117 961 2760  
www.connexionswest.org.uk

**Swindon Connexions Centre**

Telephone: 01793 549200  
www.connexionsws.org.uk

**Taunton Connexions Centre**

Telephone: 01823 321212  
www.connexions-somerset.org.uk

**Tewkesbury Connexions**

Telephone: 01684 854940  
www.connexionsglos.co.uk

**Tidworth Youth Development Centre**

Telephone: 01980 842748  
www.connexionsws.org.uk

**Torquay Connexions Centre**

Telephone: 01803 200202  
www.connexions-cd.org.uk

**Trowbridge Connexions Centre**

Telephone: 01225 716450  
www.connexionsws.org.uk

**Zechs - Truro Connexions Centre**

Telephone: 01872 277993  
www.connexions-cd.org.uk

**Wells Connexions Centre**

Telephone: 01749 686730  
www.connexions-somerset.org.uk

**Weymouth Connexions Centre**

Telephone: 01305 755160  
www.connexions-bdp.co.uk

**Yeovil Connexions**

Telephone: 01935 381800  
www.connexions-somerset.org.uk



# Apprenticeship ✓

**JHP Group** 01275 460231 www.jhptraining.com  
**Kingston Maurward College** 01305 215000 www.kmc.ac.uk  
**Locomotivation** 01202 567204 www.kmc.ac.uk  
**Myerscough College** 01995 642222 www.locomotiv.co.uk  
**National Council on Ageing** 01278 441190 www.myerscough.ac.uk  
**NVQUK** 01344 887630 www.nvquk.com  
**Paragon Skills for Industry** 0800 783 2545 www.paragonskills.co.uk  
**People and Business Development** 01440 731731 www.pbdevelopment.co.uk  
**Protocol Skills** 01633 871392 www.protocol-skills.co.uk  
**PSC Training and Development** 01752 335921 www.psctraining.co.uk  
**Rathbone Training** 0161 236 5358 www.rathboneuk.org  
**Richard Huish College** 01823 320800 www.rhichu  
**Serco** 01935 456780 www.serco.com  
**Smart Training and Recruitment** 01202 557700 www.smartar.co.uk  
**Somerset College of Arts and Technology** 0845 688 0488 www.somerset.ac.uk  
**Strode College** 01458 844400 www.strode-college.ac.uk  
**The Bournemouth and Poole College** 020 8460 2660 www.thecollege.co.uk  
**Training Enterprise** 0870 745 1101 www.trainingenterprise.co.uk  
**VT Training** 01454 618960 www.vttrain.com  
**Wessex Training and Assessment** 01747 845 545 www.wvtraining.co.uk  
**Weymouth College** 01305 761100 www.weymouth.ac.uk  
**Yeovil College** 01935 423921 www.yeovil.ac.uk

**Administration, Business and Office Work**  
**Building and Construction**  
**Catering and Hospitality**  
**Computers and IT**  
**Design, Arts and Crafts (Creative)**  
**Education and Training**  
**Engineering**  
**Environment, Animals and Plants**  
**Financial Services**  
**Healthcare**  
**Leisure, Sport and Tourism**  
**Manufacturing and Production**  
**Media, Print and Publishing**  
**Personal and Other Services (Including Hair and Beauty)**  
**Retail Sales and Customer Service**  
**Social Work and Counselling Services**  
**Warehousing and Distribution**

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# Apprenticeships

Funded by:



Leading learning and skills

To discover how an Apprenticeship  
could work for you visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)